

CM Chair Guidelines 2010 – Theory and Path B

- Branch Chairs may determine their specific branch deadline for which teachers may switch students from Path A to Path B.
- Students are Path A No Shows after the branch deadline. After the deadline, do not give the teacher Path A certificates, but do give them the test and evaluation form.
- Branch can set a deadline for drop to Path B if they want to without changing the Evaluator schedule.
- Branch chairs shall keep all theory tests in his or her possession until all CM testing is completed statewide (April 4).
- Path B materials may not be given to teachers until all CM testing is completed statewide.
- Advanced Level students who have an exemption from theory, but who then decide to take a lower CM level in a subsequent year (for example, dropping to Level 8 after receiving the exemption) must take the theory test for the level in which he or she is enrolled. The theory exemption is only valid for the Advanced Level.
- An advanced student who passes theory with over 90% but fails the performance portion still gets the exemption for theory.
- Graders do not need to figure percentages. Enter the number of incorrect answers on Theory tests, and the database will automatically determine percentages when the data is entered by the Chair.
- Parents may not be in the testing area.
- Teachers and parents may not linger outside evaluation rooms in an attempt to listen to students.

Theory Test Room Guidelines

Please inform teachers that these theory room guidelines will be enforced. Students who are caught violating the guidelines will be escorted from the theory room and will not be allowed to finish the theory test.

- No electronic devices are allowed in the theory test room. This includes, but is not limited to:
 - MP3 players, Ipods, etc.
 - Cameras
 - Cell phones (Students with cell phones have the ability take pictures of the tests with their camera phones, or send text messages to friends in search of answers.)
- Backpacks are not allowed in the theory test room.
- Once students have entered the test room, they may not leave except when escorted for other portions of the exam (ear training and performance evaluations)
- Students need to be monitored when using the restroom:
 - For the protection of the student
 - To prevent students from sharing theory questions and answers
- It is recommended that a theory room monitor move around the test room to support these guidelines

- Theory tests must remain in the theory room when students are taking the performance evaluation in another room.
- Cell phones may be collected at the door to the theory test room and placed in a box or envelopes.

Technique/Sight Reading Booklet Guidelines

- Booklets should be kept with the chair before Evaluations begin, or sealed if in host studios.
- Evaluators must turn in the student and Evaluator SR/Technique Packets when they "check-out" with the Chair/designated staff to receive their payment voucher.
- Booklets must remain with the Chair until tests are completed statewide (April 4).

Evaluator meeting

- Evaluator meeting prior to evaluations (on evaluation day) is not required. If holding an evaluator meeting, please be considerate of evaluators' travel time.

Remain at Level

- Remain at Level will be implemented this year. If a student fails any portion of the Path A CM Evaluation (Performance or Theory), he or she cannot register in a higher level until the failed Path A Level has been passed. (Student must pass Path A of the level, and may not substitute Path B.)