

## **MUSIC MEMORY INSTRUCTIONS FOR THE CONTEST DIRECTOR**

The following guidelines are to be used to expand upon, but not replace, the information in the *Constitution and Contest Rules*, Section 1068. The rules may be found in the *A+ Handbook* and on the UIL web site.

### **BEFORE THE CONTEST**

**Check your contest packet...**you should receive:

1. Contest rules
2. Contest Rosters
3. A matching test for third/fourth grades with an answer key OR an answer sheet for the fifth/sixth grades, to be duplicated as needed, and an answer key.
4. Audio contest tape or CD. For district meets, UIL provides the contest recording. For invitational meets, schools must create or obtain their own contest recording.
5. Certificates of Excellence (for district meets)
6. Application for additional certificates, to be used only if needed

### **Room, Materials and Equipment.**

1. Arrange for a room to accommodate the number of contestants expected. The room should have chairs and desks or tables of proper height. The contest room should be appropriate for an event which requires contestants to listen to and identify recorded music, and away from noisy hallways or gathering places.
2. Check out the sound equipment, in the contest room, to ensure that it works properly and that contestants will be able hear the selections.
3. Graders should be provided with a copy of the Official Music Memory List from the *A+ Handbook*.
4. Check the "Official Notices" section of the *Leaguer* and the UIL web site to make certain that you are aware of any corrections to the Official List.
5. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
6. Coaches, contest directors and contestants are responsible for maintaining the confidentiality of contest materials. The contest CD supplied for district meets should be destroyed after the contest.

### **Personnel.**

1. *Contest Director.* A contest director is needed and may be a coach.
2. *Assistant.* A person, who may be a coach, should be appointed to assist the contest director during the contest. Additional monitors may also be used.
3. *Graders.* A minimum of three competent graders is needed, and more may be used if available. Coaches of the contestants may be graders. Be sure each is familiar with the scoring guidelines.

### **DURING THE CONTEST**

1. Inform the contestants and coaches of the location and time of the verification period.
2. During the contest, exclude all from the room except contestants, director, assistant and any monitors.
3. Contestants should be seated sparsely over the contest room.
4. Check names of contestants against the contest roster. Each contestant should be assigned a number and instructed to write that number in the upper right-hand corner of the answer sheet(s). The director shall keep a list of the names and numbers of the contestants for identification of the test sheets after grading is completed. (The contest director may number the answer sheets in advance, and give each one to the appropriate contestant as roll is called.)

5. Explain how answers are to be recorded on the answer sheets (according to the grade level of the contest). Show an example.

6. Conducting the contest:

(A) *Third/Fourth Grades*: STEP ONE: Contestants should write the letter of the selection and major work in the blank next to the correct composer's name, using each letter once. STEP TWO: Play the 16 test musical selections and the four tie-breaking musical selections. Contestants should listen to the music excerpt and put the correct number next to the selection name. STEP THREE: Contestants should write major work (where needed) and selection name for the tie breaker portion of the contest.

(B) *Fifth/Sixth Grades*. Play the 16 test musical selections and the four tie-breaking musical selections in the time indicated. Contestants should write in corresponding numbers the title of the selection, major work (where given), and the composer in the blanks provided.

## GRADING THE PAPERS

1. After the test is completed, the contest director or assistant shall collect all test papers.

2. Exclude all contestants from the room before grading begins. Allow sufficient time for grading. Make sure the graders have the Official Music Memory List, the answer key, and a clear understanding of the point value of each answer.

3. Each test should be independently scored twice, and papers contending to place should be scored a third time. To receive full credit for an answer, all information about the music selection must be complete as shown on the Official List.

(A) *In the 3rd/4th-grade* matching portion of the contest, competitors are awarded two points for recognition of the composer and two points for recognition of selection title. In the 3rd/4th-grade tie-breaking portion of the contest, two points are awarded for major work and two points for selection if both are required. When it is necessary to list both elements, deduct two points if the major work is incorrect. Deduct one point if the major work is correct but misspelled. Deduct two points if the selection title is incorrect. Deduct one point if the selection title is correct but misspelled.

(B) *In the 5th/6th-grade contest*, competitors are awarded two points for recognition of the selection title and two points for major work, if required. Deduct two points if the major work is incorrect. Deduct one point if the major work is correct but misspelled. Deduct two points if the selection is incorrect, and deduct one point if the selection title is correct but misspelled. Contestants are awarded two points for naming the composer. Deduct two points if the composer's name is incorrect. Deduct one point if the composer's name is correct but misspelled. In the 5th/6th-grade tie-breaking portion of the contest, the same scoring method shall be used. **NOTE:** A contestant cannot lose more than the total points allocated for each answer.

4. If there is a question as to legibility, to determine if a letter is legible, place a blank piece of paper on either side, separating it from its context. Any letter deemed legible and correct by two of three graders should not be counted as an error. Students may print or use a cursive style of writing.

5. After all papers have been scored, the director should identify each test sheet by the contestant's name and school. In district meets, a list of the contestants who scored 100% should then be compiled and each should receive a Certificate of Excellence.

6. Music Memory is now an individual contest. District may elect to offer team competition as well. To determine the team grade add all of the team member scores together. Then divide by the number of individuals on the team. A school must have at least three contestants to enter the team competition.

6. Ties. In case two or more individuals or teams are tied for any place, the tie will be broken by grading the four tie-breaking questions. If a tie still exists after grading the tie-breaker selections, the tie shall remain unbroken. Spelling and punctuation are considered as part of the grading.

## **ANNOUNCING THE WINNERS**

1. *Verification period.* After the papers are graded, but before official results are announced, coaches and contestants shall be provided a time not to exceed 15 minutes to examine test papers. If errors are found, either in the grading or recording of scores, these should be reported to the contest director immediately. The contest director will then make the determining decision BEFORE 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, are final.
3. *Places.* Individual places shall be determined and recognized through sixth place in each division. Team places are determined through third place.
4. *Points.* Individual points shall be awarded through sixth place according to Section 905 (d). Team points, if your district includes team competition, are awarded through third place.

## **AFTER THE CONTEST**

1. Provide the district director with the Contest Roster with each contestant's score, a list of the winners and their schools, and the number of contestants participating.
2. Make recommendations or suggestions for the following year.
3. The district director or district meet host must return contestants' test, answer sheets, papers, etc. to participating schools. This material CANNOT be returned until the release date established in the current *Constitution and Contest Rules*. 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.