**All teachers** entering students in the AIM examinations MUST be members of MTNA and ISMTA and are **required to volunteer their time with the exams** as requested by the NWSMTA AIM Committee. PLEASE NOTE: If a teacher cannot work at the exam, a qualified substitute (may be needed to judge) must be arranged for by the teacher. *If no qualified sub is arranged for by the teacher, the teacher must pay $100, in advance, to hire a sub found by the Co-Chairs*.

* Parent letters, Harper maps and general information, including exam dates and locations and deadlines are available on the www.nwsmta.org website.
* **NO EXAM will be made up except for illness**.
* Advise parents of the exam date far in advance. **If a student cannot play on the date of the exam because of another commitment, DO NOT REGISTER that student.**
* **TIME REQUESTS** (“A.M.” from 8:30 a.m. to 1 p.m. and “P.M.” from 1 p.m. to 6 p.m.)

will be considered, but NOT guaranteed. **ABSOLUTELY NO CHANGES** can be made

after the scheduling is completed.

The following checklist will help make enrolling students easier. Please follow these directions carefully.

**LEVELS I ABC and Level II**

\_\_\_\_ Read the AIM Syllabus carefully. (There is no specific repertoire list for Level I ABC.)

\_\_\_\_ **If registering through the NWSMTA online registration (strongly preferred**), Complete the Teacher Required Work Form first, then complete the Student Enrollment Form. In addition, the following should be mailed to the Level I-II Co-Chair by the deadline as listed in the Yearbook and NWSMTA website.

* One (1) check, payable to NWSMTA, to cover the fees for all Level I ABC and Level II students. **The fee is $15.00 per student.**
* One copy of the ABC Repertoire Form for each Level I ABC student and a Level II

Repertoire Form for each Level II student, as needed. Repertoire forms include

detailed instructions for completion; *incomplete forms may be returned to the teacher*.

The forms are available on www.nwsmta.org website

**\_\_\_\_ If registering using U. S. Mail**, Send the following materials to the Level I-II Co-Chair by the postmark deadline ( both as stated in the Yearbook and NWSMTA website**):**

* One (1) copies of the Levels I-II Exam Enrollment Form which is found on the

www.nwsmta.org website.

* One (1) Level I ABC Repertoire Form for each Level I ABC student and a Level II

Repertoire Form for each Level II student, as needed. Repertoire forms include

detailed instructions for completion; *incomplete forms may be returned to the teacher*.

The forms are available on www.nwsmta.org website or from exam Co-Chairs.

* One (1) check, payable to NWSMTA, to cover the fees for all Level I ABC and Level II students must be included with the forms. **The fee is $15.00 per student.**

If a Level II student is playing a selection which is not listed in the Syllabus, approval must be received from **Stephanie Myers**: email: [hisamimyers@gmail.com](mailto:hisamimyers@gmail.com). Send her a photocopy of the music (or attach a scanned copy to the email) and the student’s repertoire level. Keep in mind the overall List ABCD requirements when substituting pieces. Please attach the repertoire approval letter to the student’s repertoire form when submitting the registration forms to the Exam Co-Chair.

\_\_\_\_ Check memorization requirements carefully. Any student who has not memorized the two

pieces completely will receive a written evaluation, but no numerical score. The exam will be marked “Incomplete” and NO certificate or award pin will be issued.

\_\_\_\_ **Remind students to take their music with them to the exam.** NO PHOTOCOPIES ARE

ALLOWED. Check to see that ALL measures have been numberedand markings erased. *Please limit the*

*sharing of music to family members onl*. Any student examined without music will receive a written evaluation, but no numerical score. The exam will be marked “Incomplete” and NO certificate or award pin will be issued

**AIM AWARDS**

AIM awards are given to students to recognize effort and achievement. The first time that the student participates successfully, regardless of level, he or she will receive an award medal on a ribbon. Students will receive both an award pin and certificate for each level passed. The colorful award pins may be displayed on the medal’s ribbon.

*Revised 2015*