

### AIM Performance Levels 3-9 Exam Checklist

**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. 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 his/her assigned time during the exam, a substitute who is willing and qualified to judge AIM exams must be arranged for by that teacher. **NOTE: If a teacher cannot judge after assigned a time, teacher must send a substitute who is qualified to judge exams. If no qualified sub is arranged by the teacher, the teacher must pay \$100, in advance, to hire a sub found by the Co-chairs.**

- Parent letters and general information sheets are on the [www.nwsmta.org](http://www.nwsmta.org) website.
- Registration will be done online <https://www.nwsmta.org/opera-aim-registration.html>
- **NO EXAM will be made up except** for illness or family emergencies. All requests for make-ups should be made by the teacher by 9pm the Wednesday after the exam day. All make-up exams should be completed within 2 weeks after the set exam date.
- Advise parents of the exam dates far in advance. **If a student cannot play on the date set for the exam because of a previous 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. 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 once the scheduling is completed.

This checklist will make enrolling students easier. Please follow the directions carefully.

#### AIM Performance Exam Level 3-9

\_\_\_\_\_ Read the AIM Syllabus carefully. Every student entering Level 3-9 is required to take a theory exam first. A passing grade on this theory exam of 70 or higher is required in order to take the performance examination at the same level. Teacher Syllabus and Student Workbooks are available at <https://ismta.org/shop/>.

\_\_\_\_\_ Check the Yearbook or NWSMTA website ([www.nwsmta.org](http://www.nwsmta.org)) for the date of the Performance Exams Levels 3-9, the entry deadline, and the name of the Performance Co-Chair with an \* to whom registration fees should be submitted.

\_\_\_\_\_ There is no additional fee for entering the Performance 3-9 exam if the student has completed the theory exam that year. There is a \$20 re-enrollment fee if the student passed the theory exam in a previous year. The re-enrollment fee should be sent to the designated co-chair with an \* found in the yearbook.)

\_\_\_\_\_ Repertoire Approval (<https://ismta.org/aim>) A repertoire substitution request to include any piece not found in the Syllabus must be made by January 15, midnight, to Stephanie Myers ([hisamimyrs@gmail.com](mailto:hisamimyrs@gmail.com))

\_\_\_\_\_ **Remind students to take their original music scores to the exam.** NO PHOTOCOPIES ARE ALLOWED. Check to see that each measure is numbered, and markings erased. Any student examined without music will receive a written evaluation, but no numerical score. The exam will be marked “Incomplete” with no makeup exam given and thus NO certificate will be awarded.

\_\_\_\_\_ Teachers will be informed the day of the performance exam when and where score sheets and certificates will be available for pick-up.