



Dear AIM Teachers, Students and Parents:

In the 2020-21 school year, NSMTA successfully administered fully remote AIM exams to over 700 students in the North Shore area. We are grateful to everyone for their patience and hard work as we reinvented our methods and procedures due to COVID-19.

This year, we will offer two options for students to take their exams: **in-person** or **remote**. Either option may be chosen for Theory and Performance exams. Students may choose to stick with one format for the whole year, but are not required to do so.

Please make note of the upcoming timeline:

September: Information released

October: Survey of intent will be sent out. Teachers will submit their students' intended track as a non-formal commitment.

November and March: Firm commitment to exam option at registration

In-person exam locations are still TBA. For the safety of everyone involved, we will adhere to COVID-19 safety protocols. *Students who choose the in-person track should be prepared to revert to the remote track if the virus situation worsens and it is deemed no longer safe to hold exams in-person. Final decisions will be made one month prior to each exam.*

Remote exams will run similarly to last year.

- Theory exams will be administered via Zoom and email correspondence.
- Performance exams will be submitted as pre-recorded videos arranged in a YouTube Playlist and scanned sheet music in Google Drive.

Remote track students will need to keep an eye on the submission deadlines, as all exam dates and submission are concurrent to the in-person dates and shorter windows than last year.

Level 1-2 exams will be held on one day only: March 6th (both in-person and remotely). *Please note that these levels will no longer be offered during the levels 3-12 exam dates in January and April/May.*

Good to know: We will be asking for two pieces of information earlier than usual. Level 4-12 students' Transposition pieces will be required on the Theory registration form. Also, all level 3-12 students submitting video Performance exams will need to provide the YouTube Playlist and Google Drive music links on the Performance registration form. Read further in this packet for more information.


We look forward to another year of AIM!

Jennifer Cohen and Jia-Yee Tang

AIM Coordinators, North Shore Music Teachers' Association (NSMTA)

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NSMTA AIM Coordinators

Lake Forest Area

Coordinator: Jennifer Cohen
LFaimtheory@gmail.com

Northwestern Area

Coordinator: Jia-Yee Tang
NUaimtheory@gmail.com

Teacher Eligibility

Participating teachers must join NSMTA to be eligible to participate in AIM. **Membership fees are due by October 31st of the current school year.** Upon verification of paid dues, the NSMTA Membership Chair will activate the teacher account on the NSMTA website (nsmta.org) and assign login credentials which will grant access to the Members Only section. From there, teachers will be able to enter/edit AIM registrations and view schedules.

AIM Exam Options Survey

A short survey will be sent out via email on Monday, October 11, 2021 with the following questions:

- 1) Your total number of AIM entries
- 2) Number of In-Person students for each exam
- 3) Number of Remote students for each exam

This is an informal commitment to help us gather information. Please return the survey by the deadline: Monday, October 25, 2021.



2021-22 AIM DATES

	Late September	AIM informational packet released
Monday	October 11	Exam Option Survey sent out. Deadline to submit: Mon 10/25
Monday	November 15	Theory Judges Meeting via Zoom
Thursday to Monday	November 18 to December 6	Theory Registration Dates (Levels 3-12)
	Early January	Theory Exam schedules released
Saturday	January 15	AIM Repertoire Substitution Request Deadline
Sunday and Sunday	January 23 and January 30	In-person Theory Exams (Levels 3-12)
Sunday	January 30	Remote Theory Exams (Levels 3-12)
Wednesday	February 2	Completed score sheets returned (via Teacher Folder or mailed) Teachers will grade their own student's written and aural exams.
Monday	February 7	Deadline for entering scores onto teacher rosters
Monday to Friday	February 7 to February 18	Registration Dates for Levels 1-2 Exams
Monday	February 21	Levels 1-2 student exam schedules released
Sunday	March 6	AIM Level 1-2 Exams (In-person and Remote)
Wednesday	March 9	Completed score sheets returned (via Teacher Folder or mailed) Teachers will grade their own student's Level 2 written exams.
Monday	March 14	Deadline for entering scores onto teacher rosters
Monday	March 7	Performance Judges Meeting via Zoom
Monday to Monday	March 7 to March 28	Performance Registration Dates (Levels 3-12)
	Early April	Levels 3-12 Performance Exam schedules released
Sunday	April 24	Remote Video & Music Submission Deadline (by 6:00pm) <i>Technique keys released on 4/22 at 8:00am</i>
Sunday and Sunday	April 24 and May 1	In-Person Performance Exams (Levels 3-12) <i>Technique keys released on 4/22 and 4/29 at 8:00am</i>
Friday to Sunday	April 29 to May 1	Video evaluation period
Wednesday	May 4	Completed score sheets returned (via Teacher Folder or mailed)
Monday	May 9	Deadline for entering scores onto teacher rosters



AIM EXAM OVERVIEW

Exam Locations

Music Institute of Chicago Lake Forest Campus

40 E Old Mill Road
Lake Forest, IL 60045
Coordinator: Jennifer Cohen
LFaimtheory@gmail.com

Northwestern University Music Academy

1818 Hinman Ave
Evanston, IL 60201
Coordinator: Jia-Yee Tang
NUaimtheory@gmail.com

Teachers may choose to associate with the exam location that is closest proximity to their teaching location. All teachers will be associated with and must register all of their students at one exam site. The same location must be chosen for both Theory and Performance exams.

Each year, AIM exams for Levels 3-12 are split into two parts: **Theory** exams in January and **Performance** Exams in April/May. **Levels 1-2** students take their whole exam on one day.

AIM Registration and Payment

The online registration forms will be available on the NSMTA website (nsmta.org/members-only) on the first day of each registration period. Teachers are responsible for registering and paying all enrollment fees on their students' behalf. Enrollment fees are paid once for the whole year.

Fees

Level	Fee	When to pay
Levels 1-2	\$20	Paid at Level 1-2 Registration (Feb 7 - Feb 18)
Levels 3-8	\$30	Paid at Theory Registration (Nov 15 – Dec 6)
Levels 9-12	\$35	Paid at Theory Registration (Nov 15 – Dec 6)
Re-registration	\$20	Paid at Performance Registration (Mar 7 – Mar 28)

A re-registration is defined as a level 3-11 student completing the performance exam in a different year than the theory exam. A \$20 fee applies. *Level 12 students are allowed to complete their performance exams/recitals at any time after they take the theory and are not subject to the re-registration fee.*

Teacher Communication via Google Drive Folders

Teachers will need to familiarize themselves with Google Drive, as this will be the method of distributing judging schedules and returning completed exam sheets. In order to access your Teacher Folder contents, you must have an established Google Account. You can associate any existing email address with a Google Account.

Sign up for a new Google Account: <https://accounts.google.com/signupwithoutgmail>



AIM EXAM OVERVIEW (PAGE 2)

Teacher Requirements and Volunteer Jobs

All participating teachers are expected to serve first and foremost as a judge (in person and/or remotely) and secondly as a volunteer in one of the many jobs needed to run the exams. This includes but is not limited to: preparing, sorting, and mailing exam sheets; sitting at the check-in desk or room monitor; repertoire checking; and YouTube/Google Drive link checking.

Teachers are also responsible for making sure their students receive, review information and respond accordingly to all emails sent from AIM coordinators.

Teachers will fill out a volunteer form to indicate their level preference and availability to judge exams. No changes to the volunteer form may be made after the deadline. Teachers are asked to block off their schedules on their selected day and Exam Period until the judging schedule has been released. If a teacher winds up with a conflict that prevents them from fulfilling their assigned judging duties, it is that teacher's responsibility to find a replacement.

New AIM Teachers

New AIM teachers will undergo training and mentorship in their first year. Their volunteer hours will be spent observing other experienced judges and learning how to match NSMTA's standard of judging. The expectation is that in the second year and beyond they would serve as judge.

New AIM teachers can feel free to send any questions to nuaimtheory@gmail.com.

AIM Syllabus and Other Resources

All AIM curriculum adheres to the published 2014 ISMTA Syllabus. If any discrepancies or questions arise, **we defer to this publication as the final word (not the workbooks)**. To purchase the 2014 ISMTA Syllabus and corresponding workbooks, visit www.ismta.org.

Repertoire Substitution

Pieces not listed in the syllabus may be used, but only with consent from the state repertoire chair Stephanie Myers (hisamimyrs@gmail.com). Please send her an email with the request for approval of substitution requests and scanned copies of the repertoire selections by January 15th of the current year.



AIM EXAM OVERVIEW (PAGE 3)

AIM Awards

Upon successful completion of the AIM Theory and Performance Exams, students will receive the following awards (ordered and available for pickup in June/July):

Award	Eligible Levels and Requirements
Medal	First-year participants completing AIM with NSMTA
Pin	<ul style="list-style-type: none"> All passing level 1A, 1B, 1C, and 2 students Level 3-12 students who have passed the Theory Exam with a score of 65 or above
Composer Bust	<ul style="list-style-type: none"> All passing 1A, 1B, 1C and 2 students Level 3-12 students who have passed the Performance Exam with a score of 65 or above
Certificate	All students who have passed both Theory and Performance Exams
Plaque	Level 9-12 students passing with an average combined theory and performance score of 80 or higher

Level 12 Exams

Teachers must obtain **Level 12 repertoire approval** by the state AIM Performance chair at least 5 months prior to the exam or recital. Email the program approval submission form (linked [here](#)) to Stephanie Myers at hisamimyers@gmail.com.

Level 12 students must present the **technique** portion of the exam on one of the Performance exam days or by remote video submission. The repertoire may also be performed at this time, but is not required. *Level 12 students are allowed to complete their performance exams/recitals at any time after they take the theory, even in a different year.*

For **in-person repertoire recitals/exams**, it is up to the teacher and student to secure the date, time and location and then notify the coordinator to assign a judge. Any venue may be used, including the teacher or student's home. Please email the **program notes** to the AIM coordinator at least 2 weeks prior to the repertoire recital/exam.

For **video submissions**, email the following links directly to the AIM coordinator:

1. Link to the YouTube Playlist containing the 4 repertoire videos
2. Link to the Google Drive Music Folder containing the scanned PDFs of the sheet music and the program notes

Program notes consist of a concise summary of the historical period, biographical information on the composer and a few sentences about the circumstances surrounding the piece(s). They may also include any poignant details for the audience to listen for and/or personalized details about the significance of the piece to the performer.



THEORY EXAM OVERVIEW (LEVELS 3-12)

2021-22 Theory Exam Dates

Monday	November 15	Theory Judges Meeting via Zoom
Thursday to Monday	November 18 to December 6	Theory Registration Dates (Levels 3-12)
	Early January	Theory Exam schedules released
Saturday	January 15	AIM Repertoire Substitution Request Deadline
Sunday and Sunday	January 23 and January 30	In-person Theory Exams (Levels 3-12)
Sunday	January 30	Remote Theory Exams (Levels 3-12)
Wednesday	February 2	Completed score sheets returned (via Teacher Folder or mailed)
Monday	February 7	Deadline for entering scores onto teacher rosters

Exam Periods

On each exam day, students will be assigned to a 3-hour Exam Period during which they will complete all three parts of the exam. Students can indicate their Exam Period preference on the registration form.

- 9:00-12:00p
- 12:00-3:00p
- 3:00-6:00p

Our annual **Theory Judges Meeting** will be held on Monday, November 15, 2021 at 9:30am via Zoom. Look for the reminder and link to be emailed. Various topics will be discussed including registration process, judging guidelines, and Q&A.

Theory Exam Components

	IN-PERSON	REMOTE
A. Keyboard Skills Sight-reading, rhythm, harmonization, transposition and melody playback (if applicable)	Assigned 10-minute time slot with the judge on site	Assigned 10-minute time slot with the judge via Zoom.
B. Written Exam	Physical exam sheets received at check-in and taken on-site back-to-back with the Aural Skills exam	Electronic copy emailed 30 minutes prior to the assigned Exam Period. Students will need printer access.
C. Aural Skills Exam	Students will use their own cellular device and headset brought to the exam. Unique access codes and links to the Online Aural Skills Player will be provided at check-in.	Students will access the Online Aural Skills Player from their personal device at home. Unique access codes and links to the Online Aural Skills Player will be emailed along with the exam sheets.



THEORY EXAM OVERVIEW (PAGE 2)

Theory Registration and Payment

During the registration period (November 18 – December 6), teachers are responsible for entering Theory registrations (Levels 3-12) on their students' behalf. Each registrant is added to the cart individually but combined and paid for in one checkout transaction. Multiple transactions are allowed within the registration period. **Registrations are not fully submitted until you have checked out of the cart.**

If you teach for a school and have a private studio, please register and pay for each location as a separate checkout transaction.

All fees must be paid by credit card. Only music schools (such as Northwestern Music Academy) may pay registration fees for multiple teachers by check. Please make the check out to *North Shore Music Teachers Association* and write the teachers' name(s) in the memo. Then, mail it to the local coordinator before the Theory registration deadline.

Prepare in Advance: Transposition Piece

You will be required to enter each student's Transposition piece on the Theory registration form.

- If using one of the two suggested pieces in the workbook, you will be able to choose the title from a drop-down menu.
- If the transposition piece comes from a source other than the workbook, you will need to type the Composer, Title and Key of the piece and then **scan the music and upload the single page file to the form**. Either JPEG or PDF is acceptable for the Transposition upload.

When Student Schedules Will Be Available

Assigned Keyboard Skills Exam times will be available for viewing at nsmta.org/members-only in early January, approximately 3-4 weeks prior to the exams. Teachers are responsible for notifying their students with the scheduling details. No changes will be allowed after the schedule is finalized, so families should plan to block off their schedules during their requested 3-hour Exam Period.

When and How Completed Theory Sheets Will be Returned

Each teacher will be assigned a Teacher Code and a link to their unique Teacher Folder on Google Drive containing: their student roster in Google Sheet format, answer keys, and all electronic score sheets.

- Remotely completed exam sheets will be returned via the Teacher Folder on Wednesday, February 2, 2022.
- In person score sheets will be mailed out immediately after the 2nd exam day (January 30, 2022)

Teachers will grade their own student's aural and written exams, tally up the final scores and enter them onto their student roster by Monday, February 7, 2022. Afterward, they are free to distribute the final score sheets to their students.



IN-PERSON THEORY EXAM GUIDELINES

Exam Dates and Locations

In-Person Theory Exams will take place on Sunday, January 23 and January 30, 2022.

Locations:

Music Institute of Chicago Lake Forest Campus

40 E Old Mill Road
Lake Forest, IL 60045

Coordinator: Jennifer Cohen
LFaimtheory@gmail.com

Northwestern University Music Academy

1818 Hinman Ave
Evanston, IL 60201

Coordinator: Jia-Yee Tang
NUaimtheory@gmail.com

In-person students will receive hard copies of all exam sheets when they check in on-site, along with a pencil and clipboard.

Students should plan to arrive at their assigned Keyboard Skills Exam time and take that exam first. Directly after, they are to return to the designated writing area to complete the Aural and Written Exams.

What to bring:

- A personal cellular device and headset to access the Online Aural Player, which is a web-based platform. Because Wi-Fi connectivity on-site may be unreliable, please bring a device that has access to cellular data.
- Transposition Piece Music: for Levels 4-12 only (even though this was submitted at registration)

Covid-19 Safety Protocols

- All individuals 2 years and older are required to wear masks indoors, regardless of their vaccination status.
- Exams will be drop off/pick-up only. Parents are asked to wait in the car except in the case of young children needing an escort, in which case one parent is allowed. Please do not bring siblings who are not taking the exam.
- Students are asked to use hand sanitizer provided upon entering the building.
- For social distancing, we ask everyone to maintain distance as much as possible.
- One or two large rooms will be designated for the written and aural exams to be taken back-to-back.

Covid-19 Back-up Plan

In-person exams are subject to change. Depending on the progression of the virus variants, we may have to revert to remote exams. AIM coordinators will be monitoring the situation and make the decision by January 1, 2022. If it is deemed no longer safe to hold in-person exams, students should be prepared to take their exams remotely (see [Remote Theory Exam Guidelines](#)).



REMOTE THEORY EXAM GUIDELINES

Remote Exam Date

Remote Theory Exams will take place on one day only: Sunday, January 30, 2022. Students who participated in last year's exams will already be familiar with the process outlined below.

Prior to the Exam: Receiving Your Keyboard Skills Exam Zoom Link

Judges will email all the students on their Keyboard Skills Exam schedule with the Zoom exam invitation link or Meeting ID approximately 1 week prior to the assigned exam time and will confirm the day prior.

Preparing for the Keyboard Skills Exam on Zoom

- Have the Keyboard Skills Student Sheet attachment and Transposition piece on hand
- Ensure good internet connection, with a cell phone available for backup.
- Set up camera device at an appropriate angle so that fingers and piano keys are visible.
- Join the Zoom meeting at least 5 minutes prior to exam time and remain in the waiting room until admitted by the judge.

Exam Day: Receiving Exam Pages and Instructions

30-minutes prior to the start of the assigned Exam Period, AIM coordinators will send out an email to each registered student containing:

1. Attachments (to be printed):
 - A. Keyboard Skills Student Sheet: sight reading, sight rhythm (if applicable) and pre-selected harmonization. *Students are instructed not to view these pages until he/she is connected with the judge.*
 - B. Written Exam
 - C. Aural Skills Student Sheet (combined with the written exam in one file)
2. The URL Address of the online Aural Skills Player and unique access code (9-digit number, for example: xxx-xxx-xxx) to take the Aural Skills Exam
3. Instructions for returning completed exams

Access to a printer is required. However, as an alternative to printing, students may import/export files to an app that allows annotation (such as Notability) to take the exam.

Exam Day: Taking the Written and Aural Skills Exams

Students should take the Written and Aural Skills exams either before or after the Keyboard Skills exam with the judge, but within the 3-hour Exam Period. Each exam should be taken in a single sitting, away from the piano and outside distractions. No study guides, including AIM workbook, piano/keyboard or internet access are permitted (except to access the online Aural Skills Player).



REMOTE THEORY EXAM GUIDELINES (PAGE 2)

Online Aural Skills Player Overview

Aural Skills exams will be taken via the Online Aural Skills Player. Students will need reliable internet access to use the player.

The URL address and unique access code (9-digit number) along with complete instructions are included in the email that students will receive 30-minutes prior to their 3-hour Exam Period.

Click [HERE](#) to take a practice test via the Online Aural Skills Player

Enter code 123-456-789 to take the practice test from the Sample Tests in the 2014 AIM Syllabus. Teachers are responsible for providing their students with the appropriate level of the Aural Skills Student Sheet and answers from the syllabus.

When and How to Return Completed Exams to Coordinators

Students are to return their completed Written and Aural Skills exam pages electronically via email or Google Drive by the end of the student's Exam Period.

Please follow these steps:

1. Scan all pages of both exams into a single PDF file using a scanning application on a mobile device such as Notes, Scanner Pro, or Cam Scanner.
2. Rename the PDF with the Teacher Code, Student Name and Level.
For example, 41-Sam Smith, Level 4
3. Return in one of the following ways:
 - **Reply** directly to the email that was sent 30 minutes prior to the Exam Period with attachments
 - **Send** an email to your AIM Coordinator at LFaimtheory@gmail.com or NUaimtheory@gmail.com with the attachment
 - **Upload** the file directly to the provided Google Drive link



AIM LEVEL 1-2 EXAM OVERVIEW

Level 1-2 exams will be administered both in-person and remotely on March 6, 2022 (one day only). Please note that these levels will no longer be offered during the levels 3-12 exam dates in January and April/May.

AIM Level 1-2 Exam Dates

Monday to Friday	February 7 to February 18	Registration Dates for Levels 1-2 Exams
Monday	February 21	Levels 1-2 student exam schedules released
Sunday	March 6	AIM Level 1-2 Exams (In-person and Remote)
Wednesday	March 9	Completed score sheets returned (via Teacher Folder or mailed)
Monday	March 14	Deadline for entering scores onto teacher rosters

Exam Periods

Just like the Level 3-12 Theory Exams, Level 1-2 students will get to choose their 3-hour Exam Period preference during which they will complete their entire exam. Students can indicate their Exam Period preference on the registration form.

- 9:00-12:00p
- 12:00-3:00p
- 3:00-6:00p

AIM Level 1-2 Exam Components

	IN-PERSON	REMOTE
A. Keyboard and Aural Skills Technique, Sight Reading, Transposition, Keyboard Geography, Harmonization, Aural Skills B. Repertoire	Assigned 15-20-minute time slot with the judge on site. The entire exam, including repertoire, will be performed.	Assigned 15-20-minute time slot with the judge via Zoom. The entire exam, including repertoire will be performed live during this exam. No pre-recorded videos will be required.
C. Written Exam (Level 2 only)	Physical exam sheet received at check-in and taken on site after the Keyboard Skills exam with the Judge.	Electronic copy emailed 30 minutes prior to the assigned Exam Period. Students will need printer access.



AIM LEVEL 1-2 EXAM OVERVIEW (PAGE 2)

AIM Level 1-2 Registration and Payment

During the registration period (February 7-18), teachers will be responsible for entering registrations and paying the registration fee of \$20/student on their students' behalf. Each student registration will be added to the cart one by one, but combined and paid for in one checkout transaction. Multiple transactions are allowed within the registration period.

Registrations are not fully submitted until you have checked out of the cart.

If you teach for a school and have a private studio, please register and pay for each location as a separate checkout transaction.

All fees must be paid by credit card. Only music schools (such as Northwestern Music Academy) may pay registration fees for multiple teachers by check. Please make the check out to *North Shore Music Teachers Association* and write the teachers' name(s) in the memo. Then, mail it to the local coordinator before the registration deadline.

Prepare in Advance: Level 2 Repertoire Information

Any piece may be played for Level 1A, 1B and 1C, and repertoire selections are not required to be submitted. However, complete Level 2 repertoire information is required on the registration form.

When Student Schedules Will Be Available

Student schedules will be available for viewing at nsmta.org/members-only beginning February 21, 2022. Teachers are responsible for notifying students with their scheduling details. No changes will be allowed after the schedule is finalized, so families should plan to block off their schedules during their requested 3-hour Exam Period.

When and How Completed Level 1-2 Exam Sheets will be Returned

Teachers will retain the same Teacher Code and Google Drive Teacher Folders assigned from Theory. If the teacher did not enter level 3-12 students in January, they will be assigned a new Teacher Code and Teacher Folder at this time.

- Remotely completed exam sheets will be returned via the Google Drive Teacher Folder on Wednesday, March 9, 2022.
- In-person score sheets will be mailed out to all teachers immediately after the March 6 exam date.

Final scores for Level 1A, 1B and 1C will be tallied by the judge. Teachers will grade their own students' Level 2 written exams (if applicable) and tally up those final scores. All scores must be entered onto the student roster by the deadline: Monday, March 14, 2022. Afterward, teachers are free to distribute the final score sheets to their students.



IN-PERSON LEVEL 1-2 EXAM GUIDELINES

Exam Date and Location

In-Person Level 1-2 Exams will take place on Sunday, March 6, 2022.

Location:

**Music Institute of Chicago
Winnetka Campus**

300 Green Bay Road
Winnetka, IL 60093

Remote Coordinator: Jennifer Cohen
LFaimtheory@gmail.com

In-Person Coordinator: Jia-Yee Tang
NUaimtheory@gmail.com

On exam day, students should plan to arrive on-site 5-10 minutes early and check-in at the front desk. Students will be instructed to their judging room for their 15-20-minute time slot where they will play their entire exam with the judge. Level 2 students will take their written test afterward.

What to bring: Music for all repertoire being performed at the exam. Students must provide original scores/books for the judge to read during the exam.

Covid-19 Safety Protocols

- All individuals 2 years and older are required to wear masks indoors, regardless of their vaccination status.
- Exams will be drop off/pick-up only. Parents are asked to wait in the car except in the case of young children needing an escort, in which case one parent is allowed. Please do not bring siblings who are not taking the exam.
- Students are asked to use hand sanitizer provided upon entering the building.
- For social distancing, we ask everyone to maintain distance as much as possible.
- One large room will be designated for the Level 2 written exam.

Covid-19 Back-up Plan

In-person exams are subject to change. Depending on the progression of the virus variants, we may have to revert to remote exams. The coordinators will be monitoring the situation and make the decision by February 1, 2022. If it is deemed no longer safe to hold in-person exams, students should be prepared to take their exams remotely (see [Remote Level 1-2 Exam Guidelines](#)).



REMOTE LEVEL 1-2 EXAM GUIDELINES

Exam Date: Remote Level 1-2 Exams will take place on Sunday, March 6, 2022

Prior to the Exam: Receiving Your Keyboard Skills Exam Zoom Link

Judges will email all the students on their Keyboard Skills Exam schedule with the Zoom exam invitation link or Meeting ID approximately 1 week prior to the assigned exam time, and will confirm the day prior.

Preparing for the Keyboard Skills Exam on Zoom

- Have the Keyboard Skills Student Sheet attachment and repertoire books on hand
- Ensure good internet connection, with a cell phone available for backup.
- Set up camera device at an appropriate angle so that fingers and piano keys are visible.
- Join the Zoom meeting at least 5 minutes prior to exam time and remain in the waiting room until admitted by the judge.

Exam Day: Receiving Exam Pages and Instructions

30-minutes prior to the start of the assigned Exam Period, AIM coordinators will send out an email to each registered student containing:

1. Attachments (to be printed):
 - A. Keyboard Skills Student Sheet: sight reading, sight rhythm (if applicable) and pre-selected harmonization. *Students are instructed not to view these pages until he/she is connected with the judge.*
 - B. Written Exam file (Level 2 only)
2. Instructions for returning the Level 2 written exam (if applicable).

Exam Day: Taking and Returning the Written Exams (Level 2 only)

Level 2 students should take the Written exam after the Keyboard Skills exam with the judge and within the 3-hour Exam Period. The exam should be taken away from the piano and outside distractions. No study guides, including AIM workbook, piano/keyboard or internet access are permitted.

Please follow these steps to return the Level 2 written exam:

1. Scan the single exam page into a PDF file using a scanning application on a mobile device such as Notes, Scanner Pro, or Cam Scanner.
2. Rename the PDF with the Teacher Code, Student Name and Level.
For example, 41-Sam Smith, Level 2
3. Return one of the following ways:
 - **Reply** directly to the email that was sent 30 minutes prior to the Exam Period with attachments.
 - **Send** an email to your AIM Coordinator at LFaimtheory@gmail.com or NUaimtheory@gmail.com with the attachment.
 - **Upload** the PDF file directly to the provided Google Drive link.



AIM PERFORMANCE EXAM OVERVIEW (LEVELS 3-12)

2021-22 AIM Performance Exam Dates

Monday	March 7	Performance Judges Meeting via Zoom
Monday to Monday	March 7 to March 28	Performance Registration Dates (Levels 3-12)
	Early April	Levels 3-12 Performance Exam schedules released
Sunday	April 24	Remote Video & Music Submission Deadline (by 6:00pm) <i>Technique keys released on 4/22 at 8:00am</i>
Sunday and Sunday	April 24 and May 1	In-Person Performance Exams (Levels 3-12) <i>Technique keys released on 4/22 and 4/29 at 8:00am</i>
Friday to Sunday	April 29 to May 1	Video evaluation period
Wednesday	May 4	Completed score sheets returned (via Teacher Folder or mailed)
Monday	May 9	Deadline for entering scores onto teacher rosters

Students may choose to take their Performance exams In-person or via video submissions, regardless of the option chosen for Theory. Be mindful of the deadlines as the remote time frames are shorter and differ slightly from last year. Also, be advised that late submissions will not be accepted, so remote students should plan ahead to meet the deadlines.

Our annual **Performance Judges Meeting** will be held on Monday, March 7, 2022 at 9:30am via Zoom. Look for the reminder and link to be emailed. Various topics will be discussed including registration process, judging guidelines, and Q&A.

Performance Registration and Payment

During the registration period (March 7-28), teachers are responsible for entering Performance registrations (levels 3-12) on their students' behalf. Each registrant is added to the cart individually, but combined and paid for in one checkout transaction. Multiple transactions are allowed within the registration period. **Registrations are not fully submitted until you have checked out of the cart, even if no fee applies.**

If you teach for a school and have a private studio, please register and pay for each location as a separate checkout transaction.

No fees are due at this time except for re-registrations. A re-registration is defined as a level 3-11 student completing the performance exam in a different year than the theory exam. A \$20 fee applies. *Level 12 students are allowed to complete their performance exams/recitals at any time after they take the theory, and are not subject to the re-registration fee.*



AIM PERFORMANCE EXAM OVERVIEW (PAGE 2)

All applicable fees must be paid by credit card. Only music schools (such as Northwestern Music Academy) may pay registration fees for multiple teachers by check. Please make the check out to *North Shore Music Teachers Association* and write the teachers' name(s) in the memo. Then, mail it to the local coordinator before the Performance registration deadline.

Prepare in Advance: Each student's own YouTube Playlist and Google Drive Folder must be created ahead of time and links submitted on the Performance registration form. Only the links are required at this time; students have until the video submission deadline (Sunday, April 24th by 6:00pm) to ensure that all contents are in their appropriate places. See [Remote Performance Exam – Submission Guidelines](#).

Click [HERE](#) for a to watch our collection of instructional video tutorials on YouTube and Google Drive (in YouTube Playlist format!)

When Student Schedules Will Be Available

Assigned in-person Performance Exam times will be available for viewing at nsmta.org/members-only in early April, approximately 3-4 weeks prior to the exams. Teachers are responsible for notifying their students with the scheduling details. No changes will be allowed after the schedule is finalized, so families should plan to block off their schedules during their requested 3-hour Exam Period.

Video Evaluation Period

Performance Exam judges have one week to evaluate their assigned videos. The video evaluation period will begin on Friday, April 29 and end on May 1, 2022.

When and How Completed Performance Sheets Will be Returned

Teachers will retain the same Teacher Code and Google Drive Teacher Folders assigned from Theory. The Google Drive folder will be used to return all evaluated electronic score sheets.

- Remotely completed exam sheets will be returned via the Teacher Folder on Wednesday, May 4, 2022.
- In-person score sheets will be mailed out immediately after the 2nd exam day (May 1, 2022)

Teachers need to enter all final Performance scores onto their student roster by Monday, May 9, 2022. Afterward, they are free to distribute final score sheets to their students.

Important: the information on these rosters will be the basis for ordering awards and generating certificates. Teachers will need to check accuracy of all information, including level and correct spelling of student names.



IN-PERSON PERFORMANCE EXAM GUIDELINES

Exam Dates and Locations

In-Person Performance Exams will take place on Sunday, April 24 and May 1, 2022.

Locations:

**Music Institute of Chicago
Lake Forest Campus**

40 E Old Mill Road
Lake Forest, IL 60045

Coordinator: Jennifer Cohen
Lfaimtheory@gmail.com

**Northwestern University
Music Academy**

1818 Hinman Ave
Evanston, IL 60201

Coordinator: Jia-Yee Tang
NUaimtheory@gmail.com

Teachers must associate with the same location for both Theory and Performance Exams.

The technique sheets with circled keys (as applicable) will be sent via email to all registered students 3 days ahead of each exam date:

- For April 24 students: Friday, April 22 at 8:00am
- For May 1 students: Friday, April 29 at 8:00am

What to bring:

- Music for all repertoire being performed at the exam. Students must provide original scores/books for the judge to read during the exam.
- Students may bring photocopies of non-memorized pieces so that the judge can read the music during the exam while maintaining social distance.

Covid-19 Safety Protocols

- All individuals 2 years and older are required to wear masks indoors, regardless of their vaccination status.
- Exams will be drop off/pick-up only. Parents are asked to wait in the car except in the case of young children needing an escort, in which case one parent is allowed. Please do not bring siblings who are not taking the exam.
- Students are asked to use hand sanitizer provided upon entering the building.
- upon entering the building.
- For social distancing, we ask everyone to maintain distance as much as possible.

Covid-19 Back-up Plan

In-person exams are subject to change. Depending on the progression of the virus variants, we may have to ask students to revert to Remote exams. The AIM coordinators will be monitoring the situation and make the final decision by March 1, 2022. Hopefully this provides adequate time to prepare recordings to be submitted by the April 24th deadline.



REMOTE PERFORMANCE EXAM RECORDING GUIDELINES

Technique Recording Guidelines

The technique sheets with circled keys (as applicable) will be sent via email to all remote students on **Friday, April 22 at 8:00am**. The submission deadline for the entire remote exam is **Sunday, April 24 by 6:00pm**, so this gives remote students 3 days to record their technique.

All elements on the Technique sheet should be recorded in one take.

For example, a level 5 Technique video would include: Scales & Chord Progressions, Triads and Inversions, and Arpeggios in **one continuous video**. Any editing in the form of cutting, splicing, or adding video clips is not allowed. We encourage students to treat this video as they would an in-person exam where the expectation would be to play all their technique at in a continuous manner.

When given choice of keys (Levels 3, 4, 7, 8, 9, 10, 11, 12), student must either:

- announce the chosen keys
- hold up a legible sign with keys written down
- add the text effect post-production

Fingers must be clearly visible so that judges can accurately evaluate the fingerings.

Recommended camera angle: from the side profile and elevated enough to see the entire keyboard and fingers. *See example below.*



Repertoire Recording Guidelines

Remote exam students may record their repertoire pieces at any time. However, each repertoire piece should be recorded in one take. Any editing in the form of cutting, splicing, or adding video clips is not allowed. We encourage students to treat the recording process as they would an in-person exam where the expectation would be to perform the piece in one sitting.

Students may announce their pieces, but this is not required



REMOTE PERFORMANCE EXAM – SUBMISSION GUIDELINES

Good to know: Each student’s own YouTube Playlist and Google Drive Music Folder will need to be created and links submitted on the registration form. Videos and scanned music PDFs can be added to the YouTube Playlist and Google Drive Folder respectively at any time before the video submission deadline: **April 24, 2022 by 6:00 pm.**

As always, teachers are responsible for reviewing each student’s video for accurate content and appropriate sharing settings.

Watch How-to Video Tutorials

Need help with your video submission? Click any of the links below to watch our tutorial videos where AIM Coordinator Jennifer Cohen will guide you with step-by-step instructions on each step of this process.

[How to Create a YouTube Channel](#)

[How to Create a YouTube Playlist](#)

[How to Add Videos to your Playlist](#)

[How to Create a Google Drive Music Folder](#)

[How to add Music Files to your Google Drive Folder](#)

How to Create a YouTube Playlist

A YouTube Playlist is a group of videos that play in a specified order.

1. Go to www.youtube.com. Click on your YouTube avatar on the upper right and select **YouTube Studio** from the menu.
2. Select **Playlists** from the menu on the left
3. Click on **New Playlist** on the upper right
4. Name the Playlist with Student’s name and level. Under Visibility select **Unlisted**.
5. Open and your newly created playlist and click on the Share arrow to copy the playlist link. This is the link that should be sent to your teacher who will collect all their students’ info and submit on their behalf.
6. Add your uploaded videos to this playlist. The videos in the Playlist can be reordered and added/removed at any time before the April 24th deadline.

The following chart lists how many videos are required at each level.

Level 3	3 videos total (1 technique, 2 repertoire)
Levels 4-9	4 videos total (1 technique, 3 repertoire)
Levels 10-12	5 videos total (1 technique, 4 repertoire)

Upload Videos to YouTube

Please upload each pre-recorded video to the student’s (or parent’s) associated YouTube channel.

Follow these steps when entering the details of each video:

1. **Title:** enter the Title and Composer of the piece
2. **Playlist:** select your newly created Playlist
3. **Audience:** No, it’s not made for kids
4. Bypass **Video Elements** and **Checks** by clicking **Next** twice.
5. **Visibility:** Unlisted
6. **Save**




How to Create and Share Google Drive Sheet Music Folder

1. **Create** a folder on Google Drive (can be the parent's Google Drive account) and name the folder with the Student's Name and Level. *For example, Sam Smith, Level 4*
2. **Share** the folder link to the teacher, who will then copy and paste this link onto the registration form.

Other web-based sharing platforms like Dropbox or OneDrive are accepted as well.

Important: Change the Restriction settings so that anyone can access the contents of the folder.

- Click Share or Share .
 - Under Get Link, click on Change to anyone with the link: Anyone on the internet with this link can view.
 - Click Done
3. **Scan** all pages of the sheet music into a PDF file using a scanning application on a mobile device such as Notes, Scanner Pro, or Cam Scanner. Each piece may be scanned as a separate file or combined into one.
 4. **Upload** the scanned music PDFs directly to the student's Google Drive Music Folder. Files may be added/removed at any time before the April 24th video submission deadline.