



REMOTE LEVEL 1-2 EXAM GUIDELINES

Exam Date: Remote Level 1-2 Exams will take place on Sunday, March 6, 2022

Prior to the Exam: Receiving Your Keyboard Skills Exam Zoom Link

Judges will email all the students on their Keyboard Skills Exam schedule with the Zoom exam invitation link or Meeting ID approximately 1 week prior to the assigned exam time, and will confirm the day prior.

Preparing for the Keyboard Skills Exam on Zoom

- Have the Keyboard Skills Student Sheet attachment and repertoire books on hand
- Ensure good internet connection, with a cell phone available for backup.
- Set up camera device at an appropriate angle so that fingers and piano keys are visible.
- Join the Zoom meeting at least 5 minutes prior to exam time and remain in the waiting room until admitted by the judge.

Exam Day: Receiving Exam Pages and Instructions

30-minutes prior to the start of the assigned Exam Period, AIM coordinators will send out an email to each registered student containing:

1. Attachments (to be printed):
 - A. Keyboard Skills Student Sheet: sight reading, sight rhythm (if applicable) and pre-selected harmonization. *Students are instructed not to view these pages until he/she is connected with the judge.*
 - B. Written Exam file (Level 2 only)
2. Instructions for returning the Level 2 written exam (if applicable).

Exam Day: Taking and Returning the Written Exams (Level 2 only)

Level 2 students should take the Written exam after the Keyboard Skills exam with the judge and within the 3-hour Exam Period. The exam should be taken away from the piano and outside distractions. No study guides, including AIM workbook, piano/keyboard or internet access are permitted.

Please follow these steps to return the Level 2 written exam:

1. Scan the single exam page into a PDF file using a scanning application on a mobile device such as Notes, Scanner Pro, or Cam Scanner.
2. Rename the PDF with the Teacher Code, Student Name and Level.
For example, 41-Sam Smith, Level 2
3. Return one of the following ways:
 - **Reply** directly to the email that was sent 30 minutes prior to the Exam Period with attachments.
 - **Send** an email to your AIM Coordinator at LFaimtheory@gmail.com or NUaimtheory@gmail.com with the attachment.
 - **Upload** the PDF file directly to the provided Google Drive link.