

AIM LEVELS 3 – 12 Theory 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 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 THEORY EXAM LEVELS 3 – 12

_____ **Read the AIM Syllabus carefully.** Every student entering Level 3 – 12 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) for the date of the Theory Exams (Levels 3-12), the entry deadline, and the name of the Theory Co-Chair with an * to whom registration fees should be submitted.

_____ **Send** One (1) check, payable to NWSMTA, to cover the fees for all Level 3-12 students to the designated Co-Chair (name marked with an *) by the event’s deadline. **The FEE is \$40.00 per student.**

_____ **Remind students in Levels 4-12 to take their original music score or purchased workbook for transposition to the exam.** NO PHOTOCOPIES ARE ALLOWED. If an example from the workbook is used, the student must bring his/her entire workbook. Check to see that measures are numbered and markings erased. Any student examined without music will receive a written evaluation, but no numerical score. The exam will be marked “Incomplete” and NO pin will be awarded.

_____ Keyboard Skills Exams will be administered one on one with a judge. Written and Aural Skills Exams will be done with pencil and paper in a large exam room. Aural Skills Exams (Listening) will be administered with pre-recorded tracks. **Students must bring their own devices with earphones such as a smartphone, tablet, or laptop to Harper College. Students will receive their unique Aural Skills code at the exam site to login to the Aural Exam.** Sample Aural Skill exams are at <https://ismta.org/aim-aural-skills-practice/>