



## Eligibility

1. OMTA Virtual Syllabus is available to all current OMTA members, of all districts.
2. Virtual Syllabus is intended to be an option for OMTA members or their students who are injured/traveling/unavailable on their district's scheduled dates, or who live out-of-state.
3. It is not intended to be used as a more convenient date for students who aren't ready at their district's scheduled dates.
4. Students may be registered for Evaluations, Demonstrations, or Creative Auditions in Virtual Syllabus.

## Virtual Syllabus Basics

1. Virtual Syllabus will be conducted via Zoom or an equivalent platform.
2. Students may test from their own home, or from their teacher's studio.
3. Teacher attendance is required at all their students' virtual Syllabus exams.
4. **Rhythm Reading and Sight Reading WILL be tested in Virtual Syllabus via screen sharing in Zoom.**
5. Repertoire Performance: Upper Division students (Levels 7-10) may choose to perform their repertoire live in the Syllabus exam, or to send video links ahead of time. Lower Division students (Levels 1-6) will perform their pieces live, but an exception can be made for videos if they have limited internet access.
6. PDFs of repertoire are required for all virtual Syllabus exams.

## Register in Leggiero

1. Choose "Virtual" from the list of districts, instead of the home district.
2. A Virtual Teacher Conference is required.
3. Choose your date and AM or PM. Specific time requests cannot be accommodated.
4. In the "Special Circumstances" section, BRIEFLY indicate if the platform cannot be Zoom.
5. Students registered in another district cannot be "transferred" to Virtual Syllabus.
6. Registration deadlines must be observed. No exceptions.
7. If needed, request tech help from your Virtual Syllabus Chair for links/PDFs.

## Communication With Adjudicator

1. Contact your adjudicator as soon as your schedule is published to confirm the platform.
2. Inform the adjudicator if the teacher is hosting Syllabus or if the student is testing from their own home.
3. The adjudicator will send an email with the Zoom link a week ahead of Syllabus and will query whether the teacher prefers to receive photos in text, or email scans of the paperwork.
4. Teachers will send the adjudicator one email for each student with their name and level in the Subject line, no later than Monday (for Friday Syllabus) or Tuesday (for Saturday/Sunday) with phone numbers, PDFs of the repertoire, and relevant video links.
5. The PDFs should include measure numbers. The format should be .PDF (no photos, links, photocopies).
6. Emails and video links should only come through the teacher, not directly from student families. Include the student's phone number if testing from home. Teachers can also add a short private note about each student or any other pertinent information such as learning challenges/disorders.

**Technology:** instructions are available on the OMTA website for creating video links and PDFs <https://oregonmta.org/programs/syllabus/> Look under "Teacher Forms."

## Preparing Students

1. Work with your students to speak clearly and loudly over progressions, and in general.
2. Rhythm Reading and Sight Reading will need to have the device placed on the music rack of the piano. The teacher or a parent needs to be available to assist with this set-up change, and its change-back again.
3. Ear Training will be included at all levels.

**Exam Set-up:** Teachers should share this information ahead of time with student families who are testing from their own homes.

1. Charge the device ahead of time or have it plugged in.
2. Set up device in landscape view (not vertical/portrait) stationary, not hand-held.
3. View: include the entire keyboard and the seated student's profile.
4. Test your setup ahead of time so Syllabus minutes are not wasted in correcting the camera angle.
5. Turn off all other streaming devices during Syllabus.
6. If testing from home, the family can listen from another room, out-of-sight, but available to help if technological problems arise.
7. Clear the music rack.

## During Virtual Syllabus Exams

1. Log into the Zoom link about 5 minutes early, check your setup, and wait in the "waiting room."
2. The adjudicator will initiate the exam when they are ready for the next student.
3. If students choose to send video links of their repertoire rather than playing live, the live portion of Syllabus will end approximately halfway through the scheduled time, after finishing the Musicianship Skills, to allow the adjudicator to view the video(s) and write comments.
4. Absolutely no video recordings may be taken of Syllabus exams by the teacher, the student's family, or by the adjudicator.
5. The "Chat" feature is not to be used during Virtual Syllabus exams.

## After Syllabus Exams

1. After the exam, the adjudicator will send an email/text with the results directly to the teacher, who will forward them to the student.
2. Certificates and comments sheets will be USPS mailed to the teacher after the exams.

## When Technology Fails

1. Reschedule: if the live connection fails, the adjudicator may try to reschedule.
2. Asynchronous: alternatively, they might send an email indicating which skills/keys will be tested. The teacher will send a video link of the student performing those particular skills for a non-linear/asynchronous exam.