KMEA Assessment Rules
Orchestra & Classical Guitar

COMMISSION FOR
PERFORMANCE ASSESSMENTS

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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

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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

Middle School Instrumental
$100 for each entry

High School Instrumental
$130 for each entry

Classification of Large Ensembles

Senior Division Orchestras

The classification of orchestras in the senior division is determined by the selection of one composition found on the Kentucky String Orchestra Music List that 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 orchestra 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:

Orchestra Categories: String Orchestra, Full Orchestra

Junior Division Orchestras: Junior Division orchestras are required to choose one selection from the Kentucky String Orchestra Music List. Classification for sight-reading purposes is made by grade level and/or length of instruction as follows:

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—Grades 6, 7 or 6, 7, 8
No student above the 8th grade may be a member of an ensemble in this classification. The integrity of the director is expected in adhering to this rule.

Class D—Any group that contains a 9th grader
No student above the 9th grade may be a member of an ensemble in this classification. The integrity of the director is expected in adhering to this rule.
Performance Regulations

1. Performance Time Limits:
   Senior Division Orchestra 30 minutes
   Junior Division Orchestra 20 minutes

2. Evaluators must be furnished three (3) original scores, either original scores, publisher-approved copies or copies of public domain scores of the exact edition 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’ 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. 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.

7. A solo work with accompaniment is not acceptable.

8. Each entrant must be a current pupil of the school represented and must be a current member of the orchestra. 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.
Elementary Orchestra Class

Elementary Division Large Ensembles—Ensembles in this classification must contain students in grade six and under. Sight-reading is not required for this classification, but groups may do so if the director chooses. Directors will specify the choice to sight read at the time of registration.

A director that is responsible for more than one elementary school may combine his/her elementary school orchestras into one large ensemble for the purpose of participating in the Elementary Division Large Ensemble Festival. Each school represented in the ensemble must be registered with KMEA to be eligible to participate in the KMEA sponsored or sanctioned assessment events.

Elementary Orchestra Performance Regulations:

1. Performance time limit 20 minutes/warm-up time 20 minutes.

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

3. Evaluators must be furnished three (3) scores, either original scores, publisher-approved copies or copies of public domain scores of the exact edition 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’ scores.

4. Students in grades six and under may participate in the Elementary Division Large Ensemble event.

5. A large ensemble is classified as a group with seventeen (17) or more members. Combined ensembles with less than seventeen (17) members that wish to participate in large ensemble assessment events may do so with the district manager’s permission.

6. A solo work with accompaniment is not acceptable.

7. Directors/accompanist may not accompany the ensemble.

8. Sight Reading: There are no requirements for sight-reading for the elementary division, but groups may do so if they choose. Directors will specify the choice to sight-read at the time of registration. Directors may choose to sight-read for comments only. If the director chooses to sight-read for a rating or comments only, they will follow the middle school instrumental ensemble sight-reading time lines. The sight-reading music for elementary orchestras will be restricted to one octave in the key of D Major with unison rhythms and minimal harmonies. For beginning bands, refer to KMEA band sight-reading criteria.

9. Guidelines and timeframes for requesting a change of site for the assessment is the same for the Elementary Division as the Middle and High School Divisions. Elementary School Registration Fee (refer to the KMEA website for current fee)—Each school represented in the ensemble must be registered with KMEA to be eligible to participate in the KMEA sponsored or sanctioned assessment events. School registration should be completed as soon as possible after the beginning of the school year, no later than the Assessment Registration Form deadline.
Equipment provided at assessment event sites:

The district manager will provide specific information regarding numbers of chairs/stands available, as well as large percussion instruments to be provided.

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). The director of any orchestra may elect for the group to sight-read at a higher level of difficulty.

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.”

Instrumental Ensembles:

1. (Perusal) The director will have two (2) minutes to examine the score.

2. (Instruction) The director will then have five (5) minutes to discuss the music and instruct the ensemble. During this time the director and/or students may use vocal or rhythmic demonstrations to explain the music. Instruments are not to be used during this instruction period.

3. (Performance) The director may give a verbal count to begin, but after sight-reading begins, no demonstration, vocal or rhythmic, will be allowed. The director may call out rehearsal numbers during sight-reading.

4. No audience, other than KMEA officials and teaching staff, will be permitted in the room during sight-reading.

5. Only one director may instruct the ensemble during the sight-reading event.
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.

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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.

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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. Instrumental ensembles with eight (8) or fewer members
   may not be conducted. Percussion ensembles of five (5) or more students may 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
Instrumental Solos:
A student may participate only once in a specific solo or ensemble category.

Strings
- Violin
- Viola
- Cello
- String bass
- Classical Guitar
- Harp

Instrumental Ensembles
Strings: A student may participate in a maximum of six (6) events
Chamber Music Ensemble: One player per part using instrumentation in the score
- String Trio: Violin, Cello, Piano
- String Quartet
- String Quintet
- Misc. String Ensemble: 2–16 members

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 the **Kentucky String Solo and Ensemble List** for District and State level performances.* (Different pieces may be performed at each level). Any standard, unabridged, unarranged edition of a listed work may be used. One movement of any listed ensemble selection may serve as a state solo and ensemble qualifier and/or entry.

• 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**

State Solo and Ensemble Festival 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**

Orchestra shall use a list approved by the division council found on the KMEA website.

**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.

*The Orchestra Division Chair-elect will chair a committee to review new submissions for the string solo and ensemble list.*