

## AIM Level 1 ABC and Level 2 Checklist

**All teachers** entering students in the AIM examinations **MUST** be members of MTNA and ISMTA and are **required to volunteer to work at the exams** as requested by the NWSMTA AIM Committee. Teachers will be assigned a 4-hour work schedule **or more**, on the day of the exam, as needed by the exam chair in order to facilitate the number of students taking the exam. If a teacher cannot work at the assigned time on the day of the exam, a substitute who is qualified to judge must be found by that teacher. *If no qualified sub is supplied by the teacher, then the teacher must pay \$100, in advance, for the Co-Chairs to hire a sub.*

- Parent letters and information sheets are on the website at [www.nwsmta.org](http://www.nwsmta.org).
- Registration is done online at [www.nwsmta.org/opera-aim-registration.html](http://www.nwsmta.org/opera-aim-registration.html)
- Advise parents of the exam date far in advance. **If a student cannot play on the day of the exam because of another commitment, DO NOT REGISTER him/her.**
- **NO EXAM will be made up except for illness or family emergency.** All requests for make-ups should be made by the teacher by 9 PM the Wednesday after the exam.
- **TIME REQUESTS** (AM from 8:30 AM to 12:30 PM; PM from 1:00 PM to 5:00 PM) will be considered but NOT guaranteed. To better facilitate scheduling, please be flexible when requesting a time for your students' AIM exam and request ANY TIME whenever possible. **ABSOLUTELY NO CHANGES** can be made after scheduling is completed.

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

\_\_\_\_\_ Read the AIM Syllabus carefully. There is a repertoire list for Level 2 but not for Level 1. If a Level 2 student is playing a piece not listed in the Syllabus, approval must be received from Stephanie Myers, the ISMTA Repertoire Approval Chair, in January. Instructions can be found at [www.ismta.org/aim](http://www.ismta.org/aim).

\_\_\_\_\_ Check the NWSMTA yearbook or website for the exam date and registration deadline.

\_\_\_\_\_ Send one check, payable to NWSMTA, to cover the fee for all entrants, to the Co-Chair whose name is marked by an \* in the Yearbook by the entry deadline. **The fee is \$30 per student.**

\_\_\_\_\_ Students must perform two pieces from memory. 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.** All measures must be numbered and markings erased. *Please limit sharing of music to family members only.* Any students 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.

\_\_\_\_\_ Advise Level 2 students and parents that they will go to a separate room to take the written theory exam after completing the keyboard portion of the exam. (*Revised 2023*)