



American Band College of  
Sam Houston State University

# 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 - Three Options

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

1. **AUG 1-4 EXAM:** If the candidate has less than five (5) areas to be retested, it is possible to prepare for and take a proctored exam August 1-4. Retake test information will be emailed to a designated administrator by August 1. Candidate must submit the request by logging into "My Account" at our website. Click on "Retake Exam Form" in "My Account" area and supply the following information: administrator name, title, email address, and phone number. Click on the payment link on this screen to access the online Retake fee of \$125. Submit the online Retake Form and make the \$125 payment no later than July 28. —OR—
2. **DEC EXAM:** If for some reason the candidate cannot take the exam in early August, there is a possibility of taking the proctored exam in December. Because graduation would thus be delayed until at least Fall term, it would be necessary to take a one-credit course for \$514 and also pay the \$125 retake fee. If that expensive alternative is a must for the candidate, the designated administrator will be notified by Dec. 1 with the online exam administered by Dec. 10 latest. —OR—
3. **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 a single credit (standard SHSU fees apply) with a special seminar credit awarded. Candidate will be responsible for inquiry as to the exact time and place of the July 5th exam on the AHS campus.

If the retake of more than four areas is necessary, the candidate will be required to attend Session B the following summer and will be re-examined in the applicable test areas. Payment of standard fees for the Session plus the masters candidate fee will be in affect. So that the candidate will benefit from the hours taken, MUSI Seminar credits will be awarded instead of Pedagogy courses.

### 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. **AUGUST EXAM:** Candidate must submit the request by logging into "My Account" at our website. Click on "Retake Exam Form" in "My Account" area and supply the following information: administrator name, title, email address, and phone number. Click on the payment link on this screen to access the online Retake fee of \$125. Submit the online Retake Form and make the \$125 payment no later than July 28. 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 August 1. The candidate must take a proctored exam August 1-4.
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. **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—

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 video file 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 and startups will be with a student in the appropriate area(s).