

## ADMINISTRATION OF GUILD EXAMS DURING COVID-19

1. The health and safety of the candidate and proctor are of utmost importance.
2. When possible, only the candidate and the proctor should be present for the administration of the exam. If necessary, a sound technician **located in a remote part of the facilities** may also be allowed to be present.
3. IF a singer is required for the SPC Psalm, social distancing between the candidate and the proctor **must** be observed with **a minimum of at least six feet** between participants.
4. Social distancing and wearing of masks by all present during the administration of the exam is required. If the singer for the SPC Psalm requires eyeglasses, **(s)he should take care to keep the glasses above and free of the mask to prevent fogging!**
5. SPC test: If either the candidate or proctor develops symptoms or is under quarantine on the scheduled test date, the SPC test may be postponed to a later date. Please notify Paul Wolfe ([exams@agohq.org](mailto:exams@agohq.org)) of the date change.
6. The date for the administration of the November 13, 2020 exam CANNOT be changed. Candidates registered to take the exam may either cancel or postpone to the May 2, 2021 date. Again, please notify Paul Wolfe immediately of such a decision.
7. No one (including the proctor) is permitted to turn pages for the candidate. The candidate must turn pages for themselves. If at all possible, the candidate should avail themselves of a second copy of the music to avoid awkward turns, either through purchase of a second copy or use of a borrowed copy. In the case of anthem accompaniments, multiple copies of the anthem are usually available at a relatively low price or from a choir's library; loose-leaf pages may then be rearranged in a way conducive to avoiding awkward page turns. **Photocopies of any portion of the music remain illegal and inadmissible unless proof of ownership of a second copy can be demonstrated to the proctor, or the candidate can provide to the proctor written permission from the publisher to make a copy!**
8. Multiple candidates: There are times when multiple candidates may be taking the CAGO at the same Chapter. (The following would also apply to Chapters administering more than one SPC test on the same day.) Social distancing and masks are of course extremely important in this situation; but also, in this situation where the console would be touched by more than one person there should be time allowed for the sanitization of the keyboards, pistons and stops between the administration of the exam to different persons.  
In addition, the room used for the 20-minute preparation session (C 6-8) for candidates taking section 2 of the CAGO exam should be sanitized between uses. The proctor should allow for the additional time this will add to the administration of the exams.  
N.B. Although the manual of procedure states that pencils will be provided. It is suggested that the candidate provide their own pencil(s).