



## INSTRUCTIONS FOR ADJUDICATORS

### **Syllabus: A Positive Experience:**

- Adjudicators are requested to make their criticisms and remarks in a constructive manner.
- All students and teachers are to be encouraged.
- Remember the influence each adjudicator has on the future of the Syllabus program.

### **Know the Syllabus Manual:**

- Have the 2006 Syllabus Manual with you when adjudicating.
- Study and follow exactly the 2006 Syllabus Manual.
- Students have been prepared according to the manual and it is vital that the adjudicator phrase questions in such a way that each student understands what is being requested. Please rephrase your questions if necessary to ensure that the student understands your requests.

### **Sight Reading and Rhythm Reading:**

- Use the 2006 sight reading material from *Geneva Wright*, NCTM.

### **Ear Training**

- Whenever possible, give examples in pairs for comparison.
- Limit examples to THREE.
- Do not comment on correctness, just tell the student thank you.

### **Grading the 3-Tier:**

- If the Evaluation, Demonstration, or Audition is successful, write “Successful Evaluation” (or Demonstration or Audition). If not successful, simply write “Participated”.
- Changes from one tier to another are made by the teacher, and must occur before the student begins playing.

### **Teacher Conference:**

- Compliment, congratulate, ask questions, share ideas. Listen as well as talk.
- Have a conference plan, like a lesson plan.
- Start with positive remarks, general then specific.
- Use the TEACHER/ADJUDICATOR CONFERENCE form to aid your memory.



## OREGON MUSIC TEACHERS ASSOCIATION, INC.

- Through friendliness, diplomacy, and careful consideration of your role as an Adjudicator, you may be the difference between a teacher feeling discouraged and quitting syllabus and a teacher feeling encouraged to continue entering students in syllabus.
- Consider personally handing each teacher a blank Adjudicator Evaluation Form, asking them to send it to the State Syllabus Chair.

### **Provisional Members:**

- If the students of a Provisional Member are not properly prepared, the Adjudicator should write a letter of report and send a copy to the State and District Syllabus Chairs and to the teacher.
- Sign the second-year Provisional Member's Record Sheet.
- Send a written report on any Provisional Member who needs help to: ***Cherise da Cunha***, NCTM, 1180 NE 63<sup>rd</sup> Way, Unit 1009, Hillsboro, OR 97124-6790

### **Final Details:**

- Sign the Entry Forms, Certificates, and Teacher Conference Sheets.
- Fill out the expense report immediately and send it to ***Fern McArthur***, NCTM, 2128 Elysium Ave, Eugene, OR 97801-7426. Send each adjudication bill as you do the job. Do not collect them into a group.