KMEA Assessment Rules
Choral

COMMISSION FOR
PERFORMANCE ASSESSMENTS

Revised June 16, 2012

Edited April 22, 2013
Edited September 5, 2013
Edited February 2, 2015
Edited April 21, 2015

David Graham, Chair
david.graham@warren.kyschools.us
Foreword

This booklet contains rules, regulations and policies concerning the operation of music assessment events for all schools within the state of Kentucky. All assessment events are sponsored by the Kentucky Music Educators Association (KMEA).

Kentucky Music Educators Association is a state unit of the National Association for Music Education.

The rules and regulations stated within this booklet are formulated by the Commission for Performance Assessment Events, hereafter referred to as C.P.A., and recommended to the KMEA Board of Directors. The KMEA Board of Directors votes on the acceptance or rejection of all recommendations.

The C.P.A. administers all KMEA assessment events. Information as to dates and locations of these events may be secured from the KMEA website, http://www.kmea.org/festival

Dr. John Stroube, Executive Director
P.O. Box 1058
Richmond, KY 40476-1058
859-626-5635
Fax: 859-626-1115
E-mail: john@kmea.org
www.kmea.org

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1. **General Information**

**Code of Ethics for Directors/Students**

1. Answer all correspondence pertaining to assessment events immediately. It is the explicit responsibility of the director to notify the Assessment Event Manager before the assessment event date of any cancellation of events. All deadlines will be strictly enforced.

2. Groups should plan to arrive at the site of the assessment event at least one-half hour before scheduled warm-up time.

3. All performing organizations are encouraged to listen to at least three other groups at all KMEA assessment events.

4. Be professional at all times.

5. Improper behavior, unsportsmanlike conduct, destruction of property in the building or on the grounds at the assessment event site by participants will disqualify his or her entire school. Directors and their students will be liable for destruction of property.

6. Participants of the assessment events are not permitted to confer or harass the evaluators prior to or during the assessment event program. Any harassment of evaluators will be reported to the Assessment Event Manager who will in turn report to the C.P.A. Chairman.

7. Publicity by radio, television, or newspaper claiming “District Championship” for any particular group is considered unethical under the group rating system. Such practice can be the basis for suspension from further KMEA events.

8. Violators of KMEA Assessment Event Rules and Regulations may be barred from further participation for a given period by action of the C.P.A. and the KMEA Board.
KMEA/CPA School Registration and Fees

School Registration:

A school must be registered with KMEA to be eligible to participate in KMEA sponsored or sanctioned assessment events. School registration should be completed as soon as possible after the beginning of the school year, and at the latest by October 15. Complete the school registration form (from the KMEA website) and send the form with appropriate fees to the Executive Director.

All forms necessary for the following registration categories are provided on the KMEA website: www.kmea.org. Paper copies of the forms will be available from the Executive Director only upon request.

No “Assessment Event Registration” for participation in KMEA assessment events will be processed until the school registration form and appropriate fees have been received by the Executive Director.

There will be NO REFUND of any fees.
Elementary: $30.00
Middle Schools—
One program (band, choir, or orchestra): $65
Two or more program: $130

High Schools—
One program (band, choir, or orchestra): $125
Two or more programs: $250

PLEASE NOTE: Schools housing grades 7-12 in the same building and having separate large choral/instrumental ensembles for middle school and high school MUST REGISTER AS TWO SEPARATE SCHOOLS using the appropriate form for each.

Teacher Membership:
All teachers sending students for participation in KMEA assessment events must be active members in good standing with NAfME and KMEA. No exceptions to this ruling will be made. Join or renew at www.nafme.org.
Guidelines for Home School Participation and Schools Without Large Ensembles:

The Commission for Performance Assessment (CPA) of the Kentucky Music Educators Association (KMEA) exists primarily to serve students and teachers in public, private, and parochial schools of the Commonwealth. In the interest of furthering excellence in the education of all students of music, the CPA also invites and supports participation by others in KMEA sponsored solo/ensemble and large ensemble festivals as clarified below.

HOME SCHOOLS - Home schools and home school associations may participate in KMEA festivals by registering through the established procedures for schools (please see information on www.kmea.org). Please note that teachers must be members of KMEA/NAfME.

SCHOOLS NOT SPONSORING LARGE ENSEMBLES may send students for participation in KMEA solo/ensemble festivals through the procedures listed above (the school must register with KMEA and the teacher must also register with KMEA/NAfME as a member). Students from these schools who regularly participate in a large ensemble sponsored by another school which meets the KMEA eligibility criteria listed above are eligible to participate in large ensemble festivals as a member of the ensemble.

Event Registration Procedures

After school and teacher registration have been accomplished, registration for assessment events may be made: Complete the “Assessment Event Registration” (from the KMEA web site), and send the form with appropriate fees to the state office. This form is to contain the number of events registered in each category (e.g., solos, small ensembles, bands, choirs, orchestras) and the grade levels of students in large ensembles.

KMEA deadlines for receipt of the “Assessment Event Registration” are October 15, November 15, or January 15 as specified by the district assessment event managers. The KMEA Executive Director will publish information regarding applicability for each assessment event district. District assessment event managers are under no obligation to accept entries after published deadlines. An early return of registration forms will assist the district managers in providing better service.

After the “Assessment Event Registration” is processed by the Executive Director, this information is forwarded to district assessment event managers. District assessment event dates are available at www.kmea.org, or by contacting the district manager. District manager information is published on the KMEA web site and also in the Bluegrass Music News.

Any further information necessary for district registration/scheduling of large ensembles (e.g., information from graded music lists, seating charts, site logistics, etc.) will be requested or provided by the district assessment event managers.

For solo/small ensemble assessment events teachers must complete the "KMEA Solo & Ensemble Registration Form.xls" (an Excel Spreadsheet from the KMEA web site) and submit this information to the district assessment event manager at least one month prior to the date of the solo/small ensemble assessment event or by the deadline established by the district manager. Again, district managers are under no obligation to accept entries received after published deadlines. These forms can be saved to your computer and emailed directly to your district manager.
Guidelines for Assessment Event Site Change
(Site Change Deadline is the same day as the Assessment Event Registration Deadline)
Schools shall participate in the assessment event district they are assigned. Changes may be approved if exceptional circumstances exist. Site changes are for one year only.

1. Director must complete “Site Change Request” portion of the Assessment Registration Form, including the “Current District” and “Requested District” blanks.

2. Director must sign the request and have his/her principal sign as well.

3. Director must mail, scan and e-mail, or fax to current Assessment Manager for signature.

4. After form is signed and returned, director must forward to the Assessment Manager of the requested district.

5. When both signatures are on the form, the director must send with payment by Assessment Event Registration deadline to:

   KMEA
   P.O. Box 1058
   Richmond, KY 40476-1058

Directors Report on Adjudicators
FORMS SHALL BE MADE AVAILABLE FOR ALL ADJUDICATED EVENTS.

1. Directors Report on Adjudicators forms will be distributed to Directors participating in assessment events by Assessment Managers.

2. Directors are asked to critique all evaluators, not just those you feel have done an unsatisfactory job.

3. Forms will be returned to the Assessment Manager who will tally and forward, to the C.P.A. Chairman, the names of evaluators acceptable for use in KMEA assessment events.

4. Forms will include:
   a. Name of evaluator
   b. Area of concentration of evaluator

Grievance Procedure

1. Grievances pertaining to assessment events management and/or operations shall be submitted to the District Assessment Manager in writing within ten days of situations provoking grievances.

2. The District Assessment Manager shall review and respond to grievances within ten days of receipt.
3. Unresolved grievances may be submitted to the C.P.A. Chairperson for inclusion on the agenda of the next regularly scheduled Commission meeting. The decision of the Commission shall be forwarded to the KMEA Board for consideration.

2. Large Ensemble Procedures

Large Ensemble Assessment Event Fees
Elementary/Middle/High School Choral:
$100 for each entry

Senior Division Choirs
The classification of choirs in the senior division is determined by the selection of one composition from the appropriate list (below), which will be performed by the ensemble as part of the assessment event. The required selection must be performed in its entirety or as listed. “A senior division choir may enter as Class E (Beginning Group) if the students have begun instruction, as a group, no earlier than one semester prior to the assessment event date.” The director must provide the name of the composition, the grade level, and composer to the district assessment event manager. Other compositions performed as part of the assessment event appearance do not affect the classification. Only the classification composition must be selected from the required lists. Ensembles not performing a selection from the KMEA required list will not receive ratings and will participate for “comments only.”

Listings to be used for classification purposes for choir: KMEA downloadable “Required Choral List.”

Junior Division Choirs
There are no required music lists for choirs in this division. Classification is made by grade level and/or length of instruction as listed below.

Class E—Beginning group
Any ensemble, regardless of grade level, may enter this classification if the students have begun instruction, as a group, no earlier than one semester prior to the assessment event date.

Class M—Medium level group

Class D—Difficult level group

Elementary Choral—Ensembles in this classification must contain students in grade six and under housed in an elementary school. There will be no required sight-reading for this classification, but groups may do so if they choose.

Junior Division Ensemble Categories:

Choral:
Mixed Chorus
SA
SSA
Changed Voices
Unchanged Voices
Performance Regulations

1. Performance Time Limits:
   All Choral Ensembles 15 minutes

2. Evaluators must be furnished three (3) original scores, either original scores or scores of public domain pieces available from the Choral Public Domain Library (CPDL) or International Music Score Library Project (IMSLP), of the music being performed. CPDL or IMSLP versions of selections that are on the KMEA (UIL) list may be used as substitutes. Illegal or unauthorized copies of music are not acceptable according to copyright laws. All measures must be numbered on the evaluators’ scores.

3. Ensembles must perform a minimum of two (2) selections, or use one-half (1/2) of the allotted performance time.

4. Students in grades 6-12 may participate in any large ensemble event.

5. Duplication within division, junior or senior, of personnel among ensembles will be permitted.

6. Memorization is required of all choral groups.

7. Schools housing grades 7-12 in the same building and having separate large instrumental ensembles for junior and senior division must have completely different membership in the junior and senior division ensembles. No student above 9th grade is permitted to perform with junior ensemble.

8. A solo work with accompaniment is not acceptable.

9. Each entrant must be a current pupil of the school represented and must be a current member of the choir. Events combining students from multiple schools may perform for comments only.

Failure to comply with any of the above regulations will result in performing for “comments only.”

Adjudication

All entrants have a choice of playing for ratings or comments. The following ratings are awarded:

I. Distinguished: Represents A Superior Performance – All basic elements performed on an exceptional artistic level with an accomplished performance and technical presentation.

II. Proficient: Represents an Excellent Performance That Is Outstanding In Some Respects – All basic elements performed on an adequate artistic level with limited, but noticeable and obvious, performance and technical inconsistencies.

III. Apprentice: Represents A Good Performance But Not Outstanding – Areas within one or more of the basic elements are noticeably inconsistent and inadequate.

IV. Novice: Represents A below Average Performance – Areas within two or more basic elements are inadequately demonstrated, with several obvious technical inconsistencies.
Equipment provided at assessment event sites:
The following equipment will be available at all sites: choral risers, piano, and conductor's stand. Any other equipment must be provided by the ensemble.

Sight-Reading

All junior and senior division orchestras will be required to sight-read as a part of the large ensemble assessment event. Junior Division ensembles will have the option of sight-reading for comments only or for a rating. If the option is for a rating, this will count toward the overall rating for the ensemble. All senior division ensembles will sight-read for a rating, excepting those that choose to enter the prepared performance category for comments only. Sight-reading music will be assigned according to ensemble type and classification (see classification criteria above).

Sight-Reading Procedures

NOTE: Neither the director nor students may mark on the sight-reading music unless instructed to do so by the evaluator.

Failure to comply with any of the rules below will result in performing for “comments only.”

1. (Instruction) The director will have five (5) minutes to discuss the music and instruct the ensemble. At any time during the instruction period the tonic chord may be played once in broken chord style, but may not be reproduced by the students. The director may instruct the group by tapping out rhythms and talking about any passage, but may not hum or sing any part or allow it to be played on piano. Students may chant rhythms and/or test and tap or clap the rhythms, but they may not reproduce the music tonally.

2. (First Reading) The tonic chord will be played in broken chord style, and the students may reproduce the chord utilizing their preferred method of sight-reading (numbers, syllables, etc.). The starting pitches may be played and each section may sing their pitch, again utilizing their preferred method. The director may sing the starting pitch with each section. No further warm-up, instruction, or communication of any kind is permitted by the director, except the use of verbal counting to initiate the reading. The selection will then be sung without piano accompaniment and using the groups’ preferred method of sight-reading. The director may choose to read the piece in the printed key or any other key suitable for the group.

3. (Instruction) Following the first reading, the director will have two (2) minutes for instruction. The procedures described in (1) above will apply.

4. (Performance) The procedures in (2) above will apply. The selection will be sung without accompaniment, and ensembles may continue to use their preferred method of sight-reading or may sing the words printed in the score. The director’s decision in this case will have no bearing on the rating.

5. No audience, other than KMEA officials and teaching staff, will be permitted in the room during sight-reading.
Choral large ensemble adjudicator script (to be read verbatim to each group):

1. Please do not look at the music until you are instructed to do so. The director will have five minutes to discuss the music and instruct the ensemble. During this period, the tonic chord may be played once in broken chord style, but may not reproduced by the choir. The director may instruct the group by tapping rhythms or talking through any passage, but may not hum or sing any part or allow it to be played on the piano. Students may chant rhythms, use Curwen hand signs, and tap or clap the rhythms, but they may not sing or hum. Please open your music. You may begin. (Adjudicator times five minutes on a stopwatch.)

2. (Timer goes off.) Time is up. Before the first reading, the tonic chord will be played in broken chord style, and the students may reproduce the chord utilizing their preferred method of establishing tonic. The starting pitches will be played, and each section may sing its respective pitch. The director may sing the starting pitch with each section. No further warm-up, instruction, or verbal communication of any kind is permitted by the director during this read through, except the use of verbal counting to initiate the reading. The selection will now be sung a cappella using the groups’ preferred method of sight-reading. The director may choose to read the piece in the printed key or any other key suitable for the group. (Ask director if he or she would like to sing the piece in the printed key or an alternate key. Play the tonic triad of the requested key.)

3. At this time, the director has two minutes to instruct the group, during which the same rules apply as during the first five minutes of instruction. (Adjudicator times two minutes on a stopwatch.)

4. (Timer goes off.) During this second reading, the same procedures apply as in the first reading. The selection will be sung without accompaniment. An ensemble may continue to use its preferred method of sight-reading, or it may sing the words printed in the score. The director’s decision in this case will have no bearing on the rating. (Adjudicator plays tonic triad.)
Middle School Sight-Reading Criteria

E = unison —
  8 bars
  all stepwise motion
  Range limited to a sixth.

M = 2 part
  8 bars
  Melodically about as difficult as previous Middle School Easy
  Skips limited to tonic triad
  Range in one of the parts should be no more than a sixth (accessible for boys with limited range)

Note values limited to
  Quarter note
  Eighth note
  Dotted half note
  Quarter rest
  Half rest (optional)

  Two rests within the piece

D = two and three part option (one level less difficult than High School Easy)
  16 bars
  Range in one of the parts should be no more than a sixth (accessible for boys with limited range)
  Part 3 should begin and end on tonic.

Note values limited to
  Quarter note
  Eighth note
  Dotted quarter note
  Dotted half note
  Quarter rest
  Half rest

  Two rests within the piece
Awards:

Ensembles earning a distinguished or proficient rating at the district assessment event will be awarded a certificate with the official KMEA seal. These certificates will be provided by the district manager.

Ratings

The matrix below is to be used in determining the final rating for participants when sight-reading is included in the final rating. Please note that participation in the State Choral Assessment require the combinations noted with an asterisk (*).

<table>
<thead>
<tr>
<th>Rating IV</th>
<th>Rating III</th>
<th>Rating II</th>
<th>Rating I</th>
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The matrix below is to be used in determining the final rating for participants who DO NOT sight-read as part of their festival assessment.

<table>
<thead>
<tr>
<th>Rating IV</th>
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State Large Group Assessment Events for Choir

State assessment events are provided for senior choirs. Ensembles that receive a distinguished rating with a combination of four (4) ratings totaling four (4) or five (5) in the district assessment event qualify to participate at the state level. Performance regulations are the same as those for district events. There will be no sight-reading.

A registration form will be provided to qualifying ensembles the day of the district assessment event. The form and fee must be sent directly to the appropriate state assessment event manager. The state managers will establish and publish the deadline for receipt of materials. Check the KMEA web site (www.kmea.org) for current information.

State Assessment Event Fees

| Choral Large Ensemble | $160 for each entry |

Awards for State Large Group Assessment

Ensembles earning a distinguished rating at the state assessment event will be awarded a KMEA plaque.

3. Solo and Ensemble Procedures
Solo/Small Ensemble Assessment Event Fees

Fees in this section are identical for middle and high schools.
Solo $7 for each entry
Small Ensembles $12 for each entry

Performance Guidelines for Solo and Ensemble

1. Performance Time Limit: Maximum of six (6) minutes and minimum of one (1) minute.

2. A student may participate in a maximum of six (6) events.

3. A student may participate only once in a specific solo or ensemble category.

4. Students are placed in junior or senior division based on their grade level:
   Junior Division—Grades 6–8; Senior Division—Grades 9–12
   A small ensemble is to be listed in senior division if fifty (50) percent or more of the participants are senior division students.

5. Senior division vocal ensembles of sixteen or fewer members, and junior division vocal ensembles of twelve or fewer may not be conducted.

6. Each entrant must be a current pupil of the school represented and must be a current member of the appropriate ensemble (band, choir, and orchestra). Events combining students from multiple schools may perform for comments only.

7. Evaluators must be furnished an original score of the music being performed. Illegal or unauthorized copies of music are not acceptable according to copyright laws. All measures must be numbered on the evaluators’ score.

8. Solo and ensemble events that are applicants for State Solo and Ensemble Assessment require a live accompaniment. Those that are not applicants for State Solo and Ensemble Assessment do not require a live accompaniment. Solo and ensemble participants are required to perform the piece or movement in its entirety. The accompaniment may be altered to fit within the six-minute time frame. The maximum time limit may be enforced at the discretion of the evaluator.

9. It is the explicit responsibility of the director to notify the assessment event manager before the event date of any cancellation of events.

10. Small ensembles must have all parts performed to receive a rating.

11. Soloists must perform soloist literature.

Failure to comply with any of the above regulations will result in performing for “comments only.”
Solos and Small Ensemble Event Categories
A student may participate only once in a specific solo or ensemble category.
A student may participate in a maximum of six (6) events.

<table>
<thead>
<tr>
<th>Vocal Solos</th>
<th>Vocal Ensembles</th>
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<tbody>
<tr>
<td>(memorization required)</td>
<td>(memorization required)</td>
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<tr>
<td>Soprano</td>
<td>Mixed Ensemble 2–6 members</td>
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<tr>
<td>Tenor</td>
<td>TB/TTB 2–6 members</td>
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<tr>
<td>Mezzo Soprano</td>
<td>SA, SSA 2–6 members</td>
</tr>
<tr>
<td>Baritone</td>
<td>Misc. Mixed Ensemble 7–16 members</td>
</tr>
<tr>
<td>Alto</td>
<td>Misc. TB/TTB 7–16 members</td>
</tr>
<tr>
<td>Bass</td>
<td>Misc. SA/SSA 7–16 members</td>
</tr>
<tr>
<td>Unchanged Voice</td>
<td>Madrigal Group (a cappella) maximum of 16 members</td>
</tr>
</tbody>
</table>

Awards for Solo and Ensemble
Participants in solo/small ensemble assessment events receiving a distinguished rating will be eligible to purchase the official KMEA medal. All directors will receive a medal order form at their district assessment event. Medals are available through the KMEA office, and medal order form is on the web site. Medals may only be ordered by the director—no checks from individuals will be accepted.
KMEA State Solo & Ensemble Assessment

Mission Statement: The purpose of the KMEA State Solo & Ensemble Assessment is to encourage and recognize student soloists and ensembles that perform quality literature from the standard repertoire at an exemplary level.

Parameters: Soloists and members of ensembles that qualify for KMEA State Solo & Ensemble Assessment must:

• be students in grades 9-12 and meet eligibility requirements for, and participate in, a KMEA District Solo and Ensemble Assessment.

• Perform literature from a selective list for both District and State level performances. Different pieces may be performed at each level.

• use the exact instrumentation called for (i.e.: piano accompaniment as prescribed for solos, no substitutions in ensembles) Solo performances for the State Solo and Ensemble Assessment must be accompanied by a live performer if the solo requires accompaniment.

• receive a Distinguished Rating at a KMEA District Solo and Ensemble Assessment in the qualifying year.

Locations/Dates: to be determined annually by the State Solo and Ensemble manager.
Length of Time per Event: 6 minutes – same as District Events

State Assessment Event Fees
Solo $13 for each entry
Small Ensembles $10 for each entry (plus $3/member).

Application for State Solo and Ensemble
State Solo and Ensemble Assessment Application Form is submitted to District-level adjudicator at the performance of the soloist or ensemble. Application Form requires: Student name(s), School name, Selection to be performed, and Adjudicator Recommendation (Yes/No) for State-level. Completed form is returned to district Assessment Manager. Application form(s) must be sent to the KMEA office with payment within (6) six days after the performance.

Lists
Solos: Grade 1 or 2, from the online Texas UIL lists: http://www.uil.utexas.edu/db/pml_search.lasso
Ensembles: Medium & Difficult selections from KMEA Choral List.

Awards for State Solo and Ensemble
State-Level Solo and Ensemble Event Medals - (pin on medal or medallion w/neck ribbon)
Medals are awarded on-site on event day.