



Exit Exam Retake Procedures

Written and/or Demonstration (Oral)

Note: Until the candidate has satisfied all requirements for the ABC/SHSU masters degree, the certification plaque may not be displayed in any public place.

Written Exam - Two Options

When a retake of some written exam test areas is required, the candidate has two options:

1. NOV-DEC EXAM: Submit by September 1 a request to the ABC Director to create an exam that will be administered in Ultimate Pursuit using an approved proctor (school administrator). This exam will include only those areas (less than 5) not passed during the July 5 Exit Exam. **Information will be emailed to the designated administrator by December 1.** It must then be administered no later than December 10. Candidate must submit the request along with administrator title, mailing and email address, phone number and a \$125 check made out to ABC by Sept. 1. (\$125 can be paid online by searching for "retake" in search box) —OR—
2. JULY EXAM: Submit by April 1 (following the July 5 Exit Exam year) a letter of intent to retake the portion of the exam including the appropriate test areas on July 5 of that year. The candidate must attend Session B for credit (standard SHSU fees apply) with seminar credits awarded. Candidate will be responsible for inquiry as to the exact time and place of the July 5th exam on the AHS campus.

If a retake of five or more areas is necessary, the candidate will be required to attend Session B the following summer and then be re-examined in the applicable test areas. So that the candidate will benefit from the hours taken, special seminar credits will be awarded instead of regular masters course credits. It is the candidate's responsibility to contact the ABC office to finalize inclusion in the July testing group.

Demonstration (Oral) Exam - Three Options

When a retake of the diagnostic rehearsal portion of the exit exam is required, the candidate has three options:

1. NOV-DEC EXAM: Submit by September 1 a request for a December test as outlined above in #1. The test needs to be administered between December 1 and December 10. —OR—
2. JULY EXAM: Submit by April 1 (following the July 5 Exit Exam year) a letter of intent to retake the diagnostic rehearsal portion of the July 5 exam. The candidate must attend Session B for credit (standard SHSU session fees apply) with special seminar credits awarded. —OR—
3. AUGUST EXAM: Submit by THIS July 17 a request to the ABC Director to create an exam that will be administered in Ultimate Pursuit using an approved proctor (school administrator). This exam will include 10 essay questions based on audio examples of *Yorkshire Ballad* by James Barnes. In each essay question the candidate will need to identify the problem and suggest a solution to correct it. To study for this exam, the candidate should order a full score of the piece and listen to the MP3 sound files found on the literature CDs (ABC study set). **Information will be emailed to the designated administrator by July 24.** It must then be administered no later than August 4. Candidate must submit the request along with administrator title, name, email address, phone number and a \$125 check made out to ABC by July 17. (\$125 can be paid online by searching for "retake" in search box)

If a retake of any startup lesson area is necessary, the candidate will be required to find a beginner, videotape a 15-minute startup lesson, and send the \$125 assessment fee with the videotape which must arrive in the ABC office by the appropriate deadline above (\$125 can be paid online by searching for "retake" in search box).

If the candidate elects to attend Session B the following summer, standard SHSU session fees will apply with special seminar credits awarded. Candidate will be responsible for inquiry via email as to the exact time and place of the July 5th exam at Ashland H.S.

Combination Written/Oral Exam

If the candidate meets the criteria to complete both segments THIS August, then online testing criteria is applied. When an online Ultimate Pursuit retake of some written exam test areas is combined with a diagnostic rehearsal portion of the exam, the candidate pays only a single \$125 fee. If July 5 (next year) is selected for a retake, diagnostics will be with a live Boo-Boo Band, startups will be with a student in the appropriate area.

Mailing, Fax, and E-Mail Addresses

Do not include the name Sam Houston State University in any mailing address. Do not send by "signature required" mail service.
Mail to: American Band College, 407 Terrace Street, Ashland, OR 97520 Fax: 541-482-5030
Email: scottmckee@bandworld.org • maxmckee@bandworld.org • paulkassulke@bandworld.org