

## JUDGING OF COMPETITIVE DIVISIONS:

1. Each division should start at the scheduled time. Divisions should not begin early. Please make every effort to keep on schedule. Competitive divisions are in recital format with audience members present.
2. The Room Captain will take attendance and announce each student, along with the name of the piece.
3. Occasionally, a student within a division will need to request that they play out of order if there is a time conflict with another division. This should be allowed as long as the student performs during the scheduled time for the particular division.
4. Piano students should be allowed to do a brief warm-up.
5. In order to remain on schedule, please begin your written evaluation while the student is performing.
6. Comments are to be made in pencil only and any erasures must be legible.
7. Please do not talk with participating students or their parents under any circumstances. Judges feedback is ONLY to be written.
8. Each student should be given a score as follows:

Superior	100-94
Excellent	93-88
Good	87-82
Fair	81-75
9. Avoid scoring below 75%
10. Points are automatically deducted in the following circumstances:

No musical score provided	-5 points
Measures not numbered	-5 points
Music not memorized	-10 points
11. All music is to be memorized in any competitive division. The only exception to this is instrumental ensembles of any kind or multi-percussion solos.
12. You are encouraged to write as many comments as you can within the allotted time.
13. If you have a comment that really should be addressed to the teacher (such as, "I question the level of difficulty of this piece for this student."), please attach a note rather than writing the comment on the judging sheet.
14. After all of the students have performed within a division, that division is "closed" and you are responsible to decide the winners based on your scores. Please write 1<sup>st</sup> Place, 2<sup>nd</sup> Place and 3<sup>rd</sup> Place on the top of the winning score sheets.
15. A contestant must receive at least 91% in order to be awarded a 1<sup>st</sup> Place Trophy. You are allowed to name only 2<sup>nd</sup> and 3<sup>rd</sup> Place if you feel that no one deserves 1<sup>st</sup> Place.
16. Once your decision is made, the judging sheets should be returned to the envelope.
17. All judging decisions are expected to be kept in strict confidence. Room captains are not an exception.
18. Any questions on procedure should be addressed to a member of the Executive Board.

19. The divisions labeled "OPEN" are the most advanced students of the weekend. These divisions are judged by two adjudicators.
20. In the Piano Standard Divisions, the students play from a prescribed list of pieces. Please double-check that the piece being performed is on the Standard List.
21. In all of the other competitive divisions, the contestants are divided by age and not by playing ability.
22. The Piano Classical Division requires that the piece be an original piano work. If you determine that the student is using a transcription or an arrangement, please evaluate the performance but do not name the student as a winner.
23. Remembering that there are different schools of thought in vocal and piano pedagogy, please avoid placing too much emphasis on subjective areas such as posture, hand position or fingering, unless you feel that such a thing is significantly impeding the student's performance..

## GUIDELINES FOR EVALUATIONS:

1. Evaluations are for the purpose of giving constructive feedback to a student.
2. Only the contestant and the evaluator are to be present in the room.
3. Keep evaluations within the allotted time schedule.
4. Remember that this is not a lesson; it is an evaluation.
5. Written feedback should be given to support the verbal evaluation.
6. Verbal comments should be directed only to the contestant and not to parents, friends, relatives or teachers.
7. Music need not be memorized.
8. Ratings are given as follows:

1 Rating (Blue Ribbon)	100-92%
2 Rating (Red Ribbon)	91-82%
3 Rating (White Ribbon)	81-75%
9. When the evaluation is completed, please give the score sheet to the student, along with the appropriate card for the medal that will be received.
  10. Please be flexible with evaluation times since students are also competing in other rooms. Students need not perform evaluations in the exact schedule order.