

VMEA/VBODA DISTRICT BAND/ORCHESTRA ASSESSMENT

(as found on pages 25-30 of the VBODA Administrative Handbook found at:

<http://www.vboda.org/index.php/resources-2017/documents/administrative-handbook.html>)

Section 1. Purpose. The purpose, objectives and rationale for District Band and Orchestra Assessment events is found in the Part II, Section 7 of the VBODA Administrative Handbook.

Section 2. Eligibility. Student eligibility is addressed in Part II, Section 8 of the VBODA Administrative Handbook.

Section 3. Selection of Options. Each qualified director and all performing ensembles in any district may enter in one of the following performance options, both of which are to be available at all events. Ensembles entering in Grade I are exempted from the sight-reading requirement in

Option 1. Option I: Concert Performance with Sight-reading

1) 1. Warm-Up Selection

- a) Ensembles will begin their performance with a warm-up selection.
- b) Bands are expected to perform a march; orchestras may perform a full or string orchestra selection.
- c) Music presented as warm-up literature is not limited to selections from the VBODA Selective Music list.
- d) The warm-up selection is adjudicated as a part of the total performance and shall be reflected in the final ratings of each adjudicator.

2) Music

- a) Directors will select and prepare two compositions from the VBODA Selective Music List.
- b) Where literature selected reflects two grade levels, the lower level will define ensemble placement.
- c) Full orchestras (defined here as including winds and percussion) may perform one or both selections from the full orchestra literature.
- d) High school ensembles must perform different literature from the literature performed in the previous three years of District Assessment.
- e) Elementary, intermediate, middle and junior high ensembles must perform literature different from the literature prepared and entered in District Assessment during the preceding two years.
- f) Two or more ensembles from the same school or any two ensembles sharing personnel may not perform the same composition at Assessment.

3) Performance Details

- a) Ensembles with multiple directors may have only one on stage with the ensemble during the actual performance of each selection.
- b) The various selections may be conducted by different directors.
- c) All directors and staff may mutually assist with logistics before and at the conclusion of the performance.
- d) Elementary programs performing literature with piano accompaniment may include adult accompanists on literature from Grade I-IV, providing the piano contribution is distinct from the parts being performed by students.

- e) The concert evaluation is open to the public.
- 4) Sight-reading
 - a) The sight-reading evaluation will take place following the concert performance.
 - b) The sight-reading instruction, preparation and performance is open to the evaluator and the participating students and director.
- 5) Adjudication
 - a) A composite rating will be given, reflecting the evaluations of the concert performance and sight-reading.
 - b) Alternatively, a director may choose to enter an ensemble in District Assessment for "Comments Only." All assessment processes apply, and ensembles will receive written and recorded assessments of their efforts. No letter grade or final rating will be given.

Option II: Concert Performance in Lieu of Sight-reading

- 1) Warm-Up Selection
 - a) Warm up selection requirements for Option II are the same as in Option I.
- 2) Music
 - a) Each ensemble entered in Option II will select and prepare three compositions from the VBODA Selective Music List.
 - b) High school ensembles must perform different literature from the literature performed in the previous three years of district assessment.
 - c) Elementary, intermediate, and junior high ensembles must perform literature different from the literature prepared and entered in district assessment during the preceding two years.
- 3) Performance Details
 - a) At the Assessment Event, adjudicators will select one of the three prepared compositions for performance.
 - b) The ensemble will be informed of the adjudicator's selection upon arrival.
 - c) The ensemble director will select the second selection to be performed.
 - d) The selected compositions may be performed in any order following the warm-up selection.
 - e) The third composition (unselected) may not be performed as a warm-up selection.
- 4) Adjudication
 - a) A composite rating will be given, reflecting the evaluations of the concert performance.
 - b) Alternatively, a director may choose to enter an ensemble in District Assessment for "Comments Only." All assessment processes apply, and ensembles will receive written and recorded assessments of their efforts. No letter grade or final rating will be given.

All other Assessment processes described in Option I are applicable to Option II.

Section 4. Adjudication Process for Options I and II. Ensembles entered in District Assessment will receive an overall rating of:

- I = Superior Performance. Consistently achieves Assessment rubrics (A).
- II = Excellent Performance. Frequently achieves Assessment rubrics (B).
- III = Good Performance. Infrequently achieves Assessment rubrics (C).
- IV = Fair Performance. Rarely achieves Assessment rubrics (D).

V = Poor Performance. Does not achieve Assessment rubrics (E).

Other elements of the adjudication process:

- a. The concert performance will be evaluated by three evaluators.
- b. The sight-reading performance will be evaluated by one evaluator.
- c. Bands and orchestras entering Assessment in Grade I will not be required to sight-read. The ensemble director may choose to sight-read for the educational value and receive comments only from the sight-reading adjudicator.
- d. Ratings may be posted, announced, or published, according to the wishes of each district.
- e. The final rating on each sheet must accurately reflect the average of the caption letter grades.
- f. Evaluators are to arrive at their final ratings independently.
- g. In the event of a split rating between evaluators, the event host and/or the District Instrumental Representative is responsible for insuring that any such split includes a maximum range of two levels. Evaluators may confer to resolve the final ratings.

Rating Averages for Option I:

I		II		III		IV		V	
Concert	SR	Concert	SR	Concert	SR	Concert	SR	Concert	SR
1	1	1	3	2	4	3	5	5	4
1	2	1	4	2	5	4	3	5	5
		1	5	3	2	4	4		
		2	1	3	3	4	5		
		2	2	3	4	5	1		
		2	3	4	1	5	2		
		3	1	4	2	5	3		

Option II and for the concert portion of Option I*:

I	II	III	IV	V
111	122	133	144	155
112	222	233	244	255
113	223	333	344	355
114	224	334	444	455
115	225	335	445	555

*See Section 4 item g.

Section 5. Interpretation of Concert Performance Ratings. The VBODA Executive Board, in consultation with the membership, is responsible for creating, editing, updating and disseminating assessment rubrics for district assessment events. Rubrics must:

- a. define achievable and educationally sound objectives.
- b. describe objectives by category.
- c. define objective indicators of successful performance.
- d. be sequenced according to priority.

The VBODA Executive Board, in consultation with the membership, is responsible for creating, editing, updating and disseminating assessment documents that accurately measure the achievement of assessment rubrics as defined for the Concert Assessment.

Section 6. Interpretation of Sight-reading Performance Ratings. The VBODA Executive Board, in consultation with the membership, is responsible for creating, editing, updating and disseminating assessment rubrics for district concert assessment sight-reading events. Rubrics must:

- a. define achievable and educationally sound objectives.
- b. describe objectives by category.
- c. define objective indicators of successful performance.
- d. be sequenced according to priority.

The VBODA Executive Board, in consultation with the membership, is responsible for creating, editing, updating and disseminating assessment documents that accurately measure the achievement of assessment rubrics as defined for the district concert sight-reading assessment.

Section 7. Selection of Sight-reading Materials. The VBODA Executive Board and its appointed committee are responsible for obtaining sight-reading materials and for the dissemination of all parts and scores to the sight-reading adjudicators for each district. All districts will use the music provided by VBODA and the sight-reading committee. The cost of obtaining sight-reading material is to be included in assessment event budgets of each district.

Section 8. Sight-reading Procedures. The following are required procedures for sight-reading event adjudication.

- a. The VBODA Executive Board and its appointed committee are responsible for creating, editing, updating and disseminating a scripted and consistent flow of events for every ensemble participating in the sight-reading assessment.
- b. The Assessment Chair is responsible for the organization of conductors scores and players folders for the sight-reading material.
- c. The Sight-reading Evaluator is responsible for consistency of events as scripted.
- d. The Sight-reading Evaluator is responsible for time management during each ensemble's sight-reading assessment.
- e. The Ensemble Conductor is responsible for the flow of instruction, consistent with scripted guidelines.
- f. Procedural anomalies not addressed by the sight-reading assessment script are resolved by the sight-reading evaluator in consultation with the Event Chair and District Instrumental Representative.

Section 9. Inclement Weather/Safety. Where inclement weather and/or unsafe conditions affect school district operation in the weeks prior to District Assessment, a modified evaluation plan may be approved by the VBODA President, in consultation with the District Instrumental Representative and Event Chair, for ensembles in affected districts. Ensembles may apply to perform in a modified evaluation plan if five or more days of school have been cancelled within 28 calendar days of the assessment event (February 21, 2019). The implementation of a modified evaluation plan requires that:

- a. ensemble directors must declare their specified modification plan prior to performance.

- b. bands applying for "Virginia Honor Band" status must complete the regular requirements in Option I or Option II, without exception.

Modified evaluation plans for ensembles performing in Option I may include any one of the following, at the discretion of the ensemble director:

- a. eliminating the warm-up selection.
- b. playing the warm-up selection for comments only.
- c. eliminating the sight-reading event.

The modified evaluation plan for ensembles performing in Option II includes eliminating one of the prepared graded selections and performing the warm-up and two selections for assessment.

Section 10. Administration.

1) District Instrumental Representative Responsibilities

- a) Scheduling: The District Instrumental Representative, in cooperation with the district membership, is responsible for scheduling the assessment on VMEA-approved event dates and for informing the VBODA President thereof.
- b) Procuring Assessment Evaluators: The District Instrumental Representative is responsible for the successful procurement of evaluators, either personally or in cooperation with the Event Chair. Prior to the event, the District Instrumental Representative will meet with the evaluation team to review adjudication expectations and standards.
- c) Event Supervision: The District Instrumental Representative is responsible for overall supervision of the event, for the successful implementation of all event policies and procedures, and, in cooperation with the Event Chair, the resolution of any event anomalies.
- d) Compliance: The District Instrumental Representative is responsible for ensuring compliance with all copyright laws and practices, and that any duplicated scores are accompanied by verification, in writing from the publisher, that permission to copy has been granted.
- e) Judgement: Where lack of compliance with copyright or procedural issues is found, the District Instrumental Representative, in consultation with the Event Chair, is responsible for the suspension of adjudication for an ensemble and/or communication with the school principal as required.

2) Event Chair Responsibilities

- a) Logistics
 - i) provide for the successful implementation of both performance options for each participating ensemble.
 - ii) provide participating directors with all pertinent NAFME and VBODA forms, documents and policies.
 - iii) provide supporting personnel, including staff, parents and students for the successful management of the event.
 - iv) provide all evaluation forms, evaluator logistics, technologies, and supplies.
 - v) organize and transmit all administrative, financial and organizational records to the subsequent Event Host.

- b) Communication
 - i) communicate in a timely fashion with the District Instrumental Representative and the district members regarding the potential evaluator selection pool.
 - ii) communicate in a timely fashion with evaluators regarding contracts, travel arrangements, lodging, VBODA event policies, assessment rubrics and documents.
 - iii) confirm that all evaluators are free of potential conflicts of interest due to work performed or familial relationships with any participating ensemble.
 - iv) inform participating schools and directors of event dates, location, evaluators and deadlines.
 - v) inform participating directors regarding equipment provided, performance areas, scheduling and event flow.
 - c) Organization
 - i) distribute and collect all operational forms as provided in the VBODA Administrative Handbook, including the Prepared Selections Form, Stage Set-Up Form, and Directors Financial Form.
 - ii) confirm the grade levels of all compositions submitted for evaluation using the most current VBODA Selective Music List.
 - iii) distribute event schedules with warm-up, performance, and sight-reading timelines.
 - iv) distribute logistic information including room assignments, storage facilities, security requirements, and stage set-up requirements.
 - v) distribute participation information including school and parking maps, arrival and registration procedures.
 - vi) return to each director, in a timely fashion, all evaluations sheets, recordings, evaluator scores, and school property.
 - d) Finances
 - i) prepare and execute an event budget, as facilitated by VMEA, to provide and account for all financial aspects of the event.
 - ii) manage all income and disbursement through school-based accounts or VBODA, as necessary.
 - iii) create event fees based on individual student participation or individual ensemble participation.
 - iv) provide funding for evaluators' honoraria and expenses.
 - v) provide funding for sight-reading materials.
 - vi) provide funding for all administrative costs including facilities use, communications expenses, VMEA fees, and Event Chair stipends.
 - vii) complete and submit all required VMEA financial forms and fees, and/or event reports.
- 3) Participating Director Responsibilities
- a) prepare and supply students and ensembles for all aspects of the concert and sight-reading assessment.
 - b) insure the eligibility of all performers as regular, participating members as described in Part II, Section 8.

- c) submit all forms, non-refundable fees, and required information to the Event Chair in a timely fashion.
 - d) accompany and register all students and ensembles and/or provide adult coverage approved by the school's principal to register and accompany students.
 - e) provide proof of qualified membership in VBODA/NAfME.
 - f) provide original copies of scores for each evaluator, consistent with copyright requirements, with all measures numbered.
- 4) Participating Student Responsibilities
- a) conform to eligibility requirements, as described in Part II, Section 8.
 - b) follow all established procedures for the concert and sight-reading performances.
 - c) comply with all VBODA and host school rules and regulations, as described in Part II, Section 10.