



REMOTE THEORY EXAM GUIDELINES

Remote Exam Date

Remote Theory Exams will take place on one day only: Sunday, January 30, 2022. Students who participated in last year's exams will already be familiar with the process outlined below.

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 Transposition piece 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
 - C. Aural Skills Student Sheet (combined with the written exam in one file)
2. The URL Address of the online Aural Skills Player and unique access code (9-digit number, for example: xxx-xxx-xxx) to take the Aural Skills Exam
3. Instructions for returning completed exams

Access to a printer is required. However, as an alternative to printing, students may import/export files to an app that allows annotation (such as Notability) to take the exam.

Exam Day: Taking the Written and Aural Skills Exams

Students should take the Written and Aural Skills exams either before or after the Keyboard Skills exam with the judge, but within the 3-hour Exam Period. Each exam should be taken in a single sitting, away from the piano and outside distractions. No study guides, including AIM workbook, piano/keyboard or internet access are permitted (except to access the online Aural Skills Player).



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Online Aural Skills Player Overview

Aural Skills exams will be taken via the Online Aural Skills Player. Students will need reliable internet access to use the player.

The URL address and unique access code (9-digit number) along with complete instructions are included in the email that students will receive 30-minutes prior to their 3-hour Exam Period.

Click [HERE](#) to take a practice test via the Online Aural Skills Player

Enter code 123-456-789 to take the practice test from the Sample Tests in the 2014 AIM Syllabus. Teachers are responsible for providing their students with the appropriate level of the Aural Skills Student Sheet and answers from the syllabus.

When and How to Return Completed Exams to Coordinators

Students are to return their completed Written and Aural Skills exam pages electronically via email or Google Drive by the end of the student's Exam Period.

Please follow these steps:

1. Scan all pages of both exams into a single 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 4
3. Return in 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 file directly to the provided Google Drive link