

Adjudication Instructions – Preliminary ROUNDS

Please take time to familiarize yourself with these procedures.

Questions/Problems? Text or Call: Nathan Krueger (414) 477-6748

NO video or audio recording is allowed at the Audition. (please remind Audience)

The Head Judge (indicated by a * on the Judges' Packet label) is responsible for coordinating the smooth operation of the Audition in the designated room, maintaining order, and assuring that the Auditions are conducted in a professional manner.

General Site Procedures *Please stay on time!*

- *Singing time begins when the Room Monitor announces the name of the singer.*
- *Singers should introduce themselves and their accompanist. Encourage them to do this if they have forgotten.*
- *Judges may recuse themselves from scoring if unable to give an impartial score. If doing so, give written comments but write "R" in the box for the score (D).*
- *Do not discuss students or their performances, or confer regarding scoring.*
- *Do not comment on or discuss singers' performances - ANYWHERE, ANYTIME.*
- *State your constructive criticisms in an encouraging and positive manner.*
- *Comments directly to a student's instructor - paper and envelopes are provided in the judge's packet for this purpose. Return with the Adjudication Sheets to at the conclusion of the singing category*

Disqualification: In case of suspected disqualification, allow students to sing. Write comments and give them a score, BUT: note **ITA** (Ineligible to Advance) on the Adjudication Sheet and the Tally Sheet - and state the reason for the disqualification. Report this to the Tally Room staff at the end of the Category. A student is disqualified if:

- *they are using illegal copies of music – As long as the singer and pianist affirm that they are in compliance with the NATS Copyright Policy, the pianist may use a personal tablet to display a stored electronic version of sheet music. However, obvious copyright infringement will not be allowed, and may result in disqualification from the competition. Adjudicators are not copyright investigators. This is solely the job of the auditions chair. If auditions chairs see Obvious infringement (whether in digital or paper form), they are compelled to do something. Please make a note on the adjudication form if you suspect copyright infringement.*
- *they are accompanied by their own teacher, or they accompany themselves.*
- *they do not sing listed repertoire -- if repertoire sung differs from that printed on the adjudication sheet, note it on the adjudication sheet and contact Susan Bender at the end of the singing division.*

Singing Procedures:

- The singer announces and sings their first selection. Judges then choose from the listed repertoire until time has run out. There is no penalty for ending early OR running out of time.

Singing Times:

Category	Prelims	Semi-Final	Final
CL/MT 3-4	8	No semi	5
CL/MT 5-6, Adult	10	6	5
CL/MT 7-8	12	6	5
CL/MT/AS 9-13	15	10	7

Adjudication: Comments and Scores for each singer are written on the Adjudication form:

- *evaluate each aspect of the singer's overall performance by marking with an "X" on the line ("low" = 70; "high" = 100)*
- *write constructive comments for improvement.*
- *write the SCORE (between 70 and 100) in the box. The score should roughly reflect the numeric assessments made above.*
- *Sign and date each Adjudication Sheet.*
- **Transfer student scores to the TALLY SHEET**
- *Adjudication Sheets will be given to singers prior to the start of the next round so that they may benefit from the written comments.*
- *to the start of the next round so that they may benefit from the written comments.*

Before the Singing begins:

- *Make sure the timekeepers have a device to keep time.*
- *Distribute the Adjudication Sheets to each judge.*
- *Distribute pencils, paper and envelopes (for comments to a specific instructor)*

During the Singing:

- *If a singer is not present at their assigned time, you may proceed to the next and allow the late singer to sing when they arrive.*
- *Remind the audience, if necessary, of expected performance decorum. Cell phones should be silenced.*

At the conclusion of Singing:

- *Make sure student scores have been transferred to the Tally Sheets. You do not need to rank the singers. PLEASE SIGN your tally sheets.*
- *Collate Adjudication sheets according to singer last name.*
- *Head Judge should collect the Adjudication forms. Place all materials in the plastic envelope, and return EVERYTHING to the Tally Room. Delegate this to someone else if you have another judging assignment immediately following.*

Thank you for your service to the students and to the Chapter!