

TMTA SA World of Music Test Processes for Local World of Music Chairs

Choosing a Date and Location:

1. Check the calendar in the back of the *TMTA Handbook* for acceptable test dates and other important deadlines.
2. The test is to be given in a formal setting. This can mean many different settings. The following should be considered as a location is selected:
 - a. Sufficient space for students.
 - b. Provisions for students to write on their tests such as desks, tables, or clip boards.
 - c. A quiet atmosphere allowing students to concentrate on their test questions.
 - d. Levels 1-3 must be read aloud, so they require a separate testing space or time from each other and other levels.
 - e. Not all levels have to be tested at the same time, but do need to be the same day.
3. Make-up tests must be given within one week of the testing date.
4. **Submission of the World of Music testing dates and World of Music chair information is required by September 30** on the World of Music Test Date Form on the World of Music page of the TMTA website.

Special Circumstances:

1. Out-of-association testers:
 - a. If a teacher from another association contacts you requesting that a student be allowed to test with your association, you have the choice to approve or deny this request. If you approve the request, provide the teacher with the test date, time, and location, registration procedure/requirements, the testing fee plus any additional fee for non-local association student/teacher, any teacher participation requirement on the test day, and any other information pertinent to your situation.
 - b. Instruct the teacher to inform their home association Local World of Music Chair of the circumstances. Include the student's name, school grade, test level, association where testing, name and email address of the Local World of Music Chair of the testing association, and test date.
 - c. Instruct the teacher to write a comment in the notes section of the student's profile on the TMTA website to help all parties stay informed that the student is testing out of association. Include the name of the testing association and the testing date.
 - d. Instruct the teacher that on the testing day, the student needs to bring you a standard business letter size stamped envelope with one stamp of postage and their **home** association Local World of Music Chair's name and address printed on it. The grader will use the envelope to return the test directly to the home association.
2. Out-of-state testers:
 - a. If a teacher in your association teaches an out-of-state student that wishes to take the World of Music test, instruct them to complete the Out-of-State Student Participation Form on the World of Music page of the TMTA website.
 - b. They will need to find a suitable proctor to administer the out-of-state test. A proctor should not be a parent, family member, or relative of the student. They should determine an appropriate test date with the proctor. The out-of-state test should be administered no later than the local association's make-up date.
 - c. Upon submission of the Out-of-State Student Participation Form, both you and the teacher will receive notice of approval or denial. The proctor information will be sent to you at this time.
3. Students with special needs:
 - a. TMTA offers additional accommodations for students with special needs wishing to participate. Teachers must notify their Local World of Music Chair at least three weeks in advance if they wish to request special accommodations for a student. Documentation of the type of special need should be sent to the Local World of Music Chair, who will make arrangements with the World of Music Coordinator.
 - b. More information can be found in the "Guidelines and Teaching Tips for Special Needs Students" document on the World of Music page of the TMTA website.

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Ordering Tests:

1. Local chairs should order tests and for each testing period a **minimum of 3 weeks prior to the test date** on the World of Music Order Form: Tests, Grading, and Medals on the World of Music page of the TMTA website. Follow the instructions on the form for submitting payment. **You must have your local association's user name and password. Ask your Local SA Chair for this information. It will change yearly, and your personal login will not work.**
2. You may order extra tests. They are nonrefundable.
3. Should you need more tests after your first order, you may place an additional order using the same form.
4. Special Circumstances:
 - a. Out-of-association testers:
 - i. If you have a student testing with you from another association, you should include his test in your order (and pay for it along with the rest of your tests).
 - b. Out-of-state testers:
 - i. If you have a student testing out-of-state, place a **separate** order for the test(s) going to the proctor. The proctor's information should be listed in place of the local chairs' information. The TMTA Office will mail the test straight to the proctor. **Include your own email address, not the proctor's, so that you will receive the receipt and your association can make payment.**

Preparing Tests:

1. Upon receiving the tests from the state, COUNT the tests to see that your order is correct. Save yourself some trouble: don't wait until the night before you test to do this, as it is too late to order more. Email office.tmta@gmail.com if you have any discrepancies.
2. Make necessary copies:
 - a. Copies should be made of the "During the Test" portion of these instructions for all monitors.
 - b. **No copies may be made of the tests.** Additional tests must be ordered from TMTA.
 - c. Students may be given blank scratch paper. Please destroy these after the test.
3. Label student tests:
 - a. Adhesive Labels (Option 1) – Please use the following format.

	<i>Template</i>	<i>Example</i>
	CODE Last Name, First Name School Grade Date Optional teacher code	XYZ Wright, Ima School Grade 4 2/14/2018 Teacher 12
 - b. No Labels (Option 2) - On test pages 1 and 3, the chair should **print** the student's Last Name, then First Name, the School Grade, Test Date, and Association Alpha Code. **Be sure Names, School Grades, and Alpha Codes match the SA Enrollment!** Enrollment discrepancies are to be resolved with your Student Affiliate Chair. If necessary, the Student Affiliate Chair will contact TMTA. Students should not write their own information, as it is often illegible and/or does not match TMTA records.
4. Special Circumstances:
 - a. Out-of-association testers:
 - i. Be sure to put the student's **SA REGISTERED Association ALPHA CODE** on the first page of the test. Highlight it!
 - b. Out-of-state testers:
 - i. Instructions, testing materials, and a return envelope addressed to the grader will be sent by the TMTA Office to the proctor per your additional test order.
 - ii. Contact the proctor to make sure they received their order and answer any questions they may have. Make sure they have scheduled the test before your make-up date.

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During the Test:

1. Each testing room should be monitored.
 - a. Monitors are not to teach during the test.
 - b. It is recommended, but not required, that two monitors be assigned in each room. At least one of the monitors should be a TMTA teacher.
 - c. Teachers who monitor their own students should also have another monitor in the room when possible.
2. Levels 1, 2, and 3 are to be read aloud to the students. It is not optional.
3. Teachers may read or re-read questions/instructions to students individually in any level if assistance is needed. If the student did not complete all parts of a question, re-read the question/instructions to the student. Allow student time to complete all parts of a question.
 - a. Specifics such as, “This answer is wrong,” are not permissible.
 - b. A question may be reworded without exposing the answer. For example, if the test is worded, “Mark the half steps on each staff with slurs where they occur in the major scales,” reword as follows: “On each of the staves, find where the half steps occur in the major scale, then draw slurs to show where those half steps occur.”
4. Students should be encouraged to check their own tests.
5. The monitor should review the tests to check for questions left blank. Point out any unanswered question(s) for the student to go back and finish.

Creating Grading Lists:

1. Verify that ALL testing students are registered in Student Affiliate BEFORE the test. Ask your SA chair for assistance.
2. Test grading lists may be created prior to testing or after testing.
3. Use your **local association login** to access the Chair Dashboard. Click on “Test Score Sheets.” Begin creating your grading sheets. Create a grading list **for each test level**. If you need help, there is a video entitled “Instructions for Creating a Grading List” on the World of Music page of the TMTA website. Further help can be acquired by emailing abby.tmta@gmail.com.
4. **Do not forget to turn testing on for each level by clicking on the button that says “Grading is Off” so that it switches to “Grading is On”.** This is the most common error made when creating a score sheet, and if testing is not on, the grader cannot view your list to enter grades. Additionally, make sure “World of Music Grader 1” is chosen, so the grader can view your list.
5. If you created your grading sheets before testing, it is imperative that you go back into each grading list and remove any students that did not show. The quantity of tests and the names on the tests submitted should be identical to the grading lists.
6. Special Circumstances:
 - a. Out-of-association testers: The **home** association must include out-of-association testers on their list.
 - b. Out-of-state testers: You must include out-of-state testers on your list.

Submitting Tests for Grading:

1. Sort tests by **Test Level**. Alphabetize tests by last name within each grade level.
2. To order grading, use the same form you used to order tests (World of Music Order Form: Tests, Grading, and Medals found on the World of Music page of the TMTA website). When you click on submit order, you will see the page that has a printable receipt. (You will also receive a copy via email.) Print a copy of this receipt to be included with the packet of tests that you mail to the grader. Additionally, follow instructions on the form to submit payment.
3. Enclose one copy of the printed receipt with the set of alphabetized tests. Use a large clasp envelope - not a business letter envelope.
4. Address your envelope to the grader assigned to you. This was included with your test shipment.
5. Affix a return address label to the envelope. The return address should include the name of your association.

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6. Mail the envelope **within 7 days of your test date** using whatever method you prefer. **Do not use certified mail or require a signature for confirmation of delivery.** Keep a copy of your tracking number in case you need to contact your post office for an envelope lost in the mail.
7. Special Circumstances:
 - a. Out-of-association testers:
 - i. If a student from another association tested with you, include this test on your grading form and submit payment for it with your other tests.
 - ii. Attach the home association addressed/stamped envelope to the out-of-local association test. Highlight the ALPHA CODE on the test to alert the grader in case the envelope is separated from the test. Place the test and envelope in your package of tests for the grader at the end of the alphabetized tests.
 - iii. Notify the World of Music chair of the student's home association that the student took the test and remind them to add the student to their grading list.
 - b. Out-of-state testers:
 - i. Double check with the proctor that the student took the test and remind them to mail the test to the grader immediately using the addressed/stamped envelope provided.
 - ii. When your local association submits tests to the grader for the affected level, include a note to inform the grader that this student's test will arrive separately from the out-of-state proctor. The note should include the student name, where they tested, and the test date.
 - iii. Include the out-of-state test on your grading form (and in your payment).

Grading:

1. The grader will email you after your association's scores are posted. You can log in to your grading lists to view the scores. The score will appear on each student's record.
2. The tests will be mailed (USPS) to the return address on the original envelope. It is your responsibility to return them to teachers in a timely manner.
3. If you have not heard anything within 2 weeks of mailing your tests, please contact the World of Music Coordinator.
4. Upon return of the tests, please **verify** the scores of each test against the scores on the online grading list.
5. Errors in scores should be reported immediately to the World of Music Coordinator.
6. If you have questions about any of the grading, contact the World of Music Coordinator.
7. Special Circumstances:
 - a. Out-of-association testers:
 - i. Notify the home association that scores have been posted.
 - ii. The grader will send the test back to the home association in the envelope provided.
 - b. Out-of-state testers:
 - i. The grader will send the test back to you with your other tests.

Regrading:

1. **Deadline – No Exceptions! May 15**
2. Regrading requests are accepted for tests where a change in score would result in a getting medal **or** *No Pass* becoming a *Pass*.
3. Teachers requesting regrade need to email the World of Music Coordinator by the deadline. They should include scans or clear photos of the entire test and details about where the grading error occurred. **DO NOT MARK ON THE TEST.**

Medals:

1. Medals are to be ordered by the local World of Music chair after testing has been completed.
 - a. See the *TMTA Handbook* for medal eligibility rules.
 - b. To order medals, use the same form you used to order tests and grading (World of Music Order Form: Tests, Grading, and Medals found on the World of Music page of the TMTA website). Follow instructions on the form to submit payment.

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- c. Medals will not be shipped until payment is received in the TMTA Office. Additionally, medals may be held if the association has any outstanding World of Music balances.
 - d. If additional medals are needed after the first order, you may submit an additional order.
 - e. Any medals ordered after June 15 are considered replacement medals and can be ordered at an increased price using the same form. Replacement medals may be ordered for past years, as well.
2. Special circumstances:
 - a. Out-of-association testers: The home local association orders medals for out-of-association testers.
 - b. Out-of-state testers: The home local association orders medals for out-of-state testers.

Other Awards:

1. Certificates and Division Certificates can be printed from the World of Music page of the TMTA website by teachers or ordered from the TMTA Office using the Student Materials Order Form found on the World of Music page of the TMTA website.
2. The application for Senior Awards can be found on the Student Recognition page of the TMTA website. Teachers (not chairs) are responsible for submitting these applications by the deadline listed in the *TMTA Handbook*, however a reminder (or four!) from the local chair cannot hurt!