

## MUSIC MEMORY CONTEST: INSTRUCTIONS FOR THE CONTEST DIRECTOR

The following guidelines are to be used to explain upon, but not replace the information in the *Constitution and Contest Rules*, Section 1446. The rules may be found in the A+ Handbook.

### BEFORE THE MEET

Open and check your contest packet. See that the duplicated tests have all pages. You should receive:

1. Tests (for all grades except 5/6), keys (keys include grading guidelines)
2. District contest tracks (available through an online link): 2nd graders have 10 selections, 3-6 have 20 selections (4 are for the tiebreaker), and 7/8 graders have 20 selections
3. Certificates of Excellence (for district meets)
4. Answer sheets (for grades 5/6 and 7/8)

### Contest Room.

Arrange for a room to accommodate the number of contestants expected (check with the district director to meet the number of contestants entered). The room should have chairs and desks or tables of proper height.

Check to make sure the audio tracks play clearly and loudly enough for all students in the classroom to hear prior to the event.

### Personnel.

1. *Contest Director*- This person will be in charge of running the contest and resolving any problems that arise.
2. *Assistant Director* (if necessary)- One person could assist the contest director and serve as a monitor in the classroom.
2. *Additional monitors* (if necessary)
3. *Graders*- At least three competent graders will be needed, and more may be used if available. Coaches of the contestants may be graders. There is information about grading the contest on the answer keys.

### DURING THE CONTEST

1. *Clearing the Room*. First, inform the contestants and coaches of the location and time of the verification period and announcement or posting of results. Exclude all from the room except contestants, director, and monitors (if applicable).
2. *Numbering Contestants and Materials*. Using the contest roster, the contest director should call roll and assign a number to each contestant (this could have been done prior to the event start date). The contestants should be instructed to write their assigned number on their test and/or answer document. All contestants should be given test materials. For students in grades 2 and 3/4, those materials include a test. For students in grades 5/6, that includes an answer sheet. For students in grades 7/8, this includes an answer sheet and test document (that might be stapled together).
3. *Testing and Time*. Each Music Memory test except for grades 5/6 has two steps and is explained below:
  - 2nd graders- Step 1- Give students around 10 minutes to use the composer name bank to write the name of the composer for each selection. Step 2- Play the ten music selections for students. Pause for enough time between each track for students to record their response.
  - 3rd/4th graders- Step 1- Give students around 10 minutes to write the letter of the selection and major work in the blank next to the correct composer's name, using each letter once. Step 2- Play the 20 music selections, which include the tiebreaker section. Pause each track for around one minute to allow students enough time to write their response.

- 5th/6th graders- Play the 20 music selections, which include the tiebreaker section. Give students around one minute to record their responses on the answer sheet listing the composer, selection, and major work (when applicable).
  - 7th/8th graders- Step 1- Give students around 10 minutes to complete the multiple-choice section of the test. Step 2- Play the 20 music selections. Give students around one minute to record their response on the answer sheet listing the composer, selection, and major work (when applicable).
4. Test Collection. When the time has expired for students to record their responses, the contest director shall ask contestants to place their pencils or pens on the desk and then collect all testing materials.

### **GRADING THE CONTEST PAPERS**

1. *Scoring.* Each paper should be independently scored twice, and papers contending to place should be scored a third or fourth time as needed. All graders should be familiar with the grading procedures. Two points are awarded for each correct answer; one point is awarded if the answer is correct but misspelled. To receive full credit for an answer, all information about the music selection should be complete as shown on the Official List.
2. *Team Scores.* If your district has elected to include team competition, scores of all members who participated on the team should be added and divided by the number of team members.

### **ANNOUNCING THE WINNERS AND RETURNING PAPERS**

1. *Verification Period.* Contestants and coaches shall be allowed a time not to exceed 15 minutes to examine their own tests and an answer key before the official results are announced. If errors are found, either in the grading or recording of scores, these should be reported to the contest director at this time. The contest director is authorized to make a change on the key before the results are announced.
2. *Official Results.* Once the verification period has expired and all test papers are collected by the contest director, official results shall be announced. Official results, once announced, shall be final.
3. *Places and Points.* Places and points shall be awarded through sixth place in each division according to Section 1146. If the district has elected to include team competition, team places and points are awarded through third place according to Section 1446.

### **AFTER THE MEET**

1. Provide the district director with the Contest Roster with each contestant's score, a list of the individual and team winners and their schools, and the number of contestants participating.
2. Make recommendations or suggestions for the following year.
3. Destroy the audio files for the event.
4. The district director or district meet host must return contestants' tests, answer sheets, papers, etc. to participating schools. This material CANNOT be returned until the official release date established in the online A+ calendar. The meet director may need your assistance in putting the names of contestants and their schools on the papers to be returned, or in separating the contest materials to be returned to each school.