



American Band College of
Central Washington University

Exit Exam Retake Procedures

Written and/or Demonstration (Oral)

Note: Until the candidate has satisfied all requirements for the ABC/CWU master's 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. **AUGUST 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 \$175. Submit the online Retake Form and make the \$175 payment no later than July 28. -OR-
2. **DECEMBER 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 and pay for a two-credit course and also pay the \$175 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 at the 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 two credits (standard CWU 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, credits will be awarded instead of Pedagogy courses. When a candidate has proven consistency in going above and beyond the mandatory study in UP, the student may be allowed to do the August retake exam with five test areas. This would be considered an exception to the rule, and not the norm. The candidate will receive official notification, via email, in mid-July.

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 \$175. Submit the online Retake Form and make the \$175 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 at the ABC website (ABC Study Materials - Diagnostic Example Recordings). Information will be emailed to the designated administrator by August 1. The candidate must take a proctored exam between August 1-4. -OR-
2. **DECEMBER 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-
3. **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 CWU session fees apply) with special seminar credits awarded.

Startup Lesson (Oral) Exam

If a retake of any startup lesson area is necessary, the candidate will be required to find a beginner, videotape a 10-minute startup lesson, and upload the video file to a Google form link supplied by ABC. Pay the \$175 assessment fee via the retake link under My Account - My ABC Information. Payment and video is due by August 4.

If the candidate elects to attend Session B the following summer, standard CWU 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 \$175 fee. If July 5 (next year) is selected for a retake, diagnostics will be with a live Boo-Boo Band. Startups will still be with an online video in the appropriate area(s).