

Adjudication Instructions - 2017

Please take time to familiarize yourself with the 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.

Before the Round begins:

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

General Site Procedures

- Please stay on time. It is imperative that the Auditions run on time.
- Singing time begins when the Room Monitor announces the name of the person auditioning.
- 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.

Singing and Adjudication Procedure in all Preliminary and Semi-final Rounds:

- the singer should introduce themselves and their accompanist. Encourage them to do this if they have forgotten.
- the singer announces and sings their first selection. Judges then choose from listed repertoire until time has run out. Judges may confer, but please do so quickly to maximize singing time. There is no penalty for ending early OR running out of time.
- comments and scores for each singer are written on the Adjudication form.
- On the singer's **Adjudication Sheet** (see SAMPLE):
 - A)** evaluate each aspect of the singer's overall performance by marking with an "X" on the line ("low" = 70; "high" = 100)
 - B)** write constructive comments for improvement.
 - C)** write the SCORE (between 70 and 100) in the box. The score should reflect the numeric assessments made in **A** above.
 - D)** Sign and date the Adjudication Sheet.
 - **REMINDER:** Two out of three scores of 90 or above will qualify a student for the semi-final (if the division has enough students to warrant a semifinal).
- Adjudication Sheets will be given to singers prior to the start of the next round so that they may benefit from the written comments.
- 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.

(over)

Singing and Adjudication Procedure in all Preliminary and Semi-final Rounds (continued):

- State your constructive criticisms in an encouraging and positive manner. In particular, comments on appearance and/or attire should be carefully considered. They should not affect the overall score. Consider including this in a private note to the instructor.
- 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 cases of suspected disqualification: do not announce the disqualification, but allow students to sing and then note ITA (Ineligible to Advance) on the Adjudication Sheet in place of a score - 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 – students using music downloads, CD-ROM, manuscript, or transpositions should have the signed permission form with them, and should present it to the Room Monitor and to the judges if asked.
- 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 through the Tally Room at the end of the round.

At the conclusion of Singing:

- Adjudication sheets should be collated according to singer name.
- Leave the stopwatch in the room until the final division of the day is concluded, then return it to the TALLY ROOM with the other materials.
- The Head Judge should collect the Adjudication Sheets and any notes for instructors and place them in the brown envelope provided. Place all materials, in the blue 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!