

## Procedures for Chapter Chairs

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1. Determine date and location for your chapter Examinations. Give your chapter ample time to plan; it is recommended that your dates are in place 3-6 months before testing day. Please notify the state chair as soon as you pick your date.
2. Advertise your event as often as possible: chapter meetings, newsletters, e-mail reminders, etc. Be sure your teachers know how to order or download an updated Handbook.
3. Distribute registration forms or direct teachers to online forms; set a registration deadline that will allow you to send registrations to the state chair four weeks before testing day.
4. Collect forms and fees. Student fee is \$5 per student, regardless of the number of exams taken. An additional chapter fee may be added to cover printing, facility, or other expenses. Send forms via mail or e-mail to State Chair at least four weeks before your testing day:  
Karen Scholten  
8508 Van Buren Rd.  
Everson, WA 98247  
Karen\_Scholten@msn.com  
Send ½ of state fee (\$2.50 per student) to the State Treasurer:  
Patti Robertson  
209 E Canyon Dr  
Kennewick, WA 99337
5. After paperwork is processed, you will receive your Musicianship Examinations packet. All testing papers will be in digital form on CD. Ear Training tests will be on audio CD. Read through the testing procedures carefully. Arrange for other teachers to help with grading. You will need at least one volunteer per testing area, but two is better!
6. After examinations are finished, the chair should record all scores and return scoring sheet to the state chair and keep a copy for your records. You will contact Judy Price our state executive manager and let her know how many certificates you will need (each student gets one) and how many seals. Each student that receives 94% and higher will get a gold seal. Scores for Written Theory, 98% and higher, will have their name along with their teacher's name in the Clarion newsletter. These names should be emailed to Gary Hind, Clarion editor at [basinroad@comcast.net](mailto:basinroad@comcast.net) and Karen\_Scholten@msn.com.
7. Teachers may review the tests with their students after the date of testing, but **all** tests need to be returned to the chapter chair in a timely fashion and then shredded.
8. The set 1 (odd years) or set 2 (even years) CD's will be kept with the chapter each year and passed on to the next ME chair.