

PMEA ADJUDICATION



PARTICIPATING IN A PERCUSSION ENSEMBLE MUSIC PERFORMANCE ASSESSMENT

2011 GUIDE

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PMEA ADJUDICATION

PARTICIPATING IN A PERCUSSION ENSEMBLE MUSIC PERFORMANCE ASSESSMENT (MPA)

2011 GUIDE

INTRODUCTION

The *Percussion Ensemble MPA* is now a separate assessment context offered along with those for Band, Orchestra, Chorus, Jazz Ensemble and Solo/Small Ensemble. Percussion Ensemble has long existed as a component of Solo and Small Ensemble Adjudication and can continue to be offered in that context at the discretion of the host. However, that has proven difficult to implement due to the facility and percussion equipment needs involved in that context.

Percussion Ensemble MPA's should thrive as its own adjudication context, structured similarly to the MPA's for Jazz Ensemble. As with that recently implemented endeavor, considerable flexibility exists for the *Percussion Ensemble MPA* format to evolve, based on input from all involved. Both the positive and negative experiences that occur will help best shape the eventual formal structure established for this context. The intent of this Guide at this time is to provide as much information as possible about the initial paradigm.

The fundamental goals of a *Guide* have not changed since the first *PMEA Adjudication Manual* was released in 1988:

- To provide directors with the information needed to successfully participate in this adjudication context
- To answer common questions
- To provide a current reference for those who have participated in the past
- To identify any changes that will be implemented in the upcoming year
- To provide a checklist and practical suggestions for new participants

Thoroughness and clarity remain among the priorities in regularly updating this document in the hope that directors become as aware and comfortable as possible with all aspects of participating.

In turn, feedback and suggestions are welcome for this to best serve as a relevant, viable resource. Input is welcome from all stakeholders: hosts, adjudicators, members of the *Adjudication Committee*, the *PMEA State Board* and all participating or interested directors.

The following forms are used when participating in a Percussion Ensemble MPA:

- *Percussion Ensemble Registration Form*
- *Request for Addition to Selective Music List Form (if needed)*
- *Percussion Ensemble Music Performance Assessment Form*
- *Percussion Ensemble MPA Rating Summary Form*
- *Medal Order Form (Optional)*

Calendars, forms, guides, checklists and additional resources are posted on the *Adjudication* page of the PMEA website at www.pmea.net.

Contact Tom Snyder, Adjudication Chair, with any questions or for further information.

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SECTION 1: PERCUSSION ENSEMBLE MPA'S - THE SYSTEM

A. GOALS (As stated in or updated from the original *Manual* in 1988)

The overall goals of *PMEA Adjudication* include:

- To provide interscholastic, educationally-valid assessment contexts in which any instrumental or vocal music student from Pennsylvania schools who is sponsored by a PMEA member may participate
- To foster musical achievement
- To provide recognition for the musical achievement of individuals and ensemble through medals, plaques and/or certificates
- To enable directors to select repertoire most appropriate for their soloists and ensembles from graded levels of music delineated within the *PMEA Selective Music Lists*
- To provide students and directors the opportunity to hear performances by ensembles and soloists from other schools when possible

B. ADJUDICATION INFRASTRUCTURE

The *PMEA Adjudication Chair* is an Ex-Officio Member of the PMEA State Board responsible for administrating all aspects of the overall Adjudication 'system', to chair the *PMEA Adjudication Committee*, to promote participation by PMEA member directors and their students, and to attend the annual spring Conference and summer meetings of the Board. The Chair reports to the President and the Executive Director.

The *PMEA Adjudication Committee* meets annually at the annual PMEA In-Service Conference to provide input concerning direction, policies and procedures. The PMEA Adjudication Committee is formally comprised of the twelve (12) Adjudication Liaisons---one from each PMEA District, all MPA hosts, the chair of the Adjudication Music Review Committee---currently Dr. Tad Greig from Westminster College, and other appointed PMEA members. All interested PMEA members are welcome

to attend and actively participate in the meetings. *Special Committees* are formed as needed to address specific tasks, meeting as necessary.

The *PMEA Adjudication Liaison* is a position approved by the PMEA State Board in July 2005 but has not yet been effectively implemented by the Adjudication Chair. Each PMEA District President has been asked to annually appoint an *Adjudication Liaison*, with responsibilities that include:

- To represent his District as a voting member of the statewide *Adjudication Committee*
- To serve as the contact person to receive and disseminate information as appropriate within his District *from* the Adjudication Chair
- To serve as the conduit for questions, concerns, input and suggestions from directors within his District *to* the Adjudication Chair
- To serve as a resource within his District concerning participating in or hosting MPA's
- To assist in promoting Adjudication in PA by recruiting new hosts, encouraging participation, and being an accessible, familiar 'go-to' person for directors within his District

C. MPA CONTEXTS

The following Music Performance Assessment contexts are available within PMEA Adjudication:

- **BAND & ORCHESTRA** Band, Full Orchestra and String Orchestra
- **CHORUS** Mixed, Treble and Men's
- **JAZZ ENSEMBLE**
- **PERCUSSION ENSEMBLE**
- **SMALL ENSEMBLES** Woodwind, Brass, Percussion, String and Vocal
- **SOLO** Woodwind, Brass, Percussion, String and Vocal

PMEA Adjudication does not currently provide an MPA context for Vocal Jazz Choirs or Show Choirs.

D. ELIGIBILITY

Participating directors must be members of PMEA. If the director is not a MENC/PMEA member, his group may still participate, but with the higher fee charged as indicated on the registration form. Ensembles from neighboring states are welcome to participate in PMEA Adjudication at the member rate if the director is an MENC member in his state.

Any student who is an active member of an extra-curricular Percussion Ensemble or enrolled in a Percussion class during the school day at an elementary, junior high/middle school or high school in Pennsylvania is eligible to participate with that ensemble in PMEA Adjudication.

E. MINIMUM NUMBER OF ENSEMBLES TO HOLD AN MPA

A minimum of six ensembles must be confirmed with registration forms and checks received to hold a sanctioned MPA due to the need to best ensure financial viability within both the event itself and the adjudication system budget as a whole.

F. MAXIMUM NUMBER OF ENSEMBLES PERMITTED

MPA's are not formally limited as to the maximum number of ensembles permitted to participate. Hosts usually determine the starting and ending times and the maximum number of ensembles that can be accommodated based on director interest, ensemble scheduling flexibility and adjudicator availability. After the planned performance slots are filled, hosts are urged to maintain a 'waiting list' in case an ensemble cancels.

G. CALENDAR

The most current, formal *MPA Calendar*, listing dates, sites, hosts and contact information, is posted on the PMEA website and is also released in the Fall Issue of the *PMEA News*. Contact the host with questions concerning participating in a scheduled MPA.

Band, Orchestra and Choral MPA's are normally held during the school day, when students seem to be best available. In today's high-stakes testing environment, it is becoming increasingly difficult for directors to be permitted to have their students excused from classes. Hosting an MPA on a Saturday is permitted, but directors may face the obstacle of student availability conflicts. Hosting a smaller-scale MPA on a weekday evening is also permitted.

However, as *Percussion Ensemble MPA's* are more comparable to the familiar percussion 'festival' context, weekday or Saturday evening options should indeed be viable. Note that an MPA on a Saturday could accommodate a large number of ensembles, especially with a dinner break.

The more MPA date options, the better. And, principals and other teachers should be more receptive to ensembles participating in an 'assessment' rather than a 'festival'.

Before confirming participation with a MPA host, check the school and band calendar to avoid conflicts with in-service or non-student days, other scheduled school or arts events, PMEA District and Region festivals, or with PSSA testing and make-ups. Also, consider any class schedule changes during PSSA testing, as rehearsal time may be limited or lost, negatively affecting preparing for a scheduled MPA date that immediately follows the testing window.

H. SCHEDULING PERFORMANCE TIMES

Interested directors are urged to formally schedule the performance time(s) of the ensemble(s) involved at or soon after the time participation is confirmed, as available performance times often determine whether or not an ensemble is indeed able to participate. Scheduling ensembles on a 'first-come' basis greatly benefits directors and hosts, as a confirmed performance time helps avoid a cancellation later due to the inability of an ensemble to perform at an arbitrarily assigned time, and is also an incentive for directors to apply early. Scheduling when applying is even more critical for schools planning to bring two percussion ensembles, such as high school and middle school percussion ensembles with the same director. The starting and ending times for the MPA are at the discretion of the host.

Percussion Ensembles are to be scheduled in 25-minute time slots, which includes entrance, set-up, performing the three prepared pieces, teardown and exit.

When confirming participation and performance times, directors should also communicate with the host concerning meal options, especially if lunch is needed on site, as hosts would need to make cafeteria arrangements. Hosts should be prepared to recommend restaurant or food court options in the area.

I. REGISTRATION FORM

Interested directors must mail both pages of the *Percussion Ensemble Registration Form* to the host and mail the Registration Fee to the Adjudication Chair at least four weeks in advance of the MPA to formally confirm participation. This form is available on the PMEA website. Checks are to be written payable to *PMEA*. Please do not staple the check to the registration form. This time frame was established as an essential courtesy to hosts to facilitate planning, especially in developing the event schedule. The data included on the registration form enables effective communication prior to the event and in case of emergency, while providing essential information for the host and Adjudication Chair.

A copy of the director's current MENC/PMEA membership card must accompany the registration form. If the director is not a MENC/PMEA member, his group may still participate but with a higher fee charged as indicated on the form. Ensembles from neighboring states are welcome to participate in PMEA Adjudication at the member rate if the director is an MENC member in his state.

An ensemble cannot perform unless the host has received both the registration form and the fee. Directors are reminded to be cognizant of the procedures and time frame parameters involved for checks to be processed and mailed to meet the deadlines involved.

The registration fee will be refunded if the director cancels at any time prior to three weeks before the event. Extenuating circumstances causing cancellations within three weeks of the event will be considered. This policy is intended to discourage a director from canceling for 'non-extenuating' reasons, such as preparation concerns or ineffective planning that did not account for schedule conflicts, permissions, student availability, etc. By being notified three weeks or more in advance, a host can implement schedule adjustments, such as replacing the ensemble with another from a waiting list, or even just better accommodating another director's schedule needs. Also, each MPA has expenses obligated. Adjudicators are often contracted given a projected time commitment and stipend for that time. A performance slot is reserved for each ensemble that submits the *Percussion Ensemble Registration Form*. This form, signed by the director and principal, serves as a 'contract' with the host confirming the intent to participate. Therefore, each reserved performance slot must be funded whether or not a cancellation occurs.

Near the top of the *Registration Form*, directors must clearly indicate the exact name of the ensemble to be printed on the award certificate.

Directors must also indicate what rating terminology is preferred for printing on the award certificate, either the traditional PMEA terms (Superior, Excellent, Good, Fair) or the terms adapted from the PSSA's (Outstanding, Advanced, Proficient, Basic). For 2010, the choice of which terminology will be printed on the award certificate is that of the director.

The remainder of the first page of the *Registration Form* requests school and ensemble information needed by the host and *PMEA Adjudication* records.

J. ENSEMBLE PROFILE

Page 2 of the *Percussion Ensemble Registration Form* contains the *Ensemble Profile*. Directors must provide information about the Prepared Pieces, the Performance Context and the Overall Grade Level Declared. This information is communicated to the adjudicators.

Directors must list the required information about the repertoire to be performed---the title, composer and arranger, year published, and grade level provided by the publisher, if any--- to be provided to the adjudicators.

Directors must declare the Performance Context, whether the participating ensemble will perform for either a formal *Rating* or for *Comments Only*. Both contexts are identical with the only difference being that, for *Comments Only*, the adjudicators would provide evaluation area +/- 's and written comments on the *Percussion Ensemble Music Performance Assessment Form* but would not indicate any scores or ratings.

Directors must also declare the Overall Grade Level for the three prepared pieces. If all three pieces are from the same grade level, the director will simply declare that level for adjudication. However, if the pieces are from different grade levels, the overall grade level declared for adjudication would be the lowest level of the three pieces. For example, a percussion ensemble that performs a Grade 3 piece and two Grade 4 pieces would formally 'adjudicate' at a Level III.

Directors must also provide information about This Ensemble's Status at This School, Rehearsal Context, Average # Minutes of Rehearsal Time Per 5-Day Week, Grade Levels of Student Members Of This Ensemble, and the School District's High School PIAA Classification for Football. This information is communicated to the adjudicators to provide a 'snapshot' of the ensemble's background to contribute to the overall frame of reference in which they perceive and assess the ensemble's performance. Directors have urged that this 'snapshot' profile information be communicated to adjudicators to enhance their awareness and perspective.

K. CHOOSING REPERTOIRE

Currently, a great deal of flexibility exists concerning the director's choices of prepared pieces. While, theoretically, the prepared pieces must be chosen from the existing *PMEA Selective Music List* under *Solo/Ensemble*, the list is not current. It is more common, at this time, for the director to freely choose to perform a newer piece or one not on the list and simply contacting the member of the Adjudication Committee (Dr. Greig) responsible for approving pieces to confirm the grade levels involved. Therefore, the role of the host is to note what repertoire is submitted, confirm what grade levels are declared with what is listed in the *PMEA SML* or within written documentation from Dr. Greig provided by the director, and to contact the Adjudication Chair with any questions in that regard. Dr. Greig emails the Adjudication Chair with all approved pieces and grade levels.

Directors requesting confirmation of grade levels involved must simply submit the completed *Request for Addition to the Selective Music List* form and a copy of the score(s) to Dr. Tad Greig, the Adjudication Committee member responsible for approving pieces and confirming grade levels. This form is available on the PMEA website.

Directors are permitted to substitute repertoire after the registration form is initially submitted but must notify the host of the change in writing---by email is fine---prior to the event so that the host may verify the grade levels involved, provide accurate updates to the adjudicators and to verify what is to be engraved on the award certificate. Directors should retain a copy of all written communications for documentation if needed.

Participating directors or hosts with repertoire questions should contact the Adjudication Chair. The goal is to include, not exclude, ensembles with regard to repertoire selection. However, an appropriate grade level must be confirmed prior to the event in order to provide that essential information to the adjudicators and to verify what is to be included on the award certificate.

All of the PMEA repertoire lists will be updated. Until these revisions are completed, directors are strongly encouraged to submit recently published and other quality pieces for permission to perform in adjudication. Please do not permit the shortcomings of the existing list to discourage participation. As an ongoing goal of *PMEA Adjudication* is to maximize participation, a primary objective at this time in reviewing music submitted for permission to perform is merely to confirm its grade level.

L. ASSESSMENT FORMS

The PMEA Adjudication *Assessment Forms* for all MPA contexts except Solo – Vocal and Small Ensemble - Vocal have been updated to reflect current assessment practices. Input will continue to be solicited from all involved with adjustments made as warranted. Hosts will also use the summary ratings forms for individual and all ensembles. All forms are posted on the PMEA website.

M. ADJUDICATORS

Three adjudicators are needed for a *Percussion Ensemble MPA*. The adjudicators will assess the performance of the three prepared pieces using the *Percussion Ensemble MPA Form* and provide feedback in ‘real time’ through commentary on cassette tapes.

Hosts may choose any adjudicator who they believe is qualified for this MPA context. College and university directors, active high school and middle school/junior high directors and retired directors are most often contracted. Adjudicators are strongly recommended, but not required, to be PMEA members.

No policies exist concerning adjudicator training or formal certification at this time, other than that such sessions must occur. An adjudicator accreditation process began at the 2007 Summer Conference, focusing on awareness of *PMEA Adjudication* philosophies and procedures as well as the use of the *Assessment Forms*.

Anyone interested in being an adjudicator for PMEA Adjudication MPA’s is recommended to contact the Adjudication Chair.

N. PROVIDING A RECORDING

Hosts are required to arrange for the recording the performance of the prepared pieces directly to CD for directors to take home that day, either with school personnel and equipment or outsourced to a local vendor. A CD recording is invaluable for immediate feedback for the director as well as an educational tool for classroom use.

O. COMMUNICATING WITH THE HOST PRIOR TO THE EVENT

Directors are strongly recommended to be proactive in communicating with the host prior to the event to ensure the best possible understanding of what is involved in participating at the given site. Final confirmations should include:

- The MPA date, especially if the original date announced was changed at ANY time
- That the host received the registration form and check for the registration fee
- A complete list of percussion instruments provided, especially if the host is able to provide any instruments beyond the minimum required
- The final schedule of warm-up and performance times
- Directions to the site, including any traffic advisories

- Information about bus parking, where to enter the building, and where to register
- What to bring to the registration table: three manila envelopes (9x12 recommended), one for each adjudicator, labeled with the school name, ensemble name and “Adjudicator #1, 2 or 3”. Each envelope must contain an original conductor score for each of the three prepared pieces with the measures numbered if not already numbered by the publisher. Music must be ‘originals’ unless the piece is out of print. Copies may then be made, but only with written permission of the publisher provided. If copies are made, pages should be taped, rather than stapled, as stapled pages are difficult for an adjudicator to manipulate while following the performance. Directors are recommended to contact publishers well in advance of the event to obtain permission to make copies if the chosen piece is out of print
- Facilities information and guidelines to follow when on site
- Information concerning meals (if needed)
- A list of the adjudicators
- Arrangements to attend other performances if possible

P. AWARDS: CERTIFICATES AND MEDALS

PMEA will award each ensemble participating for *Ratings* with an official certificate displaying the name of the ensemble and the rating earned. Directors should ensure that the ensemble name is indicated correctly on the *Percussion Ensemble Registration Form*. The Adjudication Chair is responsible to provide the certificates to the host. Directors are encouraged to display their PMEA Adjudication certificates with pride in their school’s rehearsal room or display cases.

Directors of ensembles that earn a rating of *I: Superior*, *II: Excellent* or *III: Good* have the option to order medals for their individual students through the Adjudication Chair. The *Medal Order Form* is available on the PMEA website. Directors are encouraged to fund the purchase of the medals from his school, ensemble activity account or parent booster group for their students to be able to proudly display evidence of their ensemble’s achievement on their concert attire and graduation robes.

SECTION 2: PERCUSSION ENSEMBLE MPA'S - THE EVENT

A. REGISTRATION TABLE

Upon arriving at the event site, the director or his designee, usually another music teacher assisting that day or a parent chaperone, must check-in at the *Registration Table*. The registration table should be located near the designated group entrance and is normally staffed by student or parent assistants.

'Checking in' includes:

- Confirming that the ensemble has arrived and verifying arrangements for bus parking.
- Submitting three envelopes containing scores for the adjudicators
- Confirming where the students are to proceed first, usually to the *Holding Area*.
- Confirming where the additional percussion instruments and equipment should be taken, usually either to a separate area or hallway near the stage, or with them to their *Holding Area*
- Confirming where the restrooms are located that the students are to use
- Confirming the location of additional changing areas if requested and available
- Confirming if any last-minute changes have been made to the event schedule
- Confirming how to contact the host director if needed, whether it be by cell phone, a 'runner' or simply knowing where the *Tabulation Area* or host's office is located

B. HOLDING AREA

Following check-in, the ensemble proceeds to a designated *Holding Area*, a secure area for equipment cases, coats and personal belongings. Options may include a music room, another classroom or the cafeteria. Student or parent assistants must be scheduled to secure this area throughout the event. Most ensembles arrive wearing their 'concert dress'. However, if students do need to change, usually the available bathrooms will suffice. Directors should confirm any needs for changing with the host in advance of the event. Note that hosts are not required to provide locker room access or dressing rooms, often not possible during the school day due to use by physical education classes.

The ensemble normally stays in the holding area until proceeding quietly through the halls to the *Warm-Up Area* and waiting quietly until being directed to enter. Students should not have to wait outside the warm-up room for an inordinate period of time. Directors are strongly urged to permit as much time as possible before and after their performances to watch other ensembles, a practice quite common in the jazz and percussion ensemble performance contexts

C. WARM-UP AREA

The formal *Warm-Up Area* is normally the band or chorus room with plenty of music stands available. While the ensemble is welcome to bring its own percussion instruments into the warm-up area with the choice of using them, or not, as part of a warm-up, the host is not responsible to provide additional equipment in this area, as the primary use of this area is intended to be warming up, not rehearsing. The length of the warm-up time slot will be 25 minutes.

D. AUDITORIUM

The auditorium stage is the performance area where the formal adjudication of the three prepared pieces takes place. The length of the performance slot in the auditorium will be 25 minutes, which includes entrance, set-up, performing, teardown and exit. There is no warm-up, sight-reading or clinic at this time

in this adjudication context.

Hosts are required to provide the following concert percussion: concert bass drum, four timpani, bells, xylophone, vibes, marimba, chimes, set of 4 concert toms, congas, bongos and 3 trap tables.

Hosts who are able to provide additional percussion instruments are urged to do so and to include a list in the pre-event communication. Directors are urged to contact hosts well in advance to address unique percussion needs.

The participating ensembles are responsible to provide their own mallets and sticks, snare drums, crash and suspended cymbals and auxiliary/accessory percussion instruments (i.e. triangle, tambourine, temple blocks, etc.) required by their selected repertoire. Most directors prefer to use their own drum sets, electronic keyboards, guitars and amplifiers---instruments and equipment that their students are accustomed to setting up, using and hearing.

Hosts are required to provide enough stands must be available to accommodate the largest number requested on the *Percussion Ensemble Registration Form* by the directors. They also must provide a recently tuned acoustic piano, preferably a concert grand, if a piano is requested and ample extension cords and power strips for electronic keyboards, guitars and amplifiers if requested. The stage will be lit with a standard concert wash.

Directors may certainly adjust the instrument configuration prior to the performance, but must do so quickly, usually assisted by your students. The host will provide students or parents as a 'stage crew' throughout the event to assist with moving stands, instruments and equipment.

For a Percussion Ensemble MPA held on a weekday evening or a Saturday, hosts are encouraged to welcome a 'normal' percussion festival event audience to attend. Hosts have the option to charge admission and offer food concessions, and, if so, are to include that information in the pre-event communication to the directors. Note that any profit realized from the event remains with the host.

During a Percussion Ensemble MPA held during the school day, the only 'audience' would be students from another ensemble that has already performed or is waiting for their warm-up time. Hosts are encouraged to schedule their own ensemble(s) and, perhaps, the school's orchestra and chorus students to watch performances if possible. However, study halls or other students from the host school are not permitted to use the auditorium during the event.

Hosts will provide an announcer to introduce each percussion ensemble. Regardless of whether the MPA is held during the school day or on a weekday evening or a Saturday open to the public, the announcer is not permitted to include any 'background information' about the ensemble, such as awards won or future performances, so as to not influence the adjudicators in any way. The announcer is normally responsible to introduce the school, ensemble, director, the adjudicators and where they teach/taught, and the titles, composers and arrangers of the three prepared pieces.

E. PERFORMING THE PREPARED PIECES

Percussion Ensembles must perform three *Prepared Pieces* for adjudication chosen from the *PMEA Selective Music List* or approved with a grade level formally assigned by the Adjudication Committee member responsible for approving pieces and confirming grade levels.

As mentioned under **CHOOSING REPERTOIRE** on pages 7-8, a great deal of flexibility currently exists concerning the director’s choices of prepared pieces. Directors requesting approval to perform a piece not on the existing list and to confirm the grade levels involved simply must submit the *Addition to the Selective Music List* form and a copy of the score(s) to Dr. Tad Greig. This form is available on the PMEA website.

F. HOW THE ADJUDICATORS USE THE ASSESSMENT FORMS

As mentioned under **ASSESSMENT FORMS** on page 8, the PMEA Adjudication *Assessment Forms* for almost all MPA contexts have been updated to reflect current assessment practices. Input will continue to be solicited from all involved with adjustments made as warranted. All forms are posted on the PMEA website.

The adjudicators are to assess the performance and assign a Score from 1-15 for each of five Evaluation Areas: Tone, Intonation, Accuracy, Technique and Interpretation, according to the following rubric and descriptors:

SCORE	RATING	PMEA DESCRIPTOR	LETTER GRADE	APPROX. PSSA EQUIVALENT
13-15	I	Superior	A+	Outstanding
10-12	II	Excellent	A	Advanced
7-9	III	Good	B	Proficient
4-6	IV	Fair	C	Basic
1-3	V	Unprepared	U	Below Basic

The three-point range within the scoring for each Evaluation Area provides adjudicators with flexibility in conveying their assessment within a given rating.

The scores for each of the five Evaluation Areas are added together to determine the Total Score, which is then converted to a Final Rating according to the following rubric and descriptors:

TOTAL SCORE	FINAL RATING	PMEA DESCRIPTOR	LETTER GRADE	APPROX. PSSA EQUIVALENT
63-75	I	Superior	A+	Outstanding
48-62	II	Excellent	A	Advanced
33-47	III	Good	B	Proficient
18-32	IV	Fair	C	Basic
5-17	V	Unprepared	U	Below Basic

The adjudicators will provide Additional Feedback within each Evaluation Area in the middle column of the Assessment Form through the use of pluses “+” or minuses “-” with the short list of critical attributes being evaluated, according to the following descriptors:

+	=	Area of strength; Noticeably strong with rating
Blank	=	Commensurate to rating
-	=	Area of concern; Noticeably needing attention within rating

This component of the Assessment Form enables adjudicators to provide a consistent ‘next level’ of quick, focused, direct feedback beyond the score itself within each Evaluation Area, readily identifying a particular critical attribute(s) that may be strongly affecting the score, positively or negatively.

The adjudicators are strongly recommended to provide additional input through written comments within each Evaluation Area that are clear, direct and relevant. Ideally, these comments will identify strengths and areas of concern along with suggestions for appropriate enhancements or solutions.

Space for Additional Comments is included on the back of the form, along with a list within each Evaluation Area of attributes for the adjudicators to consider for assessment and as ‘talking points’ for their oral & written commentaries. These lists should also be helpful for directors and students.

An area listing Other Factors is included on the lower left front of the form. The adjudicator will provide feedback through pluses and minuses, but this evaluation is not scored or part of the Final Rating. While these attributes are certainly important, they are inherently ‘non-musical’ in and of themselves, and therefore not part of a ‘music performance assessment’.

G. DETERMINING THE SUMMARY FINAL MPA RATING

The Summary Final MPA Rating earned from the performance of the three prepared pieces is determined by combining the Final Ratings from the three adjudicators according to the following table:

DETERMINING THE SUMMARY FINAL RATING					
RATINGS FROM THE THREE ADJUDICATORS	I, I, I	I, II, II	I, III, III	I, IV, IV	I, V, V
	I, I, II	I, II, III	I, III, IV	I, IV, V	II, V, V
	I, I, III	I, II, IV	I, III, V	II, IV, IV	III, V, V
	I, I, IV	I, II, V	II, III, III	II, IV, V	IV, V, V
	I, I, V	II, II, II	II, III, IV	III, IV, IV	V, V, V
		II, II, III	II, III, V	III, IV, V	
		II, II, IV	III, III, III	IV, IV, IV	
		II, II, V	III, III, IV	IV, IV, V	
			III, III, V		
FINAL MPA RATING	I	II	III	IV	V

FINAL RATING	PMEA DESCRIPTOR	LETTER GRADE	APPROX. PSSA EQUIVALENT
I	Superior	A+	Outstanding
II	Excellent	A	Advanced
III	Good	B	Proficient
IV	Fair	C	Basic
V	Unprepared	U	Below Basic

H. GETTING THE RESULTS AND ADJUDICATION MATERIALS FROM THE HOST

Correctly processing the results of the adjudication is one of the most important responsibilities of the host throughout the event. Hosts usually perform this duty themselves, but it can be delegated to a qualified designee, usually another music teacher. Students and parents are not permitted to serve in this role due to the importance of the task and the professional confidentiality required.

For a Percussion Ensemble MPA where the participating ensemble leaves prior to the end of the event, the host or his designee must proceed quickly while the students are putting instruments and equipment away and gathering personal belongings to compile the results, generate the award certificate, and return

them with the other remaining items to the director so that he and his students are not delayed in departing.

These items will include:

- *Percussion Ensemble MPA Rating Summary* form
- Award Certificate for the Percussion Ensemble
- Three *Assessment Forms*, one from each adjudicator
- Conductor scores of the prepared pieces that the director provided for the adjudicators
- Three cassette tapes, provided by the host, one from each of the adjudicators
- CD recording of the performance of the prepared pieces

For a Percussion Ensemble MPA where the participating ensemble stays for an ‘awards segment’ at the end of the event, the host or his designee must still proceed quickly to compile the results, generate the award certificates in time for the awards segment, and then gather the other remaining items to return to the director immediately after the event.

Item to prepare for the host to present during the awards segment:

- Award Certificate for the Percussion Ensemble

The remaining items would include:

- *Percussion Ensemble MPA Rating Summary* form
- Three *Assessment Forms*, one from each adjudicator
- Conductor scores of the prepared pieces that the director provided for the adjudicators
- Three cassette tapes, provided by the host, one from each of the adjudicators
- CD recording of the performance of the prepared pieces

I. AWARDS SEGMENT

For evening or Saturday MPA’s, hosts have the option to include a brief awards segment on stage immediately following the last performance. If included, hosts should recognize each participating ensemble in performance order by calling the director to the to receive the Award Certificate, at that moment intended to recognize participation. While the certificate would include the Final Rating earned, the Final Rating is NOT to be publicly announced.

Immediately following the awards segment, the host will give each participating director the remaining items as listed above. The Final Ratings of the other participating ensembles are not to be provided.

J. RECOMMENDATIONS FOR THE DIRECTOR AFTER THE MPA

Recommendations to the participating director for after the event include:

- To thank any involved administrators for their permission and support of the ensemble’s participation, any colleagues who assisted before or during the event, and any parent volunteer chaperones for their efforts.
- To use the CD recording, adjudicator tapes and assessment forms as educational rehearsal tools to enhance the overall experience for the students
- To send an email to the host expressing your appreciation for hosting the event and provide positive feedback and constructive suggestions

- To send an email to the Adjudication Chair (tsnyder@westallegheny.k12.pa.us) with any positive feedback concerning the event and the overall experience along with constructive suggestions concerning any aspect of participating in PMEA Adjudication, so that the ‘system’ can continue to evolve to better benefit the students, directors and programs involved
- To attend the annual meeting of the *PMEA Adjudication Committee* at the PMEA In-Service Conference. Any interested PMEA member is invited to attend, certainly including directors who have participated in an MPA. While the meeting is informal in nature, the Adjudication Chair uses this forum to review the ‘state of PMEA Adjudication’ and to present ideas for discussion and feedback. This meeting has been well attended in recent years and has been an exciting forum for deliberating upon possible ‘next steps’, establishing priorities, and exchanging perspectives---all within dialogue not possible within individual conversations and emails.

K. FINALE

To prospective participating directors----I hope that this *Guide* provides a comfort level and information needed to successfully participate in a *Percussion Ensemble Music Performance Assessment* sponsored by *PMEA Adjudication!*

To experienced participating directors----I hope that this *Guide* effectively serves as a reference tool to refresh memories, introduce changes or answer questions concerning any aspect of participating in a *Percussion Ensemble Music Performance Assessment* sponsored by *PMEA Adjudication!*

Please feel free to contact the Adjudication Chair with comments or questions. Contact information is listed in the Introduction of this *Guide* and in several locations on the PMEA website.

PMEA ADJUDICATION: PERCUSSION ENSEMBLE MPA'S CHECKLIST FOR PARTICIPATING DIRECTORS

- Download and review the *Guide to Participating in a Percussion Ensemble Music Performance Assessment* from the Adjudication page of the PMEA website.
- Download the current *MPA Calendar* to identify the date and site that best works for your situation, then contact the host to confirm a performance slot and the best available performance time within your schedule parameters. Seek official permission to participate and process the necessary transportation request form (p. 6)
- Download the *Percussion Ensemble Registration Form* to complete and submit to the host. Submit the necessary paperwork to generate a check for the registration fee. Submit both the form and the check to the host to confirm participation no later than four weeks prior to the event. (p. 7)
- Decide on the three prepared pieces to perform and confirm the grade levels involved with Dr. Tad Greig at Westminster College, if needed, by downloading, completing and mailing him the *Addition to the Selective Music List* form and a copy of the score(s). (Pp. 7-8)
- Download and review the current versions of the forms involved in the MPA, with hard copies to be provided for use at the event itself by the host:
 - *Percussion Ensemble Music Performance Assessment Form*
 - *Percussion Ensemble MPA Rating Summary Form*
- Review how adjudicators use the Assessment Forms and how all Ratings are determined. (Pp. 12-14)
- Use the MPA forms as rehearsal tools to prepare for the event.
- Choose repertoire and pace your rehearsal schedule to best ensure that your students are fully prepared and confident for their performance at the MPA.
- Review the *Guide* concerning the sequence involved from arrival through departure and what occurs within each part of the process. (Section 2 – starting on p.10)
- Communicate with the host prior to the event to confirm all essential information. (p. 9)
- Download the *Medal Order Form* and order medals for your participating students. (Optional)