



AMERICAN GUILD OF ORGANISTS
**MANUAL OF PROCEDURE
FOR THE
ASSOCIATESHIP AND FELLOWSHIP
EXAMINATIONS**

American Guild of Organists
ESTABLISHED BY THE BOARD OF MUSIC UNIVERSITY OF THE STATE OF NEW YORK

This is to Certify that
_____ having passed the examination required by the bylaws,
has this day been awarded the Certificate of
An Associate
by the National Council of the AMERICAN GUILD OF ORGANISTS

Comments: _____
Date: _____
Signature: _____
Chairman of the Examination Committee

American Guild of Organists
ESTABLISHED BY THE BOARD OF MUSIC UNIVERSITY OF THE STATE OF NEW YORK

This is to Certify that
_____ having passed the examination required by the bylaws,
has this day been awarded the Certificate of
A Fellow
by the National Council of the AMERICAN GUILD OF ORGANISTS

Comments: _____
Date: _____
Signature: _____
Chairman of the Examination Committee

This manual of procedure has been developed to facilitate candidates' preparation for the examination and to aid in ensuring fair and orderly administration of the examinations by the chapter dean, the examination coordinator, the proctors, and the examiners. While some adaptation to specific circumstances can be expected and should be allowed, any significant modification of these procedures must first be approved by the director of the Committee on Professional Certification.

The manual has been written in formal language and arranged in legal fashion in order to convey the intent that the examination be conducted in a precise and professional manner consistent with the standards of the Guild. Each person involved in the examination—dean, coordinator, proctor, and candidate—should read the entire manual carefully and thoroughly, with particular attention to the section directed to his or her specific role.

While maintaining an orderly testing procedure is the goal of the manual, each person involved in the test is reminded that the foundation of the Guild's entire certification program rests on people and exists for their benefit. Each person should deal, and be dealt with, fairly and sensitively, especially where the candidate's needs, aims, and interests are concerned.

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Each candidate, the examiners and the coordinator/proctor should become thoroughly familiar with the entire contents of this manual by reading it carefully several times.

Legend:



coordinator



proctor



examiners



candidate



organ

NOTES/SCHEDULE/ADDRESSES



Overview

DEAN/COORDINATOR

The success of the Guild's certification program depends in large part on the careful organization and the fair and competent supervision of the examination process. The chapter dean, and/or the examination center's designated examination coordinator, is the person responsible for making certain that these procedures are followed scrupulously, with everything being done well, promptly, with complete integrity, and with fairness to the candidate.

ADVANCE PREPARATIONS

1.1 If a chapter shall have been designated an examination center, its dean shall appoint an examination coordinator, subject to confirmation by the chapter executive committee. The dean may elect to serve as coordinator him/herself. The coordinator shall be responsible for the administration of all examinations given in the spring. The coordinator shall be a member in good standing.

1.2 The paperwork portions of the Associateship and Fellowship examinations may be given separately at any chapter. If the chapter is not an examination center, the dean shall appoint a coordinator especially to oversee such paperwork examinations when there are applications for these.

1.3 The dean and/or coordinator (hereafter referred to only as "coordinator") shall read thoroughly this manual and the certification requirements published in the previous July issue of THE AMERICAN ORGANIST.

1.4 The coordinator shall request from National Headquarters additional copies of the certification requirements and shall make these available to all interested persons.

FEBRUARY 1

2.1 The coordinator shall nominate two or more persons who are qualified and able to serve as examiners for the practical portions of the Associateship and Fellowship examinations. The coordinator shall first ascertain the availability and interest of these persons and shall discuss with them the remuneration involved. It is to be understood by all that an examiner must be excused if a candidate applies with whom he/she has a special personal or professional connection (e.g., a teacher-student relationship). In that case it will be the coordinator's responsibility to find another qualified examiner.

2.2 Qualified examiners are those persons who hold a Guild certificate at least at the level which they are being asked to

Paperwork given
at any chapter

First duties

Appointment of
examiners

Qualifications of
examiners



The test site



The organ

Rehearsal time

The organ should be in good repair and in tune.

Quiet is imperative!

Quiet room with well-tuned piano

evaluate. Where certificate holders are not available, other persons may be nominated who possess the professional expertise and requisite knowledge of and interest in the Guild certification program. Non-certificated examiners must be approved by the Director of the committee. No examiner shall examine any candidate prepared wholly or in part by the said examiner.

2.3 The coordinator shall make arrangements with a church or school for a place to hold the examinations. The Guild will not pay any fee for the use of the church or school. *The church or school may not be a place where one or more of the potential candidates practices or performs regularly.* The coordinator should note that both the Associateship and Fellowship examinations require the provision of a waiting room where each candidate can wait immediately prior to the practical section of the examination, completely isolated from the sounds of any previous examinations. Candidates' access to the waiting room must be by a different route from that taken by the examiners to the place of the examination. A waiting room is only necessary if there is more than one candidate. The coordinator shall arrange for the provision of an organ having the following properties:

- (a) a variety of stops sufficient for proper performance of the repertoire and other items in the practical section as specified in the requirements.
- (b) a console and console access that can be completely screened off from view, so that the examiners cannot see the candidate and vice versa.
- (c) a console arrangement which will permit the candidate to hear the same balance among divisions as that heard by the examiners.
- (d) the availability of practice time during the days immediately preceding the examination. *(A minimum of two hours and a maximum of three hours is allowed each candidate.)*
- (e) good tuning and mechanical condition, with the likelihood that the organ will remain in that state throughout the practice and test period. Neither the national Guild, the local chapter, the candidate, nor any other Guild member shall be liable for any expenses incurred in the tuning or repairing of the examination instrument.
- (f) freedom from loud traffic and other disturbing noises.

2.4 The coordinator shall also arrange for the provision of one or more quiet rooms, which must be completely sound-proofed from external noises. Each quiet room must have a well-tuned, trouble-free piano. The coordinator should note that if the second sessions of the paperwork of the Associateship and Fellowship examinations are given at the same time, two such quiet rooms with pianos will be required, and these must be sound-insulated from each other. The coordinator shall conduct tests, in particular having all the instruments in the building played as loudly as

possible, to insure that these sound-insulating conditions are met.



Who appoints the proctor(s)



Qualifications of the proctor(s)

When second proctor needed

Confirming arrangements with the test site



Coordinator compiles a list of candidates and repertoire

APRIL 1

3.1 The coordinator shall receive from each candidate a duplicate copy of the application sent to National Headquarters.

3.2 By late April/early May, the coordinator shall confirm to National Headquarters the examiners nominated.

EARLY MAY

4.1 *The coordinator shall appoint a proctor, who shall be a member of the Guild in good standing and who can be depended upon to conduct the examinations in a responsible and precise manner while doing everything possible to set the candidate at ease. No proctor may serve who has assisted in preparing any of the candidates. Since the proctor shall be charged with playing ear tests on the paperwork sections of the examinations (if there are candidates taking the paperwork), he/she should be a person with considerable keyboard facility.* The coordinator shall inform the proctor of the compensation policy. In centers where paperwork of both Associateship and Fellowship examinations will be given, a second, assisting proctor will be required for the second section. *The chief proctor will be responsible for giving both ear tests, and for supervising the paperwork section of the Associateship examination.* The assisting proctor shall supervise the paperwork of the Fellowship examination.

4.2 The coordinator shall confirm arrangements with the church or school chosen as the examination site, and shall ascertain the days and times when the instrument will be available for practice, as well as the method by which the candidates may schedule their practice periods. The coordinator shall make certain that the instruments to be used will be in good condition on the day of the examination, and that suitable screening of the examiners is available. **It is extremely important** that the coordinator personally assesses the organ and verifies that it is adequate for the repertoire pieces chosen by the candidate.

4.3 The coordinator shall compile a list of candidates, including detailed information about each examination to be taken. He/she shall indicate which sections each candidate has elected to take (practical, paperwork, or both) and which repertoire group, including the AAGO hymn, each candidate has chosen to play. At this time the coordinator shall reconfirm the examiners to be used, and that, as far as can be determined, no conflicts of interest exist between any examiner and any candidate. If there are no candidates for this or any other examination, the coordinator shall notify National Headquarters.

Coordinator sends examination schedule to candidates, proctors and test sites



Practice time



Simple registrations

Examination music



Examination materials arrive

Check the exam materials promptly

4.4 The coordinator shall prepare an examination schedule (see Appendix A). Copies shall be sent to all candidates, examiners, and proctors, and to the church or school contact person(s.) *The coordinator shall pencil in names adjacent to candidate numbers only on the copies which go to the proctors and to the contact person(s).* On the copy which is sent to each candidate the coordinator shall write in only that person's name adjacent to the appropriate candidate number. *Under no circumstances are candidates' names to be included on the examiners' schedules.* The candidates' copies shall include complete instructions as to how to arrange practice time: whom to contact, the contact's telephone number, and what days and times are available for practice. The coordinator should reserve those times closest to the examination day for out-of-town candidates, and the coordinator should be ready to assist out-of-town candidates in arranging additional practice accommodations at other places, should they request them. All copies of the schedule shall include the location of and access to the quiet room where the paperwork tests are to be given. All copies shall also include the location of and access to the waiting room, where each candidate is to wait prior to the practical part of the examination. *The coordinator shall remind each candidate of the two-hour minimum and the three-hour maximum limit on practice time at the examination organ.* Where there is a large number of candidates, the coordinator may allot a certain number of general pistons (a minimum of three) to each candidate, reminding candidates that registrations should be kept as simple as possible in order to reduce the time required for setting combination pistons.

4.5 The coordinator shall assist the examiners in locating copies of the examination music, using editions specified in the requirements or editions chosen by the candidates, whichever is applicable. The coordinator shall provide the examiners and proctors with copies of this manual and of the examination requirements. The Associate candidate provides two hymnals for the A6 hymn.

ONE WEEK PRIOR TO THE EXAMINATION

5.1 The coordinator shall receive from National Headquarters a packet containing the examinations, the return envelope and the coded list of candidates. The packet should be opened immediately, in order to ascertain that the correct number of coded examinations has been included, that each copy is complete, and that the appropriate number of manuscript work sheets has been enclosed. The coordinator shall notify Headquarters immediately should any omissions or other problems be discovered. The coordinator shall download the requirement sheet and this Manual of Procedure for the Associateship and Fellowship Examinations from the AGO website, www.agohq.org, posted under Quick Links, Professional Certification.

5.2 Observing strictest secrecy, the coordinator shall make



Confirm schedule with test site, proctor(s) and examiners



Coordinator is available on examination day

Mailing the examinations

Please return examinations promptly

Write a note of thanks

Expense reports

Publicize the success of candidates

certain that each examination bears the correct candidate code number. The coordinator shall then distribute to the (chief) proctor the examiners' copies of the mark sheets, comment sheets, and the examination. He/she shall also pass to the proctor the candidates' copies of the examination, including the proctor's version of the ear tests. The coordinator shall also be sure that each proctor receives a copy of this manual and a copy of the certification requirements, and that each one reads these documents. Finally, the coordinator shall remind proctors for the playing part of the examination to obtain the signatures of all examiners, neatly produced in black ink, on the form provided by Headquarters.

5.3 The coordinator shall reconfirm the arrangements and the schedule with the school or church where the examination is to be held, and, in addition, shall confirm the schedule with the proctor(s) and examiners, especially the arrival times, making any adjustments necessitated by candidate cancellations.

EXAMINATION DAY

6.1 If not serving as a proctor, the coordinator shall nonetheless be available to assist with the resolution of any problems that may arise in the administration of the examinations.

AFTER THE EXAMINATION

7.1 The coordinator shall receive from the (chief) proctor all examiners' mark sheets and comment sheets, and sheets with the signatures of each examiner (see paragraph 5.2), together with the envelope containing the paperwork section from each candidate's examination. The coordinator shall mail these and the duplicate copies of the candidates application forms to National Headquarters, using the envelope provided. The envelope should be sent by a rapid delivery agency, and should be sent **promptly**, in order to avoid delays in the grading process.

7.2 The coordinator should acknowledge, preferably in writing, the assistance of the proctor(s) and the permission of the church or school to use its facilities.

7.3 On the form provided, the coordinator shall notify National Headquarters of the amount paid each proctor and any additional expenses incurred with the prior approval by Headquarters, and the name and address of the person to whom the examination center expense check is to be sent.

7.4 Successful candidates shall receive their certificates once examiners' signatures have been obtained. A list of successful candidates will be published in THE AMERICAN ORGANIST.

7.5 The coordinator shall work with the dean of the local chapter to devise appropriate means of publicizing the achievement of successful candidates. Recognition in the chapter newsletter and at chapter meetings is encouraged.

7.6 For rules governing cancellation of an examination, see the annual listing of professional certification requirements, under the heading "Examination Fees."



The proctor sets the tone

PROCTORS

Prompt, helpful, and efficient conduct of the examination will do much to ensure that the candidate is given every advantage at examination time. Throughout the entire procedure, the proctors are expected to treat the candidate with courtesy, displaying sensitivity to any anxieties the candidate may have. During the test, the proctors should refrain from making any sounds or movements which might distract the candidate in any way. The (chief) proctor in charge of the paperwork section of the examinations) should remember to practice playing the ear tests, so that the candidate will have no cause for complaint in that regard. The proctors should remember that the Guild's professionalism is very much at stake in the way the test is administered.

Proctors are Guild members

EARLY MAY

1.1 The proctor shall be appointed by the examination coordinator. The proctor shall be a member of the Guild in good standing. In centers where paperwork sections of both the Associateship and Fellowship examinations will be given, a second, assisting proctor will be required for the second session. *The chief proctor will be responsible for giving both ear tests, and for supervising the Associateship examination.* The assistant proctor shall supervise the Fellowship examination.

Information and test schedules
Discretion required

1.2 Each proctor shall receive from the coordinator a schedule of the examinations together with a list of the candidates' names. The names are to be held in the strictest confidence. The proctors shall also receive copies of this manual and copies of the certification requirements.



Proctor receives exams and mark sheets

Strict secrecy required

ONE WEEK PRIOR TO THE EXAMINATION

2.1 The (chief) proctor shall receive from the coordinator the candidates' copies of the examinations. He/she shall also receive the examiners' copies of the mark sheets and comment sheets. He/she shall not divulge the contents of the examinations to anyone.

Review manual and schedule

TWO DAYS PRIOR TO THE EXAMINATION

3.1 The proctor(s) shall review the examination schedule and shall review the instructions for each part of the examination by reading this manual in its entirety.

Practice the ear tests according to requirements

3.2 The (chief) proctor shall practice the ear tests which are part of the paperwork section of the examinations. He/she shall take particular pains to make certain that the rhythm is played very



Arrive early

Check the quiet room

Distribute the paper work and give the signal to begin

No books or study aids allowed

Collect the papers at the end of the allotted time



Arrive early

Check quiet room

Review ear tests

precisely, that there is no stumbling, and that there is a slight accentuation of the strong beats. He/she should also observe equal voicing of the tones in each chord.

EXAMINATION DAY NO 1 (MORNING)-Paperwork sections, first session

4.1 *The proctor shall arrive thirty minutes in advance of the examination, which requires the use of only one quiet room for both the Fellowship and Associateship examinations.* No ear tests are given in the first session of the paperwork sections. The proctor will make certain that the quiet room is in order, that writing desks are spaced well apart, and that sharpened pencils and two kinds of scratch paper are provided: plain and music manuscript. The proctor shall also make certain that the lighting is adequate and that the room is indeed sound-insulated.

4.2 At the scheduled time, the proctor shall distribute the paperwork section of the examinations (first session only) and signal the candidates to begin writing. The proctor shall make certain that the candidates bring no books or other study aids into the quiet room, and that the candidates do not communicate or otherwise assist one another in any way. The candidate's cell phone or smartphone should be turned off and left with the proctor. The proctor's cell phone should also be turned off, and there should be no texting. The proctor shall remain in the examination room at all times. Candidates may leave the room only if absolutely necessary, and then only one at a time. Proctors should note that no candidate is allowed to use a keyboard instrument in the completion of the paperwork sections.

4.3 At the end of three hours for the Associateship candidates and three and one-half hours for the Fellowship candidates the proctor shall collect the papers and shall place them in the envelope provided. The proctor should note that the work sheets must be included with the returned examination. Candidates may, at their discretion, retain any duplicate copies of work sheets, as well as their copies of the examination text.

EXAMINATION DAY NO. 2 (MORNING)-Paperwork sections, second session

5.1 *The proctor(s) shall arrive thirty minutes in advance of the Fellowship examination, which should be scheduled to begin thirty minutes prior to the beginning of the Associateship examination at centers where both examinations are to be given.* The proctor(s) shall make certain that the quiet room or rooms are in order, that the writing desks are spaced well apart, and that sharpened pencils and two kinds of scratch paper are provided: plain and music manuscript. The (chief) proctor shall review the ear tests to be played. He/she shall also make certain that the lighting is adequate and that the rooms are indeed sound-insulated, particularly from one another.

Distribute paper work, retaining proctor's copy of ear tests



Proctor plays the ear tests according to specifications

Proctor proceeds to second quiet room for Associateship examinations

Proctor plays ear tests

No books or study aids in room

Proctor is always present

Candidates may not use a keyboard instrument

Collect the papers at the end of the allotted time

5.2 When all the Fellowship candidates have arrived and are in their places, the (chief) proctor shall distribute the examinations (paperwork section, second session only), *making certain to retain from each copy of the examination the proctor's version of the ear test.*

5.3 The (chief) proctor shall play the proctor's version of the Fellowship ear tests. The proctor shall play each test as instructed: on the piano, evenly and without hurrying, after playing a four-note tonic chord in the range of the test in question, announcing the clef(s), key, and (except for the second Fellowship example) time signature. The proctor shall play at the prescribed tempo, usually a beat = c. 66, with clear rhythmic stresses and an even touch in both the horizontal and vertical relationships. The proctor shall allow up to one minute between each playing of the Fellowship ear test. When only one candidate is in the room, the next playing may start at any time after thirty seconds if requested by the candidate. The proctor is responsible for using an accurate timing device. The time interval for the Associate ear test is thirty seconds between repetitions. The proctor shall allow no more and no less than three minutes (Associate) and five minutes (Fellowship) after the final playing, so that the candidate may complete the writing of the test.

5.4 The (chief) proctor shall next proceed to the second quiet room, where the Associateship candidates have assembled. At the scheduled time the (chief) proctor shall distribute the paperwork section of the examination, second session only, making certain to retain from each copy of the examination the proctor's version of the ear tests. The (chief) proctor shall proceed to play the proctor's version of the ear tests in the manner described above in paragraph 5.3.

5.5 The proctor(s) shall make certain that the candidates bring no books or other study aids into the examination quiet rooms and that the candidates do not communicate or otherwise assist one another in any way. The candidate's cell phone or smartphone should be turned off and left with the proctor. The proctor(s) shall remain in the examination room(s) at all times. Candidates may leave the room only if absolutely necessary, and then only one at a time. Proctors should note that no candidate is allowed to use a keyboard instrument in the completion of the paperwork sections. To avoid distracting the candidate, the proctors should not be texting or using electronic devices which require hand motions.

5.6 At the end of three hours for the Associateship candidates and three and one-half hours for the Fellowship candidates, the (chief) proctor shall collect the papers and place them in the envelope provided. The proctor should note that work sheets must be included with the returned examinations. Candidates may, at their discretion, retain any duplicate copies of work sheets, as well as their copies of the examination text.

Deliver the completed exams to coordinator



Check organ

Verify that candidate cannot be seen by examiners



Check exam materials



Proctor escorts Examiners to their places

Proctor distributes copies of examination to Examiners

Proctor escorts candidate to organ



Candidate begins playing

Candidate advised of the possibility of being stopped

5.7 The proctor shall deliver the envelope containing all completed paperwork examinations and other materials to the coordinator.

EXAMINATION DAY NO. 1 OR 2 (AFTERNOON) - Practical sections

6.1 *The proctor shall arrive 45 minutes in advance of the first examination.* He/she shall make certain that the organ is ready for the examination, that the place for the examiners is prepared and well screened from the candidates' view and vice versa, and that the waiting room is open. The proctor shall make certain that all practicing has ceased well before the arrival of the examiners. No one shall be present at the examination except the candidate, the examiners, the proctor, and at his/her discretion, the coordinator. The proctor shall make certain to have each candidate's copy of the entire practical section of the examination.

6.2 *The examiners shall arrive thirty minutes prior to the beginning of the first examination, and the proctor shall assist them with their inspection of the organ.* Ten minutes before the first examination is scheduled to begin, the proctor shall escort the examiners to their places. At this time, the two examiners and the proctor shall discuss starting and stopping places, if any, for the performance of the repertoire pieces, so that the proctor may start or stop the candidate in a gentle, non-hostile way. In some instances, an audible non-verbal signal (for example, a handclap) may be given by the examiners. The examiners should be reminded that only the repertoire pieces may be stopped by a non-verbal signal. The keyboard tests must not be stopped by the examiners (see p. 12, 4.4). The proctor should request the examiners to turn off their cell phones.

6.3 The proctor shall distribute to the examiners their copies of the examinations, mark sheets, and comment sheets. The proctor shall also make certain that the examiners are provided with sharpened pencils, scratch paper, and a blank sheet of white paper and black pen with which to write their signatures. *The examiners may be seated together, but they must arrive at and record marks independently of one another.*

6.4 Five minutes in advance of the first examination, the proctor shall escort candidate from the waiting room to the organ.

6.5 At the end of a five-minute period of preparation, during which the candidate may set the combination pistons assigned to him/her, the proctor shall signal the candidate to begin playing. The candidate may play the repertoire in any order. A three-minute interval shall be maintained after each repertoire selection in order to allow the examiners to complete their comments. At the appropriate times, the proctor shall communicate to the candidate the examiners' wishes concerning starting or stopping places in the repertoire pieces. The proctor shall advise the candidate of the possibility that he/she may be stopped by an audible signal from the examiners, an occurrence which should in



Proctor places first keyboard test on music rack

No written notes allowed

AAGO candidate may play transposition in original key—FAGO candidate not allowed a play-through

AAGO figured bass

AAGO improvisation procedures

Use of pedal in keyboard tests



Separation of candidate from examiners

Anonymity is essential

no way be considered a pejorative reflection on the candidate's performance. The proctor shall turn pages for the candidate, if requested, but may not assist the candidate with registration changes. No other page turner is allowed into the examination.

6.6 When the candidate has completed the final repertoire selection as directed by the examiners, the proctor shall place the first of the keyboard tests on the music rack. *A2–A7 and F2–F6 must be played in numerical sequence.* The proctor shall allow no more than sixty seconds for the candidate to scan and prepare to play each test (but see below, paragraph 6.9, regarding Associateship item A7). The candidate is not permitted to make written notes during the scanning period. The proctor shall indicate to the candidate the end of each sixty-second period, at which point the candidate shall begin playing. In placing the keyboard tests in front of the candidate, the proctor shall make certain that, whenever possible, only the test to be played is visible. A candidate may elect to begin playing any item before the full allotted scanning period has elapsed.

6.7 *On the Associateship examination, the transposition test (A3) may be played once in the original key, if the candidate wishes to do so. On the Fellowship examination, the transposition test (F5) may not be played in the original key.* The proctor shall take note if the candidate does not play in the specified keys. If this happens, the proctor shall communicate the fact to the examiners at the end of the candidate's examination. *After the first transposition test, the candidate shall proceed directly to the second without an additional scanning period.*

6.8 In the Associateship figured bass test, the candidate shall play in steady rhythm at a tempo of approximately beat = 60.

6.9 *In the Associateship improvisation item (A7), the candidate shall first be given sixty seconds to scan the three options and choose one of them. After the candidate has informed the proctor of his/her choice, the candidate may play through the material given for that test—the ground bass, the hymn melody, or the chant—and then take a further sixty seconds to prepare to play.* If the candidate elects not to play through the given material, the proctor should inform the examiners of the option chosen.

6.10 The use of pedal in the keyboard tests shall be left to the discretion of the candidate, except where the test is written on three staves with a clearly indicated pedal part (e.g., the sight-reading test, F2, of the Fellowship examination).

6.11 The proctor shall make certain that the examiners do not converse with the candidate before, during, or immediately after the examination. Further, the proctor shall make certain that the examiners and the candidate are hidden from each other's view at all times, especially during rest periods between examinations. *The maintenance of anonymity is absolutely essential to the integrity of the examination.* All reasonable precautions shall be taken to prevent disclosure of the gender of candidates (e.g.,

Test is completed.
No comments
please

Proctor collects mark
sheets and examiners'
comments



Coordinators
please mail promptly



Candidate
retains
exam
materials



Role of the
examiners

Examiners
appointed

through loud footsteps or audible conversation).

6.12 At the conclusion of the examination, the proctor shall dismiss the candidate. The proctor shall refrain from giving the candidate any assessment, positive or negative, of the performance. Five minutes in advance of the next examination, the proctor shall escort the next candidate from the waiting room to the organ.

6.13 When the examiners have completed their mark sheets and comment sheets, these and the form with the examiners' signatures neatly produced in black ink, shall be collected by the proctors and placed in the envelope to be mailed to National Headquarters. At the end of all Associateship and Fellowship practical sessions, all mark sheets, comment sheets, and signature sheets shall be given to the coordinator, who shall be in charge of mailing the examinations and all other materials to Headquarters.

6.14 The candidate may retain his/her own copy of the practical section of the examination, *but must not show this to any candidate not yet examined.*

EXAMINERS

The interest and expertise of the examiners are extremely important to the success of the Guild's certification program. The examiners' contribution of time and effort is much appreciated. The purpose of having local examiners evaluate the practical sections of the examinations is to give the candidates the advantage of a realistic performance/testing situation. Examiners who have questions concerning evaluation standards should contact the Director of the Committee on Professional Certification, c/o National Headquarters.

FEBRUARY 1

1.1 Potential examiners shall be contacted by the local dean or coordinator concerning their interest and availability to serve at the examinations. The two examiners chosen shall be notified by the local coordinator by early May. No person may examine a candidate whom he/she has prepared wholly or in part for the examination in question. If any conflict of interest exists or arises between a potential examiner and a candidate, it is the examiner's responsibility to disqualify himself/herself.

EARLY MAY

2.1 The appointment of examiners shall be confirmed by the coordinator. Examiners shall be furnished with a list of candidates, using candidate code numbers only (no names), and complete information on each examination to be evaluated, including the candidate's choice of repertoire group. Examiners shall also be furnished with a schedule; detailing the place of the

Coordinator provides copies of exam repertoire



Preparations prior to examinations



Arrive early!
Inspect the organ

Examiners receive the examinations, mark sheets and comment sheets

Do not communicate with the candidate

Monitor the time

examination, the time the examiners are expected to arrive, the access route for examiners to the place of the examination, and the time of each examination (see Appendix A for a sample schedule).

2.2 The coordinator shall assist the examiners in locating copies and specified editions of examination repertoire. The Associate candidate provides two hymnals for A6 at the test site. The coordinator shall provide examiners with copies of the examination requirements and of this manual, available online at the AGO website.

ONE WEEK PRIOR TO EXAMINATION

3.1 The coordinator shall reconfirm all arrangements.

3.2 Examiners shall familiarize themselves with the music which the candidates will be performing.

3.3 Examiners shall read carefully and thoroughly the certification requirements and every part of this manual.

EXAMINATION DAY

4.1 *The examiners shall arrive thirty minutes in advance of the first examination.* They shall familiarize themselves with the mechanical and tonal properties of the examination organ.

4.2 Ten minutes in advance of the first examination, the examiners shall take their places in a location which is screened from view of and by the candidate. Examiners should turn off their cell phones at this point. The examiners shall receive from the proctor their copies of the mark sheets, comment sheets, and examinations, and shall review the contents of these (see Appendix B). *Examiners should note that to pass, a candidate must score at least 50% of each item (as defined on the mark sheet) and a total of at least 70 points on the entire examination. Examiners are not permitted to give fractional marks.*

4.3 Examiners shall not communicate with the candidate in any way before, during, or immediately after the examination, except to give directions for stopping or starting a repertoire piece by means of an audible signal (for example, a handclap). *Although examiners may sit next to each other, they must arrive at their marks independently. Examiners are expected to write comments on the sheets provided. It is important to the candidate, whether successful or unsuccessful, that strengths be recognized and weaknesses discussed in a constructive way.*

4.4 The examiners shall be responsible for monitoring the time, so that each examination does not exceed the forty minutes (Associateship) or forty-five minutes (Fellowship) specified in the

Arrange starting and stopping places with Proctor



Keyboard skills tests must be played in order given

Time allowed between test items



Candidate has limited time on the test organ



Purpose of the practical section of the Associateship examination

Purpose of the practical section of the Fellowship examination



Style

Use of pedals

requirements. Since the keyboard tests must be played in their entirety, the examiners shall determine in advance which portions of the repertoire pieces they will need to hear in order to arrive at a fair evaluation. The examiners shall arrange with the proctor specific starting and stopping places. The proctor shall then communicate this information to the candidate at the appropriate times. *An audible non-verbal signal, such as a handclap, should be used only when no other arrangements have been made for stopping places.*

4.5 *Except for the repertoire, which may be played in any order, the candidate must play the examination in the order specified in the certification requirements. The candidate shall have three minutes after each repertoire piece to arrange scores and change registration, during which interval the examiners will complete their comments, and shall have no more than sixty seconds between keyboard tests.* The proctor shall keep time and shall signal the candidate when to begin playing each item. The candidate may elect to begin playing an item before the full scanning period has elapsed.

4.6 The examiners should bear in mind the following:

a. *The candidate will not have seen any of the keyboard tests prior to the examination, and will have had a maximum of three hours rehearsal on the examination organ for the purpose of preparing the repertoire pieces.*

b. *The purpose of the practical section of the Associateship examination is to test the candidate's competence in performing pieces of moderate difficulty which are representative of several contrasting styles, and to bring together theoretical knowledge and practical keyboard skills in performing, without prior preparation, several tests covering a wide range of competencies.*

c. *The purpose of the practical section of the Fellowship examination is to test the candidate's competence in performing pieces of an advanced level of difficulty in several contrasting styles, and to perform without prior preparation several keyboard tests representing skills that are different from, or more difficult than, those required for the Associateship.*

d. With respect to the repertoire, there is a divergence in currently accepted ideas of performance practice (registration, touch, phrasing, articulation, and tempo). *The candidate should be evaluated on how well he/she succeeds in accomplishing what he/she apparently intends to do, including demonstrated familiarity with at least one approach to resolving stylistic problems (see the mark sheets in Appendix B).*

e. *Pedals are not required for any of the keyboard tests unless these have a clearly marked pedal part. Therefore, pedals are optional in all of the Associateship tests.*

Transposition

f. *Associateship candidates are not required to play the transposition (A3) first in the original key, but may elect to do so. Fellowship candidates are not permitted to play the transposition (F5) first in the original key.*

Figured bass

g. The figured bass to be realized (Associateship question A4) was altered in 2004 from a recitative, as in previous years, to a passage from a chorale or instrumental movement. *Thus the proctor does not play a melody line while the candidate supplies the bass and the chords.* No melody line is given, only the bass and the figures. The candidate is expected to play the example in a steady rhythm and to achieve reasonably good voice-leading in the chords.



Associateship improvisation

h. *In the Associateship improvisation question (A7), the candidate may first take sixty seconds to choose one of the three options, then may play through the material given for that option, and then may take another sixty seconds to prepare to play. Candidates are encouraged to employ their own styles and procedures, and examiners should pass judgment principally on how well things are done according to the premises adopted. If a candidate elects not to play through the given material first, the proctor shall announce to the examiners which option was chosen.*

Fellowship accompaniment arrangement

i. *In the Fellowship question F4, the accompaniment arrangement should be as idiomatic for the organ as possible.*

Fellowship improvisation

j. *The Fellowship improvisation (F6) should be in a style congruous with the implied style of the theme. Examiners should be certain that they actually hear "a recognizable contrasting motif for the middle section." While two minutes is the recommended duration, candidates should not be penalized for improvisations in which the content justifies a greater length.*



Examiners return mark sheets to Proctor

4.7 When the examination has been finished and the candidate excused, the examiners shall complete the mark sheets and write their comments without consulting each other in any way. At the end of all the examinations, the examiners shall return the mark sheets and the comment sheets to the proctor. They shall also return any borrowed scores. Finally, on the form provided by the proctor, they shall produce their signatures, neatly written in black ink.

AFTER THE EXAMINATION

Examiners' fees

5.1 Each examiner shall receive a check promptly from the chapter sponsoring the examination center, the amount determined by the number of candidates examined.



Overview

Where to find answers to questions

Who can take AGO examinations?

Associateship is prerequisite to the Fellowship examination

Obtain scores and study materials



Deadline and procedure for submitting application

CANDIDATE

One reason for compiling in a single manual all of the instructions concerning procedure for a certification examination is to give the candidate a complete picture of the examination process. The Guild's certification program exists for the benefit of individual candidates, and it is each candidate's right to have everything done thoroughly and in order. It is the candidate's responsibility to study carefully the test requirements published in the July issue of THE AMERICAN ORGANIST magazine or available online as a PDF at the Guild's website, www.agohq.org under Quick Link, Professional Certification. Should there be any point which the candidate does not fully understand, he/she should request an explanation or clarification from the Director of the Committee on Professional Certification or the local examination coordinator.

ADVANCE PREPARATION

1.1 In compliance with the AGO's status as an educational, not-for-profit organization, examinations are open to members and non-members. Candidates who do not hold current Guild membership will pay an additional fee. The candidate shall contact National Headquarters for copies of the pertinent application forms and a list of examination centers. *The Associateship examination must have been passed prior to taking the Fellowship examination.*

1.2 The candidate should obtain all the scores, books, past examinations, and solution booklets he/she requires. *Note that the Associate candidate is responsible for providing at the test site two hymnals containing the hymn chosen for A6.*

1.3 The candidate is encouraged to contact the local chapter dean and deans of nearby chapters to ascertain whether any certification preparation courses will be offered during the coming year.

APRIL 1 (Deadline for receipt of applications at Headquarters and Exam Center)

2.1 The candidate shall send one copy of the completed application form, together with the appropriate fee, to National Headquarters no later than the application deadline for the examination in question. At the same time, the second application copy shall be mailed to the dean of the chapter or the examination coordinator of the examination center where he/she wishes to take the test. With both forms, the candidate shall include all pertinent information, especially the number of the repertoire group to be performed, and the editions to be used in cases where none has been specified in the requirements.



Cancellation requirements

Sections 1 and 2 may be taken singly or together

Paperwork may be taken at any local Chapter site.

Receiving confirmation



Rehearsal time

Out-of-town candidates

Simple registrations

Know the manual of procedure

2.2 The candidate should note that there is a non-refundable portion of the examination fee, as stated in the Professional Certification Requirements sheet. *Requests for cancellation of an examination must be received by National Headquarters and the examination center by one month prior to the scheduled examination date in order for a refund to be issued. There is a \$20 processing fee that is non-refundable. After the stated deadline for cancellation, requests for refunds will be considered by National Headquarters only in the case of extreme emergency.*

2.3 *For the Associateship and Fellowship examinations, either or both sections may be taken in a given year. When only one section is passed, the remaining section must be passed within the five succeeding years (for example, by 2014 if the other section was passed in 2009). This restriction does not apply to persons who passed one section prior to 1969; for them there is no time limit. Both sections must be passed in order to gain a certificate.*

2.4 *Candidates taking only section 2 (paperwork) may elect to do so at any local chapter; they do not have to go to an examination center. The candidate should contact the dean of the local chapter, as well as National Headquarters, should he/she desire to exercise this option.*

EARLY MAY

3.1 The candidate shall receive from the coordinator an examination schedule similar to that shown in Appendix A, giving the exact time and place of the examination as well as information on scheduling organ practice sessions. If there is any error in the information concerning the examination, the candidate shall contact the coordinator immediately. The candidate shall be responsible for arranging his/her own practice times; *a minimum of two hours and a maximum of three hours on the examination organ is allowed.* If a candidate must travel from outside the examination center area, he/she might contact the coordinator for assistance in arranging additional practice time at another church or school, if additional practice is deemed desirable. The coordinator shall make every effort to reserve practice times closest to the examination day for out-of-town candidates; All candidates are reminded that, where there is a large number of candidates, the coordinator may allot a certain number of general pistons (a minimum of three) to each candidate. In any event, the candidate should keep registrations as simple as possible in order to reduce the time required for setting combination pistons. Any questions concerning practice and examination arrangements not covered in the posted schedule should be directed to the local examination coordinator.

3.2 *The candidate shall read thoroughly all parts of this manual. The candidate shall be particularly careful to observe the injunction against communication of any kind between the*

examiners and the candidate. The candidate shall also refrain from discussing with other candidates any portion of the examination while it is still in progress.

EXAMINATION DAYS NOS.1 AND 2 (MORNINGS) - Paperwork sections

Arrival time
Materials
allowed



Proctor plays
the ear test



Writing
the ear
tests



No
books or
study
aids allowed



Papers collected
at end of
allotted time

Expectations for
AAGO
composition
(A 11)

4.1 *For each session, the candidate shall arrive at the appointed quiet room no later than five minutes in advance of the examination. Paper will be provided, but candidates are advised to bring their own pencils even though the proctors shall have been instructed to provide these as well. Candidates' cell phones should be turned off and left with the proctor. When all candidates to be examined have arrived and are in their places, the proctor shall distribute the examinations.*

4.2 *At the beginning of the second session of the paperwork sections, the proctor shall play the ear tests on the piano. The proctor shall begin each test by playing a four-note tonic chord in the range of the test in question and shall announce the clef(s), key, and (except for the second Fellowship excerpt) time signature. The proctor shall play the tests at the prescribed tempo, usually one beat = c. 66, and shall allow thirty seconds between each playing of the Associate test, with one minute maximum between each playing of the Fellowship test. When only one Fellowship candidate is in the room, the next playing may start at any time after thirty seconds if requested by the candidate. The proctor shall allow exactly three minutes after the final playing of the Associate test, and five minutes after the Fellowship test, so that the candidate may complete the writing of the test.*

4.3 *In writing down the ear tests, the candidate is encouraged to write each test on the work sheet provided, and then transfer it to the staff or staves on the designated answer sheet.*

4.4 *At the conclusion of the ear tests, the candidate shall proceed with the remainder of the second paperwork session. The proctor shall make certain that the candidates bring no books or other study aids into the examination quiet rooms, and that the candidates do not communicate with or assist one another in any way. The proctor shall remain in the examination room; when both Associateship and Fellowship examinations are given simultaneously, one proctor shall remain in each room. Candidates may leave the room only when absolutely necessary, and then only one at a time. No candidate is allowed to use a keyboard instrument in the completion of the paperwork.*

4.5 *At the end of each session of the paperwork, three hours for the Associateship and three and one-half for the Fellowship, the proctor shall collect the papers and place them in the envelope provided. All work sheets must be included with the returned examination. *Candidates may, at their discretion, retain duplicate copies of work sheets, as well as their copies of the examination text.**

4.6 *In completing the paperwork section of any examination, the candidate's answers should be brief but thorough. *Candidates for the Associateship are reminded that in the composition question (A 11), they should bring the brief passage to a fitting**

conclusion, with an appropriate cadence arrived at in a convincing manner. The candidate will find that the expectations concerning other parts of the Associateship and Fellowship paperwork sections are adequately stated in the certification requirements for the year in question.

EXAMINATION DAY NO. 1 OR 2 (AFTERNOON) - Practical sections

Arrival
time



5.1 *The candidate shall arrive at the waiting room by the designated access route fifteen minutes in advance of the examination. Five minutes prior to the start of the examination, the proctor shall escort the candidate to the organ.* The candidate's cell phone should be turned off. The proctor may use a cell phone before and between examinations, but not look at messages nor send texts during an examination. The proctor's cell phone should be turned off while the candidate is playing.



Preparation
time

Order of
performance
Time between
repertoire pieces
Stopping points

5.2 At the end of a five-minute period of preparation at the console, during which time the candidate shall set any assigned combination pistons he/she wishes to use, the proctor shall signal the candidate to begin playing. The examination must be played in the specified order, beginning with the repertoire pieces (which may be played in any order). *A three-minute interval will be observed after each repertoire piece.* At the appropriate times, the proctor shall communicate to the candidate the examiners wishes concerning starting or stopping places in the repertoire pieces. The proctor shall advise the candidate of the possibility that he/she may be stopped by an audible signal from the examiners, an occurrence which should in no way be considered a pejorative reflection on the candidate's playing. The candidate should note that it is the examiners' responsibility to monitor the time carefully so that the examination ends after forty-five minutes, for the Fellowship, or after forty minutes, for the Associateship. *The proctor shall serve as page turner, if the candidate requests, but may not assist the candidate with registration changes. No other page turner is allowed into the examination.*



Proctor may
turn pages

Proctor places
first keyboard test
on music rack

5.3 When the candidate has completed the final repertoire selection as directed by the examiners, and the three-minute interval has been observed, the proctor shall place the first of the keyboard tests on the music rack. Each keyboard test shall be played in its entirety. *The proctor shall allow the candidate no more than sixty seconds in which to scan and prepare to play each test* (but see below, paragraph 5.6, regarding Associateship question A7). The proctor shall indicate to the candidate the end of each sixty-second period, at which point the candidate shall begin playing. The candidate may elect to begin an item before the full allotted scanning period has elapsed.



AAGO candidate may play transposition in original key
The Fellowship candidate may not

AAGO figured bass

AAGO improvisation question

F2 and F4

Fellowship improvisation

Simple, clear registrations

Use of pedals

5.4 *In the Associateship examination, the transposition test (A3) may be played once in the original key, if the candidate wishes to do so. In the Fellowship examination, the transposition test (F5) may not be played in the original key. The proctor shall verify that the candidate is playing the required transpositions. If the candidate does not play in the specified keys, the proctor shall communicate that fact to the examiners at the end of the candidate's examination.*

5.5 *The figured bass to be realized (Associateship question A4) was altered in 2004 from a recitative, as in previous years, to a passage from a chorale or instrumental movement. Thus the proctor does not play a melody line while the candidate supplies the bass and the chords. No melody line is given, only the bass and the figures. The candidate is expected to play the example in a steady rhythm and to achieve reasonably good voice-leading in the chords.*

5.6 *In the Associateship improvisation question (A7), the candidate shall first be given sixty seconds to scan the three test options and choose one of them. After the candidate has informed the proctor of his/her choice, the candidate may play through the material given for that option—the ground bass, the hymn melody, or the chant—and then take a further sixty seconds to prepare to play. Candidates are encouraged to employ their own styles and procedures, and examiners shall pass judgment principally on how well things are done according to the premises adopted.*

5.7 *In the Fellowship examination, the candidate should bear in mind that registration and a proper observance of dynamics are essential ingredients in questions F2 and F4.*

5.8 *The Fellowship improvisation (F6) should be in a style congruous with the implied style of the theme. The candidate should be certain to present “a recognizable contrasting motif for the middle section.” While two minutes is the specified duration, the examiners have been instructed to allow a longer improvisation in cases where the content justifies such a length.*

5.9 *In all keyboard tests, the candidate should select simple but clear registrations (flutes or principals 8' and 4' with a complementary pedal combination). A more imaginative registration is desirable in the Associateship improvisation (A6), and is expected in the Fellowship accompaniment (F4) and improvisation (F6).*

5.10 *The use of pedals is optional in all keyboard tests in both examinations, except where a pedal part is clearly indicated on a third staff (specifically, the Fellowship sight-reading F2). In addition, the use of pedals is desirable in the Fellowship accompaniment and improvisation tests (F4 and F6).*



The proctor dismisses candidate

Do not communicate with other candidates



Test results



Examiners' comments available

Certificates upon completion of both sections 1 and 2

Success!

5.11 *At the end of the examination, the proctor will dismiss the candidate. The candidate is reminded that he/she is not permitted to communicate in any way with the examiners or other candidates who are still awaiting their examination appointments. The candidate may, however, retain his/her copy of the practical section, so long as the contents are not divulged to unexamined candidates.*

AFTER THE EXAMINATION

6.1 The candidate shall be notified within approximately two months concerning the results of the examination. The paperwork is graded at National Headquarters by members of the Committee on Professional Certification and other qualified examiners. In accord with the same procedure as that used by the two local examiners for the practical section, two national examiners working independently of each other grade each paperwork section. For each section of the examination, the marks on the two mark sheets are averaged in order to arrive at the number of points secured on an item (see Appendix B for a definition of "item"). *The candidate must secure at least 50% on each item and a total of 70 points on the entire section of the examination.* A copy of the examiners' average mark sheet for each section of the examination will be enclosed in the candidate's letter of notification. The examiners' original mark sheets, their written comments, and the candidate's original paperwork, with any comments by the examiners, shall be retained on file at National Headquarters for a period of five years. Photocopies of the examiners' comments and copies of the marked paperwork section will be available to any candidate who requests them.

6.2 Successful candidates shall receive their certificates once examiners' signatures have been secured. A list of successful candidates will be published in THE AMERICAN ORGANIST, and chapters are encouraged to schedule some suitable recognition of this achievement.

6.3 A successful candidate shall be entitled and encouraged to use the letters AAGO or FAGO after his/her name.

APPENDIX A

SAMPLE SCHEDULE FOR THE ASSOCIATESHIP AND FELLOW EXAMINATIONS

This is only a *sample schedule*. Actual circumstances at a given center may dictate differences in the hours at which examinations are scheduled or, in extreme cases, in the days. The practical work may, of course, be given on either of the two examination days.

Date and place of the examination(s):

Location and access routes to the preparation room and the waiting room and quiet rooms:

How to arrange practice time — person to contact, available days and times:

General pistons allotted:

EXAMINATION DAY NO. 1 (MORNING) - Paperwork section, first session, in one of the quiet rooms (Associateship and Fellowship candidates in the same room). Location of room:

8:30 a.m. Proctor arrives and prepares quiet room (piano not required).

8:55 a.m. Associateship and Fellowship candidates arrive.

9:00 a.m. Candidates begin the examination. Associateship candidates work until time is called at 12 noon; Fellowship candidates work until 12:30 p.m.

Proctor collects all examination papers and carefully retains them until adding the papers from the second session the next day.

EXAMINATION DAY NO. 1 OR 2 (AFTERNOON) - Practical section at the organ. Candidates are scheduled with a ten to fifteen minutes interval between examinations. *Each candidate is allowed five minutes at the console to arrange scores and set registration.*

12:15 p.m. Proctor arrives and prepares the organ, sets up the table and chairs for the examiners, and confirms the effectiveness of the screening.

12:30-12:50 Examiners arrive and familiarize themselves with the organ before taking their places. At 12:50 they take their places and review the contents of the examination(s).

12:45 Associateship candidate no. 1 arrives at the waiting room (candidate's name is pencilled in the on proctor's copy and on the copy for the contact person).

12:55 Associateship candidate no. 1 is escorted to the organ by the proctor.

1:00-1:40 Associateship candidate no. 1 plays the examination (list here the repertoire group to be played).

1:40 Associateship candidate no. 2 arrives at the waiting room.

- 1:55-2:35 Associateship candidate no. 2 plays the examination (list here...)
- 2:35 Associateship candidate no. 3 arrives at the waiting room.
- 2:50-3:30 Associateship candidate no. 3 plays the examination (list here...)
- Rest period
- 3:45 Fellowship candidate no. 1 arrives at the waiting room.
- 4:00-4:45 Fellowship candidate no. 1 plays the examination (list here...)
- 4:45 Fellowship candidate no. 2 arrives at the waiting room.
- 5:00-5:45 Fellowship candidate no. 2 plays the examination (list here...)

EXAMINATION DAY NO. 2 (MORNING) - Paperwork section, second session, in quiet rooms 1 and 2. Associateship and Fellowship candidates take the test in separate rooms, no. 1 for the Associateship and no. 2 for the Fellowship.

Location of the rooms:

- 8:00 a.m. Proctors arrive and prepare both quiet rooms. Chief proctor practices ear tests on the piano.
- 8:25 Fellowship candidates arrive in quiet room no. 2.
- 8:30-12:00 Fellowship candidates take the examination.
- 8:55 Associateship candidates arrive in quiet room no. 1.
- 9:00-12:00 Associateship candidates take the examination.
- 12:00 Proctor collects all examination papers from all sessions, encloses them in the appropriate envelope, and returns all of the material to the examination coordinator, who prepares it for mailing. The papers concerned include answer sheets, work sheets, examiners' mark sheets and comment sheets, and sheets with the examiners' signatures.

This schedule is sent to the church or school contact person, the proctor(s), the examiners, and the candidates. *Candidates' names are penciled in only on the copies for the proctors and the contact person.* The copy sent to each candidate should bear that person's code number, together with a mark by the candidate's arrival and examination times.

Examination coordinator's name, address, and phone number:

AMERICAN GUILD OF ORGANISTS

ASSOCIATESHIP EXAM

EXAMINER'S MARK SHEET

SECTION 1 – Organ Work

CANDIDATE CODE _____

	Maximum Marks Obtainable	Marks Awarded (No fractional grades)
A-1 Prepared Pieces		
Imagination and musicality	7	_____
Awareness of stylistic period	6	_____
Phrasing and articulation	6	_____
Rhythm.....	6	_____
Tempo	5	_____
Note accuracy	6	_____
Registration	4	_____

Sub-total	40	_____
A-2 Sight Reading	10	_____
A-3 Transposition	10	_____
A-4 Figured Bass	10	_____
A-5 Bass/Melody Harmonization	10	_____
A-6 Hymn.....	10	_____
A-7 Improvisation.....	10	_____
Total	100	Total: _____

Date _____ Signature _____

Examiner in Organ Work

CANDIDATES MUST SECURE AT LEAST 50% OF EACH ITEM AND 70% OF THE TOTAL MAXIMUM MARKS OBTAINABLE.
(N. B. A-1 counts as *one item*; i.e., the 50% rule applies only to the *sum* of the seven grades given.)

Examiners may use the accompanying sheet for critical remarks.

APPENDIX B, page 2
AMERICAN GUILD OF ORGANISTS
ASSOCIATESHIP EXAM
EXAMINER'S MARK SHEET

SECTION 2 – Paperwork (away from organ)

CANDIDATE CODE _____

	Maximum Marks Obtainable	Marks Awarded (No fractional grades)
A-8 Analysis	25	_____
A-9 Fugue	20	_____
A-10 Dictation (Ear Tests)	15	_____
A-11 Composition/Harmonization	20	_____
A-12 Musical Knowledge	20	_____
Total	100	Total: _____

Date _____ Signature _____
Examiner in Paperwork

CANDIDATES MUST SECURE AT LEAST 50% OF EACH ITEM AND 70% OF THE TOTAL MAXIMUM MARKS OBTAINABLE.

Examiners may use the accompanying sheet for critical remarks.

APPENDIX B, page 3
AMERICAN GUILD OF ORGANISTS
 FELLOWSHIP EXAM
 EXAMINER'S MARK SHEET

SECTION 1 – Organ Work

CANDIDATE CODE _____

	Maximum Marks Obtainable	Marks Awarded (No fractional grades)
F-1 Prepared Pieces		
Imagination and musicality.....	7	_____
Awareness of stylistic period.....	6	_____
Phrasing and articulation.....	6	_____
Rhythm.....	6	_____
Tempo.....	5	_____
Note accuracy.....	6	_____
Registration.....	4	_____
Sub-total	40	_____
F-2 Sight Reading of organ score	10	_____
F-3 Sight Reading of open score	15	_____
F-4 Arranging piano score for organ	10	_____
F-5 Transposition	10	_____
F-6 Improvisation	15	_____
Total	100	Total _____

Date _____ Signature _____
Examiner in Organ Work

CANDIDATES MUST SECURE AT LEAST 50% OF EACH ITEM AND 70% OF THE TOTAL MAXIMUM MARKS OBTAINABLE.
 (N. B. F-1 counts as *one item*; i.e., the 50% rule applies only to the *sum* of the seven grades given.)

Examiners may use the accompanying sheet for critical remarks.

APPENDIX B, page 4
AMERICAN GUILD OF ORGANISTS
 FELLOWSHIP EXAM
 EXAMINER'S MARK SHEET

SECTION 2 – Paperwork (away from organ)

CANDIDATE CODE _____

	Maximum Marks Obtainable	Marks Awarded (No fractional grades)
F-7 Counterpoint	20	_____
F-8 Fugue	15	_____
F-9 Essay	15	_____
F-10 Ear Tests	15	_____
F-11 Orchestration	15	_____
F-12 Composition	20	_____
Total	100	Total: _____

Date _____ Signature _____
Examiner in Paperwork

CANDIDATES MUST SECURE AT LEAST 50% OF EACH ITEM AND 70% OF THE TOTAL MAXIMUM MARKS OBTAINABLE.

Examiners may use the accompanying sheet for critical remarks.