

A.I.M. EXAMINATIONS COPYING – Job Description
Gateway Arch East Music Teachers Association
Submitted 1/30/20 by Gill Cerbin

1. Obtain .pdf originals from AIM Chairperson (January)
2. Send Aural sheets to the person making the Aural CDs (January).
3. Contact the Theory Scheduler for SIU-E and SWIC after the Theory registration deadline to obtain numbers of entrants for each level (mid-January).
4. Prepare examination papers for printing as follows:
 - a. Students Examination Papers: add a spare copy per level, per testing location, printed on white paper, double-sided, top left staple.
 - b. Aural and Written Paper Answer Sheets: printed on yellow paper, 3-hole punched, double-sided.
 - c. Judge's Copy: printed on pink paper, 3-hole punched, single-sided.
 - d. Keyboard Skills: printed on white paper, 3-hole punched, single-sided.
5. Deliver to Office Max/Office Depot for printing, ensuring very careful instructions attached to each requirement (January). On receipt, **use MTNA discount card** when paying.
6. Send a copy of the printing receipt to the GAEMTA Treasurer for reimbursement.
7. Place the exams in the black box with the folders, place the Answer Sheets in the yellow binders, the Keyboard Skills and Judge's Copies in the orange binders. Send the SIU-E materials to the SIU-E Coordinator prior to the examination dates.
8. Contact the AIM SWIC Site-Coordinator and person recording the CDs to determine who will deliver the examinations and return the materials once the Theory Examinations are complete.
9. For Performance Examinations, mostly repeat as above, with mid-March to early April deadlines.
10. Prepare an additional Aural Answer Sheet for Levels 1A, 1B, 1C, and 2, as these are not included on-line.
11. After all examinations are completed, empty out spares and get binders ready for the next year.