

Sight Reading Adjudicators guidelines, procedures and script

Florida Bandmasters Association Music Performance Assessments

Please remember

- You are the only adjudicator who directly interacts with the people involved in the concert MPA process.
- Always conduct yourself in a professional manner, be encouraging and as positive as you can.
- Celebrate music education and take time to interact with everyone in a positive way.

Before you start

- Double-check the classification of the ensembles.
- Make sure you are prepared to announce the page numbers/titles of the selections to be performed.
- Check scores and determine what instruments have divided parts.
- Make notes of divided parts so the distribution of books goes smoothly.

Guidelines for written comments:

- Avoid being too specific with measure numbers, specific notes, etc. Write things like “Students, be reminded to observe key signatures” rather than “students missed the A-flat concert in measure 4.”
- Make as many prescriptive comments as you can. Rather than simply pointing out errors, give suggestions on how to be better at reading.

As the ensemble enters the room, welcome them. At this time, give the conductor access to the scores of both selections so they may see how parts are split, and to let their percussionists know what to cover, as well as to give them time to look over the selections.

SCRIPT

Read aloud the parts of this script that are in ***bold/italics***. Make every effort to adhere to this script. Consistency in the sight reading portion of our music performance assessment strengthens the validity of the assessment.

- ✓ ***Welcome to the sight reading portion of the Florida Bandmasters Association District ____ Concert Band Music Performance Assessment. My name is _____, I am from _____, and I will be your adjudicator.***
- ✓ ***Our assistants today are _____ from _____.***
- ✓ ***At this time, please place all your personal items such as music folders, mouthpiece caps, etc. on the floor next to, or under your chair.***
- ✓ ***Also at this time, for all performers and audience members, all cell phones and any other electronic devices capable of recording, making any sound, or taking photographs are to be powered down and put away for this portion of the assessment, as this music is used for other assessments in Florida. Thank you for adhering to this rule. (Pause as needed)***
- ✓ ***You will be performing two selections you have never seen before, a march and an overture. Before you perform the selections, you will have time to preview the music. For the march, you will have 3 minutes of preview time. For the overture, you will have 5 minutes.***
- ✓ ***During the preview periods, you ARE allowed to participate in activities with your conductor to prepare for your performance. However, you are NOT allowed to produce a sound on your instrument at any time during the preview period. The only exception is for tuning the timpani if timpani are called for in the selection.***
- ✓ ***When you perform the selections, your conductor is not allowed to count, sing, tap, call out measure numbers, or persist in any other non-customary conducting techniques. Therefore, it is important for you to concentrate and focus.***
- ✓ ***At this time, the music books will be distributed. When you receive a book, make sure it is for the correct instrument and part. Do not open the book until you are instructed to do so.***

- ✓ ***If your band is utilizing timpani - In order to facilitate the tuning of the timpani, your conductor may assist as needed during this time. They have the scores, so remember to not open your book.***

If there are guests in the room (parents, administrators, etc.), take the opportunity to address the audience members. Talking points:

- High-rigor of music education assessments
- Benefits of applied music study
- Applause are not only allowed, they are encouraged

After books have been distributed and timpani (if needed/covered) have been tuned:
Ask the conductor if they want to be advised when there is one minute left in review period, and comply as informed.

- ✓ ***Students: At this time, please look at the cover of your book and verify that you have the correct part. Is there anyone who has the incorrect music, or no music at all?***

Correct any issues before moving on.

- ✓ ***At this time, turn to selection number __ , titled _____.***

If the selection is only one page (this is usually the case):

- ✓ ***Please fold the book back so that only this selection can be seen on your stand.***

- ✓ ***Quickly look over the music for problems such as wrinkled paper, illegible music, etc. Are there any problems of that nature?***

Deal with any problems quickly. If it may take more than a few seconds, have students turn their music over while problems are resolved.

- ✓ ***“Students, your time begins now” (start timer for 3 minutes).***

While the teacher is preparing students: Take time to write a few things on the comment sheet such as the group's appearance, the way they entered the room, their attention to you and their teacher as well as the way the teacher reviews the music with the students. Remember to give the conductor a one-minute notification if they requested it.

✓ (at three minutes) ***TIME. Please perform the selection.***

After the march is performed:

✓ ***If your band is utilizing timpani - In order to facilitate the tuning of the timpani, your conductor may assist as needed at this time. They have the scores, so remember to not handle your book.***

Give reasonable time for timpani tuning if needed.

Students: now you may turn to selection # ____, titled _____.

If the selection is only one page (this is usually the case):

✓ ***Please fold the book back so that only this selection can be seen on your stand.***

✓ ***Look quickly at the music for problems such as wrinkled paper, illegible music. Are there any problems of that nature?***

Deal with any problems quickly. If it may take more than a few seconds, have students turn their music over while problems are resolved.

✓ ***"Students, your time begins now" (start timer for 5 minutes).***

✓ (at 5 minutes) ***TIME. Please perform the selection.***

When students have finished performing the overture:

✓ ***Please close and pass the books to your section leader to be collected.***

Once books are collected,

✓ ***Does anyone have a sight-reading book at this time?***

If so, collect. If not, continue.

✓ ***Please pick up any personal items you placed on the floor and give your full attention to your conductor for exit instructions. Thank you for your participation.***