



AMERICAN GUILD OF ORGANISTS
**MANUAL OF PROCEDURE FOR
THE COLLEAGUE EXAMINATION**

American Guild of Organists <small>CHARTERED 1896 BY BOARD OF REGENTS UNIVERSITY OF STATE OF NEW YORK</small>	
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<i>This is to certify that</i>	

<i>having passed the prescribed tests, is awarded the certificate of</i>	
Colleague	
<i>by the American Guild of Organists</i>	
<i>New York, New York</i>	
	_____ National President
	_____ National Secretary
	_____ Chairman of 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.

REVISED 2013

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

Legend:



coordinator



proctor



candidate



organ



recording

NOTES/SCHEDULE/ADDRESSES



Overview

DEAN / COORDINATOR

The success of the Guild's certification program depends in large part on the careful organization and fair and competent supervision of the examination process. The chapter dean, and/or the local chapter'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 Any chapter may serve as a center for the Colleague examination, provided that an adequate organ and adequate recording equipment are available. The use of a pipe organ is strongly recommended. In cases where none is available an electronic organ may be used, provided it is adequate to the performance of the required repertoire. If the chapter has been chosen as a general examination center for the Guild certification examinations in a particular year, the coordinator chosen by the dean shall be responsible for the administration of the Colleague examinations both in fall and in the spring. If the chapter is not a general examination center, then the dean shall appoint a coordinator especially to oversee Colleague examinations when there are applications for these. The coordinator shall be a member in good standing.



Coordinator's responsibilities

1.2 The dean and/or coordinator (hereafter referred to only as "coordinator") shall read thoroughly this manual and the test requirements published in the previous July issue of *THE AMERICAN ORGANIST Magazine*. *Tests are to be administered on published dates. Exceptions must be approved by the Director of the Committee on Professional Certification.*

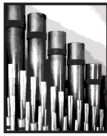
First duties

1.3 The deans of *all* chapters should publicize, through chapter newsletters and at chapter meetings, all information pertinent to examination application deadlines and procedure.

TWO MONTHS PRIOR TO THE EXAMINATION

The test site

2.1 The coordinator shall make arrangements with a church or school for a place to hold the examination. The Guild will not pay any fee for the use of the church. *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 the Colleague examination requires the provision of a waiting room where each candidate can wait immediately prior to the examination, completely isolated from the sounds of any previous examinations. A waiting room is only necessary if there is more than one candidate. The



The organ

Rehearsal time

The organ should be in good repair and in tune.

Quiet is imperative!

Preparation room with piano needed for section 2



Setting up to record

Who appoints the proctor(s)?



coordinator shall arrange for the provision of an organ having the following properties:

- (1) a variety of stops sufficient for proper performance of the specified organ pieces, hymns, accompaniments, sight-reading test, and improvisation specified in the requirements for the year in question.
- (2) a console arrangement which will permit the candidate to hear the same balance among divisions as that heard on the recording by the national examiners.
- (3) the availability of practice time during the days immediately preceding the examination. *(A minimum of two hours and a maximum of three hours for each candidate.)*
- (4) 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, nor the local chapter, nor the candidate, nor any other Guild member shall be liable for any expenses incurred in the tuning or repairing of the examination instrument.
- (5) Freedom from loud traffic and other disturbing noises.

2.2 If any candidates for Colleague certification are taking section 2 of the examination, the coordinator shall also arrange for provision of a preparation room (a room different from the waiting room described in 2.1) which must be completely sound-proofed from the examination organ and other surrounding noise sources. The preparation room must have a good-sounding, trouble-free, in-tune piano. The coordinator shall conduct tests, in particular having all the instruments in the building played as loudly as possible, to insure that these soundproofing conditions are met.

2.3 The coordinator shall arrange for the availability and set-up of recording equipment meeting the requirements set forth in Appendix C of this manual.

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

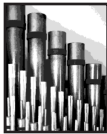
ONE MONTH PRIOR TO THE EXAMINATION

3.1 The coordinator shall appoint two proctors who shall be members of the Guild in good standing and who can be depended upon to conduct the examination in a responsible and precise manner while doing everything possible to set the candidate at ease. One of the proctors should be familiar with the recording procedure.



The coordinator shall inform the proctors of the compensation policy. (Please note: If there is only one Colleague candidate, one proctor may do the jobs of both proctors. The coordinator may choose to serve as one of the proctors. At a center with numerous candidates, it may be desirable to appoint a third person solely to operate the recording equipment. However, Headquarters cannot reimburse a chapter for the often considerable expense of hiring a professional recording engineer. A recording equipment operator will receive the same fee from National Headquarters as a proctor.) No proctor may be appointed who has assisted in preparing any of the candidates.

Confirming arrangements with the test site



3.2 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.

3.3 The coordinator shall compile a list of candidates and include detailed information about each examination to be taken. If one or more candidates will be taking section 1, this list shall indicate which repertoire pieces and which hymns (taken from the Examination Hymn Booklet) are to be played by each candidate in item C 4.



Examination schedule sent to candidates, proctors and test sites

3.4 The coordinator shall prepare an examination schedule (see Appendix A). Copies shall be sent to all candidates 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. 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. If any candidates are taking section 2, their copies of the schedule shall contain instructions concerning the location of and access to the preparation room and when each candidate is to appear there for the twenty-minute preparation period. All copies shall also include the location of and access to the waiting room, where each candidate is to wait prior to 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



Practice time



Anonymity of candidate(s)

candidate, reminding candidates that registrations should be kept as simple as possible in order to reduce the time required for setting combination pistons.

3.5 The coordinator shall not, under any circumstances, publicize the list of candidates, as some may prefer anonymity.

ONE WEEK PRIOR TO THE EXAMINATION



Examination materials arrive

4.1 The coordinator shall receive from National Headquarters a packet containing the examinations, a coded list of candidates and a return mailer padded envelope.

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 Colleague Examination from the AGO website, posted under Downloadable Documents, Education. The *Examination Hymn Booklet* is available as a PDF download from exams@agohq.org.

Check the exam materials promptly

4.2 Observing strictest secrecy, the coordinator shall make certain that each examination bears the correct candidate code number. 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.



Proctors receive exam materials

When Section 1 is being given: The coordinator shall distribute to Proctor No. 1 (the one responsible for the actual examination) printed copies of the two hymns chosen by each candidate for item C 4, in case the candidate forgets to bring copies. The coordinator shall also make sure that Proctor No. 1 has the hymns on examination day.

When Section 2 is being given: Proctor No. 2 (the one responsible for the preparation room) shall receive the candidates' copies of the examination, except for the sight-reading test. Proctor No. 1 shall be given only the sight-reading portion from each candidate's copy of the examination.

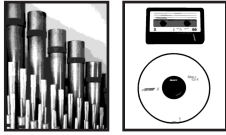
When both sections are being given: Both of the above paragraphs apply.

4.3 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), especially the arrival times, making any adjustments necessitated by candidate cancellations.

Double check the arrangements



Assess organ and recording equipment



Blank CD or tape received

Mailing materials



Coordinator is available on examination day

Mailing the examinations

Please return examinations promptly

Write a note of thanks

Expense reports

Publicize the success of candidate(s)

4.4 **It is extremely important** that the coordinator personally assess the organ and recording equipment to be used, to ensure that they are in good working order, and will be in the appropriate place on the day of the test.

4.5 The coordinator shall purchase (with chapter funds) a compatible blank CD or tape with forty-five minutes playing time on each side. Chapters may request reimbursement for the CD or cassette tape.

EXAMINATION DAY

5.1 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 examination(s).

AFTER THE EXAMINATION

6.1 Using the padded envelope previously provided by National Headquarters (see 4.1), the coordinator shall mail the recorded examinations and the candidates' application forms, together with any other examination papers to be returned, to the Certification Program office. The materials should be sent by a rapid delivery agency, and should be mailed **promptly**, in order to avoid delays in the grading process. The reimbursement form is not mailed back with the exam recordings and papers, and is due a month after the exam.

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

6.3 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. Expense checks will be mailed directly to the treasurer of the chapter. (Checks will not be made payable to individuals). The Guild will not pay any fee for the use of the church. If a recording equipment operator charges a fee, the Guild will pay the same rate as for the proctor (see p. 5, 3.1). Local chapters have sometimes paid church fees if necessary, or made up the difference in a recording fee.

6.4 Successful candidates shall receive their certificates directly from National Headquarters. A list of successful candidates will be published in **THE AMERICAN ORGANIST Magazine**.

6.5 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.

6.6 For rules governing cancellation of an examination, see



The proctor sets the tone

Proctors are Guild members

Information and test schedules
Discretion required

Candidates taking section I



Review manual and schedule

section 2.2 of the candidate's portion of this manual.

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 proctors should remember that the Guild's professionalism is very much at stake in the way the test is administered.

ONE MONTH PRIOR TO THE EXAMINATION

1.1 Two proctors shall be appointed by the examination coordinator. The proctors shall be members of the Guild in good standing, and one of them should be familiar with recording procedure. If there is only one Colleague candidate, a single proctor may perform the duties of both proctors described below. One of the proctors may be the examination coordinator. At a center with numerous candidates, a third person may be appointed solely to operate the recording equipment.

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.

FOR CANDIDATES TAKING ONLY SECTION 1 OF THE EXAMINATION

ONE WEEK PRIOR TO THE EXAMINATION

2.1 The proctors shall receive from the coordinator a PDF copy of the hymns chosen from the *Examination Hymn Booklet*.

TWO DAYS PRIOR TO THE EXAMINATION

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

EXAMINATION DAY



Arrive early!

Who can be present?

Is the candidate ready?



The candidate is escorted to the organ



Order of performance

Announcement format

Thirty seconds between repertoire pieces or accompaniments

Hymn accompaniments

Test is completed.

No comments please.

4.1 Proctor No. 1 will bring printed copies of the two hymns chosen by the candidate for item C 4, in case the candidate forgets to bring copies. Proctor No. 1 shall arrive forty-five minutes in advance of the first examination. He/she shall make certain that the organ is ready for the examination, that the recording equipment is prepared, and that the waiting room is open. No one shall be present at the examination except the candidate, the proctors, and, at his/her own discretion, the examination coordinator.

4.2 Proctor No. 1 shall be certain that the candidate is in the waiting room five minutes before examination time. The candidate's cell phone should be turned off and left with the proctor.

4.3 Proctor No. 1 shall retain copies of the hymns for C 4 to make available to candidates at the organ if needed (see 4.1).

4.4 Five minutes in advance of the first examination, Proctor No. 1 shall escort the first candidate from the waiting room to the organ.

4.5 The candidate shall begin playing on time and shall play the parts of the examination in the order specified in the examination requirements. Each portion of the examination shall be announced on the recording by the proctor, using the format provided by Headquarters (see Appendix D). All items in questions C 1, C 2, C 3, and C 4 shall be played in their entirety. *Proctor No. 1 may turn pages for the candidate if requested to do so, but may not assist the candidate with registration changes. No other page turner is allowed into the examination.*

4.6 *The proctor shall allow no more than thirty seconds for registration changes between repertoire pieces or accompaniments.* Pistons shall have been set during the five minutes immediately preceding the playing of the first repertoire piece.

4.7 Proctor No. 1 shall note that in C 4, the introductions and various elements of the hymn accompaniments may be written out ahead of time, or may be drawn from published repertoire.

4.8 At the conclusion of the examination, Proctor No. 1 shall dismiss the candidate. The proctor shall refrain from giving the candidate any assessment, positive or negative, of his/her performance. Five minutes in advance of the next examination, Proctor No. 1 shall escort the next candidate from the waiting room to the organ.

FOR CANDIDATES TAKING ONLY SECTION 2

Examination materials received



Candidates taking section 2



Observe confidentiality of exams

Review manual and schedule

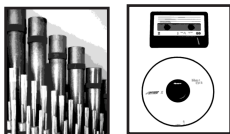


Arrive early!

Check the piano and test materials



Arrive early!



Who can be present?

ONE WEEK PRIOR TO THE EXAMINATION

2.1 The proctors shall receive from the coordinator copies of the examination. These copies, except the sight-reading test, shall be given to Proctor No. 2, the one in charge of the waiting room. Proctor No. 1, who administers the actual examination, shall receive the sight-reading test from each copy of the examination. The proctors must observe the strictest secrecy and divulge the contents of the examinations to no one.

TWO DAYS PRIOR TO THE EXAMINATION

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

EXAMINATION DAY

4.1 Proctor No. 2, who shall have the candidates' copies of the examination except for the sight-reading tests, shall arrive forty-five minutes in advance of the first examination. He/she shall go to the preparation room and make certain that the piano is in a suitable place and in good condition, and that sharpened pencils and scratch paper are available. Two kinds of scratch paper shall be provided: plain and music manuscript.

4.2 Candidate No. 1 shall arrive at the preparation room thirty minutes in advance of examination time. The candidate's cell phone should be turned off and left with the proctor. Proctor No. 2 shall give the candidate his/her copy of the examination. At the end of twenty minutes, this proctor shall escort Candidate No. 1 to the waiting room and shall return to the preparation room to await the arrival of Candidate No. 2. The proctor shall repeat this procedure for each candidate. The candidate's cell phone should be turned off and left with the proctor.

4.3 Proctor No. 1, who shall have the candidates' copies of the sight-reading test, shall arrive forty-five minutes in advance of the first examination. He/she shall make certain that the organ is ready for the examination, that the recording equipment is prepared, and that the waiting room is open. No one shall be present at the examination except the candidate, the proctors, and at his/her own discretion, the examination coordinator.

4.4 Five minutes in advance of the first examination, Proctor No. 1 shall escort Candidate No. 1 from the waiting room to the

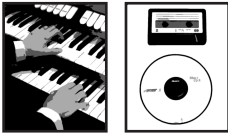
Candidate is escorted to the organ



Candidate chooses options for C6 and C8

The sight-reading test

Order of performance



Announcement format

Time between test items

One 60 second scan only for the transposition test

The candidate may bring notes from the preparation room.

Candidate may not play transposition in original key at organ. Required transpositions verified.



Test is completed

No comments please

organ. At this point, he/she shall ask the candidate which options he/she has chosen in questions C 6 and C 8. The Proctor shall place the sight-reading test before the candidate. Following the allowance of no more than sixty seconds for the candidate to scan the test, Proctor No. 1 shall signal the candidate to begin playing.

4.5 The candidate shall begin playing on time and shall play the parts of the examination in the order specified in the certification requirements. Each portion of the examination shall be announced on the recording by the proctor, using the format provided by Headquarters (see Appendix D). The recording equipment shall be operated in accordance with instructions given below in Appendix C.

4.6 *The proctor shall allow no more than sixty seconds between each of the keyboard tests (C 5 - C 8).* A candidate may elect to begin playing any item before the full allotted time period has elapsed. In the transposition test, the two transpositions are considered one test, and the candidate should proceed from the first to the second without a sixty second interval. The proctor shall note that the candidate is allowed to bring to the organ any notes he/she has made on the examination copy (or any other work sheets) during the course of the twenty minute preparation period. *No additional notes may be made in the intervals between the playing of the keyboard tests.*

4.7 Proctor No. 1 should note that the candidate is not permitted to play the transposition example in the original key at the time of the examination. The proctor shall verify that the candidate is playing the required transpositions, and if the candidate does not play them in the specified keys, the proctor shall communicate that fact on the recording at the end of the candidate's examination, and also by a brief note stating the same which shall accompany the candidate's recording back to National Headquarters. The proctor should be certain that the correct major or minor key is announced, since the printed exam gives interval of transposition, but not the name or mode of the key. Also, choose the best enharmonic equivalent for transposition. If the proctor announces the wrong key, the candidate is not allowed to speak to the proctor, but must immediately write the correct key on a note and give it to the proctor for the corrected announcement to be made.

4.8 At the conclusion of the examination, Proctor No. 1 shall dismiss the candidate. The proctor shall refrain from giving the candidate any assessment, positive or negative, of his/her performance. Five minutes in advance of the next examination, Proctor No. 1 shall escort the next candidate from the waiting room to the organ.

4.9 The candidate may retain his/her copy of the examination, including the sight-reading test, but must not show this to any



Candidate retains exam materials



Examination materials received

Observe confidentiality of exam



Review manual and schedule

Arrive early!

Check the piano and test materials



Arrive early!



Who can be present?

candidate not yet examined. The candidate may also retain any work sheets.

FOR CANDIDATES TAKING BOTH SECTIONS 1 AND 2

2.1 The proctors shall receive from the coordinator the candidates' copies of the examination. These copies, except the sight-reading tests, shall be given to Proctor No. 2, the one in charge of the preparation room. Proctor No. 1, who administers the actual examination, shall receive the sight-reading test from each copy of the examination. Proctor No. 1 shall also receive copies of the hymns for C 4. The proctors must observe the strictest secrecy and divulge the contents of the examinations to no one.

TWO DAYS PRIOR TO THE EXAMINATION

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

EXAMINATION DAY

4.1 Proctor No. 2, who shall have the candidates' copies of the examination except for the sight-reading tests, shall arrive forty-five minutes in advance of the first examination. He/she shall go to the preparation room and make certain that the piano is in a suitable place and in good condition, and that sharpened pencils and scratch paper are available. Two kinds of scratch paper shall be provided: plain and music manuscript.

4.2 Candidate No. 1 shall arrive at the preparation room thirty minutes in advance of examination time. The candidate's cell phone should be turned off and left with the proctor. Proctor No. 2 shall give the candidate his/her copy of the examination. At the end of twenty minutes, this proctor shall escort Candidate No. 1 to the waiting room and shall return to the preparation room to await the arrival of Candidate No. 2. The proctor shall repeat this procedure for each candidate.

4.3 Proctor No. 1, who shall have the candidates' copies of the sight-reading test and copies of the hymns for C 4, shall arrive forty-five minutes in advance of the first examination. He/she shall make certain that the organ is ready for the examination, that the recording equipment is prepared, and that the waiting room is open. No one shall be present at the examination except the candidate, the proctors, and at his/her own discretion, the examination coordinator.

4.4 Proctor No. 1 shall retain copies of the hymns for C 4 to make available to the candidate at the organ if necessary. Candidates may

Candidate is escorted to the organ. Candidate states options chosen for C6 and C8



Order of performance.



Announcement format

Thirty seconds between repertoire pieces or accompaniments

Hymn accompaniments

Sight-reading test

Time between test items

One 60 second scan only for the transposition test.

The candidate may bring notes from the preparation room

use their own copies with markings.

4.5 Five minutes in advance of the first examination, Proctor No. 1 shall escort Candidate No. 1 from the waiting room to the organ. At this point, he/she shall ask the candidate which options he/she has chosen in questions C 6 and C 8.

4.6 The candidate shall begin playing on time and shall play the parts of the examination in the order specified in the certification requirements. Each portion of the examination shall be announced on the recording by the proctor, using the format provided by Headquarters (see Appendix D). All items in questions C 1, C 2, and C 3 shall be played in their entirety. The recording equipment shall be operated in accordance with instructions given below in Appendix C. *Proctor No. 1 may turn pages for the candidate if requested to do so, but may not assist the candidate with registration changes. No other page turner is allowed into the examination.*

4.7 *The proctor shall allow no more than thirty seconds for registration changes between repertoire pieces or accompaniments.* Pistons shall have been set during the five minutes immediately preceding the actual playing of the examination.

4.8 Proctor No. 1 shall note that in C 4, the introductions and various elements of the hymn accompaniments may be written out ahead of time, or may be chosen from published repertoire.

4.9 After the two hymns in question C 4 have been played, Proctor No. 1 shall place the sight-reading test before the candidate. Following the allowance of no more than sixty seconds for the candidate to scan the test, Proctor No. 1 shall signal the candidate to begin playing. *The proctor shall allow no more than sixty seconds between each of the keyboard tests (C 5 - C 8).* A candidate may elect to begin playing any item before the full allotted time period has elapsed. In the transposition test, the two transpositions are considered one test, and the candidate should proceed from the first to the second without a sixty second interval. The proctor shall note that the candidate is allowed to bring to the organ any notes he/she has made on the examination copy (or any other work sheets) during the course of the twenty minute preparation period. *No additional notes may be made in the intervals between the playing of the keyboard tests.*

4.10 Transposition notes may be added to the printed example by the candidate during the preparation period, but the transposition may not be written out fully on the music paper provided. Proctor No. 1 should note that the candidate is not permitted to play the transposition example in the original key at the time of playing the

Candidate may not play transposition in original key at organ.



Required transpositions verified

Test is completed



No comments please

Candidate retains exam materials



Overview

Where to find answers to questions



Who can take AGO examinations?

examination. The proctor shall verify that the candidate is playing the required transpositions, and if the candidate does not play them in the specified keys, the proctor shall communicate that fact on the recording at the end of the candidate's examination, and also by a brief note stating the same which shall accompany the candidate's recording back to National Headquarters. The proctor should be certain that the correct major or minor key is announced, since the printed exam gives interval of transposition, but not the name or mode of the key. Also, choose the best enharmonic equivalent for transposition. If the proctor announces the wrong key, the candidate is not allowed to speak to the proctor, but must immediately write the correct key on a note and give it to the proctor for the corrected announcement to be made.

4.11 At the conclusion of the examination, Proctor No. 1 shall dismiss the candidate. The proctor shall refrain from giving the candidate any assessment, positive or negative, of his/her performance. Five minutes in advance of the next examination, Proctor No. 1 shall escort the next candidate from the waiting room to the organ.

4.12 The candidate may retain his/her copy of the examination, including the sight-reading test, but must not show this to any candidate not yet examined. The candidate may also retain any work sheets.

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 as a PDF at the Guild's website. Should there be any point which the candidate does not fully understand, he or 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 nonmembers. 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 related material. Candidates who seek dual certification with the National Association of Pastoral Musicians, however, must be members of NPM, must have paid their current dues and must register with NPM as well as the AGO, indicating on the AGO application a desire for

AGO/NPM joint certification candidates have additional requirements

Learn all deadlines and requirements



Obtain study guide materials



Any local chapter may administer the CAGO exam

Search for exam preparation courses



Dates and procedure for submitting the application

joint NPM/CAGO certification. *NPM joint certification candidates should be fully aware of all NPM certification requirements.*

1.2 The candidate should read all the requirements, application information and deadlines, fee schedule, and examination dates published in the July issue of THE AMERICAN ORGANIST. This material is also available at the Guild's website. *Tests are to be administered on published dates. Exceptions need to be approved by the Director of the Committee on Professional Certification.*

1.3 The candidate should obtain all the scores, books, and study guides, as well as past examinations. Candidates taking section 1 of the examination must obtain a PDF copy of the Guild's official *Examination Hymn Booklet* from National Headquarters, for which there is no charge.

1.4 The candidate may elect to take the examination at any local chapter, provided that an adequate organ and adequate recording equipment are available.

1.5 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.

TWO/THREE MONTHS PRIOR TO THE EXAMINATION

2.1 *Application availability and deadlines are as follows:*

For the November CAGO exam:

Applications are available after July 1.

Application deadline to AGO Headquarters and local chapters is September 15.

For the May CAGO exam:

Applications are available after December 1.

Application deadline to AGO Headquarters and local chapters is March 1.

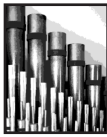
The candidate shall send one copy of the completed application form, together with the appropriate fee, to National Headquarters no later than the application deadline for the examination in question (*September 15 for the November date; March 1 for the May date*). At the same time, the second application 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, including for those taking section 1 the repertoire pieces to be performed, listing the editions to be used (where these are not specified in the requirements) and a list of the hymns to be played in question C 4. Candidates seeking dual AGO/NPM certification should be sure to have selected the NPM requirements for C4 and C6. These are clearly

Dual AGO/NPM candidates should choose NPM requirements for C4 and C6

Cancellations must be requested in writing one month in advance

Receiving confirmation

Rehearsal time



Out-of-town candidates

Simple registrations

Know the manual of procedure!



Arrival time

Materials allowed

listed in the test requirements published in the July issue of *THE AMERICAN ORGANIST Magazine* or available at the Guild's website.

2.2 The candidate should note that there is a non-refundable portion of the examination fee. Requests for cancellation of an examination must be received at Headquarters *30 days prior to the scheduled date of the examination in order for a refund to be issued. There is a \$20 processing fee that is non-refundable.*

ONE MONTH PRIOR TO THE EXAMINATION

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 should be directed to the local examination coordinator.

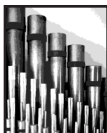
3.2 The candidate shall read thoroughly all parts of this manual of procedure.

EXAMINATION DAY

FOR CANDIDATES TAKING ONLY SECTION 1

4.1 The candidate shall arrive at the specified waiting room by the designated access route five minutes before the examination time. The candidate shall not be allowed to bring with him/her any materials other than the prepared hymns, the anthem and solo accompaniments, and the repertoire pieces for the examination. During this time, the candidate shall avoid contact with other examinees, whether or not these shall have already taken the

Five additional minutes for preparation



Candidate is escorted to the organ



Order of performance



Expectations

Arrival time



examination. The candidate's cell phone should be turned off and left with the proctor.

4.2 After five minutes in the waiting room, Proctor No.1 shall escort the candidate to the organ, where the latter shall have *five additional minutes to arrange music and prepare registrations*.

4.3 The candidate shall begin playing on time and shall play the parts of the examination as they are announced by the proctor and in the order specified in the certification requirements. The order of the 3 repertoire pieces played is chosen by the candidate. The proctor must be given the group order so that the proper announcement may be made. All items in questions C 1, C 2, and C 3 shall be played *in their entirety*. The candidate is reminded that the hymns in question C 4 are to be played *in their entirety*. In C 4, the introductions and various elements of the hymn accompaniments may be written out ahead of time, or may be drawn from published repertoire. *The proctor shall turn pages for the candidate, if requested to do so, but may not assist the candidate with registration changes. No other page turner shall be allowed into the examination.*

4.4 The candidate will best meet the expectations of the examiners by playing with authority and by showing careful and thorough preparation and a command of the instrument. *The candidate should be familiar with the categories and point distribution outlined on the examiners' mark sheet (see Appendix B)*. The examiners shall have been instructed to allow for any acceptable approach to the style of performance of the repertoire pieces, anthem, solo, and hymns. However, the candidate is expected to demonstrate convincingly that he/she has mastered the approach chosen. For the accompaniments, no one will sing, but the candidate should show an awareness of the original score and a sensitivity to the needs of an imagined choir or soloist, and fashion adaptations that are idiomatic to the organ. C 2 and C 3 must be played on the organ. With the hymns in question C 4, the candidate should play an introduction which is different from a mere "play-through" of the hymn, and does not exceed approximately one minute in length. The two stanzas printed in the *Examination Hymn Booklet* must be contrasted in some way. An "Amen" should not be played unless it is printed.

FOR CANDIDATES TAKING ONLY SECTION 2

4.1 The candidate shall arrive at the specified preparation room by the designated access route at or before the appointed time (thirty minutes in advance of the examination proper). The candidate's cell phone should be turned off and left with the proctor. Proctor No. 2 shall give the candidate his/her copy of the keyboard tests (C 6 - C 8), excluding the sight-reading portion

Preparation period



(C 5). The candidate shall have no more than *twenty minutes* in which to prepare these items in any way he/she sees fit. The room will have a piano, and pencils and paper will be provided. The candidate shall not be allowed to bring with him/her any other materials. The candidate may mark the keyboard tests in any way or make notes about them on the paper provided. The candidate may bring transposition notes made on the exam copy during the preparation time, but the transposition may not be fully written out on the music paper provided. *The candidate, who should have practiced doing similar tests within the twenty-minute limit, is advised to plan on using no more than five minutes to prepare each of the required items.*

4.2 Proctor No. 2 shall escort the candidate to the waiting room where the candidate shall be free to continue studying the items just prepared. During this time, the candidate shall avoid contact with other examinees, whether or not these have already taken the examination. After five minutes, Proctor No.1 shall escort the candidate to the organ, where the latter shall have *five additional minutes to arrange music and prepare registrations.* At this point, the candidate shall tell the proctor which options have been chosen in questions C 6 and C 8.

Order of performance



4.3 The candidate shall begin playing on time and shall play the parts of the examination as they are announced by the proctor and in the order specified in the certification requirements. *All items are to be played in their entirety.* The proctor shall turn pages for the candidate, if requested to do so, but may not assist the candidate with registration changes. *No other page turner shall be allowed into the examination.*

Sight-reading Test

Time allowed between test items

4.4 At the end of the candidate's five-minute preparation time at the organ, the proctor shall place the sight-reading test before the candidate. The candidate shall be allowed sixty seconds in which to scan the test. The candidate shall be allowed no more than thirty seconds for registration changes between portions of the examination, and no more than sixty seconds between each of the keyboard tests. A candidate may elect to begin playing any item before the full allotted time has elapsed.

Candidate may not play transposition in original key at organ. Required transpositions verified.



4.5 The candidate shall not be permitted to play the passage for transposition in the original key at the time of the examination. If the proctor announces the wrong key, the candidate should play in the correct key without speaking to the proctor. No verbal communication is permitted between the candidate and the proctor once the recording starts, so the candidate should immediately write and give a note to the proctor so that the error can be acknowledged on the recording and in the proctor's report. Enharmonic announcements should not be corrected (G-flat vs. F-sharp), nor should an announcement of a major key rather than minor. The examiners will realize what has happened.

The candidate should be aware that a proctor may only notice the key signature and not realize that the example is in the minor key. The proctor shall verify that the candidate is playing the required transpositions, and if the candidate does not play them in the specified keys, the proctor shall communicate that fact to the examiners by an announcement at the end of the recording and by a written memo to accompany the recording when it is mailed to National Headquarters for judging. In the transposition test, the two transpositions are considered one test, and the candidate should proceed from the first to the second without a sixty-second interval. The candidate is allowed to bring to the organ and use any notes he/she has made on the copy of the examination (or any other work sheets) during the twenty-minute preparation period. *No additional notes may be made while the examination is in progress.*



Expectations

Style



Use of pedal

Registrations

Performance instructions

4.6 The candidate will best meet the expectations of the examiners by playing with authority and by showing careful and thorough preparation and a command of the instrument. *The candidate should be familiar with the categories and point distribution outlined on the examiners' mark sheet (see Appendix B).* The examiners shall have been instructed to allow for any acceptable approach to the style of performance. However, the candidate is expected to demonstrate convincingly that he/she has mastered the approach chosen. Pedal may be used for any of the keyboard tests (C 5 - C 8) but is *required* for the sight-reading portion. Registrations in the keyboard tests should be simple but not necessarily soft: flutes or principals 8' and 4' are recommended. The hymn tune harmonization should be done in four-part, note-against-note hymn style at a respectable, moderate tempo (beat = ca. 72). Solo-with-accompaniment texture is recommended for the folk-style harmonization. In option A of question C 8, it is desirable to include some imaginative figuration in addition to the basic rhythmic phrase and tonal structure. In option C, the latter portion of the first designated hymn shall be played prior to the modulating bridge, and the opening phrase of the second hymn after it; it is considered desirable, but not absolutely necessary, to incorporate melodic material from one or both of these hymns into the modulatory passage.

FOR CANDIDATES TAKING BOTH SECTIONS 1 AND 2



Arrival time

4.1 The candidate shall arrive at the specified preparation room by the designated access route at or before the appointed time (thirty minutes in advance of the examination proper). The candidate's cell phone should be turned off and left with the proctor. Proctor No. 2 shall give the candidate his/her copy of the keyboard tests (C 6 - C 8), excluding the sight-reading portion (C 5). The candidate shall have no more than *twenty minutes* in

Preparation period

Materials allowed



Order of performance



Sight-reading test

Time allowed between test items

which to prepare these items in any way he/she sees fit. The room will have a piano, and pencils and paper will be provided. The candidate shall not be allowed to bring with him/her any materials other than the prepared hymns, the anthem and solo accompaniments, and the repertoire pieces for the examination. The candidate may mark the keyboard tests in any way or make notes about them on the paper provided, except that the transposition may not be fully written out on the music paper provided. *The candidate, who should have practiced doing similar tests within the twenty-minute limit, is advised to plan on using no more than five minutes to prepare each of the required items.*

4.2 Proctor No. 2 shall escort the candidate to the waiting room where the candidate shall be free to continue studying the items just prepared. During this time, the candidate shall avoid contact with other examinees, whether or not these have already taken the examination. After five minutes, Proctor No.1 shall escort the candidate to the organ, where the latter shall have *five additional minutes to arrange music and prepare registrations.* At this point, the candidate shall tell the proctor which options have been chosen in questions C 6 and C 8.

4.3 The candidate shall begin playing on time and shall play the parts of the examination as they are announced by the proctor and in the order specified in the certification requirements. The order of the 3 repertoire pieces played is chosen by the candidate. The proctor must be given the group order so that the proper announcement may be made. All items in questions C 1, C 2, and C 3 shall be played *in their entirety.* The candidate is reminded that the hymns in question C 4 are to be played *in their entirety.* In C 4, the introductions and various elements of the hymn accompaniments may be written out ahead of time, or may be drawn from published repertoire. *The proctor shall turn pages for the candidate, if requested to do so, but may not assist the candidate with registration changes. No other page turner shall be allowed into the examination.*

4.4 After the two hymns in question C 4 have been played, the proctor shall place the sight-reading test before the candidate. The candidate shall be allowed no more and no less than sixty seconds in which to scan the test. The candidate shall be allowed no more than thirty seconds for registration changes between portions of the examination, and no more than sixty seconds between each of the keyboard tests. A candidate may elect to begin playing any item before the full allotted time has elapsed.

4.5 The candidate shall not be permitted to play the passage for transposition in the original key at the time of the examination.

Candidate may not play transposition in original key at organ. Required transpositions verified



Candidate may bring notes from the preparation room



Expectations



Style



Use of pedal

Registrations

Performance instructions

The proctor shall verify that the candidate is playing the required transpositions, and if the candidate does not play them in the specified keys, the proctor shall communicate that fact to the examiners by an announcement at the end of the recording, and by a written memo to accompany the recording when it is mailed to National Headquarters for judging. In the transposition test, the two transpositions are considered one test, and the candidate should proceed from the first to the second without a sixty-second interval. The candidate is allowed to bring to the organ and use any notes he/she has made on the copy of the examination (or any other work sheets) during the twenty-minute preparation period, except that the transposition may not be fully written out on the music paper provided. *No additional notes may be made while the examination is in progress.*

4.6 The candidate will best meet the expectations of the examiners by playing with authority, by showing careful and thorough preparation and a command of the instrument, and by making decisive use of the preparation period. *The candidate should be familiar with the categories and point distribution outlined on the examiners' mark sheet (see Appendix B).* The examiners shall have been instructed to allow for any acceptable approach to the style of performance of the repertoire pieces, anthem, solo, and hymns. However, the candidate is expected to demonstrate convincingly that he/she has mastered the approach chosen. For the accompaniments, no one will sing, but the candidate should show an awareness of the original score and a sensitivity to the needs of an imagined choir or soloist, and fashion adaptations that are idiomatic to the organ. With the hymns in question C 4, the candidate should play an introduction which is different from a mere "play-through" of the hymn, and does not exceed approximately one minute in length. The two stanzas printed in the *Examination Hymn Booklet* must be contrasted in some way. An "Amen" should not be played unless it is printed. Pedal may be used for any of the keyboard tests (C 5 - C 8) but is *required* for the sight-reading portion.

Registrations in the keyboard tests should be simple but not necessarily soft: flutes or principals 8' and 4' are recommended. The hymn tune harmonization should be done in four-part, note-against-note hymn style at a respectable, moderate tempo (beat = ca. 72). Solo-with-accompaniment texture is recommended for the folk-style harmonization. In option A of question C 8, it is desirable to include some imaginative figuration in addition to the basic rhythmic phrase and tonal structure. In option C, the latter portion of the first designated hymn shall be played prior to the modulating bridge, and the opening phrase of the second hymn after it; it is considered desirable, but not absolutely necessary, to incorporate melodic material from one or both of these hymns into the modulatory passage.

THREE TO FOUR MONTHS AFTER THE EXAMINATION

Test results	5.1 The candidate shall be notified of the test results by letter within approximately three months of the receipt of the recorded examination. The letter will be accompanied by a copy of the averaged grade scores and the examiners' comments.
Certificates upon completion of both sections 1 and 2	5.2 Certificates for successful candidates shall be mailed directly to the candidates. A list of successful candidates will be published in THE AMERICAN ORGANIST Magazine , and chapters are encouraged to sponsor some suitable recognition of this achievement.
Success!	5.3 A successful candidate shall be entitled and encouraged to use the letters CAGO after his/her name.
Questions about grading	5.4 All questions concerning the grading of the test should be addressed to the Director of the Committee on Professional Certification, in care of National Headquarters.



APPENDIX A

SAMPLE SCHEDULE FOR THE COLLEAGUE EXAMINATION

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 schedule will vary according to whether section 1, section 2, or both sections are being given.

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

Name, address, and telephone number(s) of the examination coordinator:

Date and place of the examination(s):

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

Available days and times and person to contact for practice time:

General pistons allotted:

EXAMINATION DAY

Candidates are scheduled for forty minutes each, with five-minute intervals, and a twenty-minute rest period after each third candidate. Each candidate is allowed five minutes in the waiting room after the preparation period and is allowed five minutes at the console to arrange scores and set pistons.

12:15 pm Proctor No. 1 arrives and prepares the organ. Proctor No. 2 arrives and prepares the preparation room for the first candidate, setting out pencils and scratch paper.

12:30-12:50 Candidate No. 1 (name penciled in on proctors' copies only and on copy for contact person) arrives and goes to preparation room for the twenty-minute preparation period. At the end of twenty minutes, Proctor No. 2 escorts the candidate to the waiting room; at 12:55 the candidate is escorted to the organ by Proctor No. 1.

1:00-1:40 Candidate No. 1 plays the examination. Repertoire to be played:

Hymns from the *Examination Hymn Booklet* to be played:

1:15-1:35 Candidate No. 2 works in the preparation room.

1:45-2:25 Candidate No. 2 plays the examination. Repertoire to be played:

Hymns from the *Examination Hymn Booklet* to be played.

2:00-2:20 Candidate No. 3 works in the preparation room.

2:30-3:10 Candidate No. 3 plays the examination. Repertoire to be played:

Hymns to be played:

Rest period

3:30 Schedule resumes for remaining candidates.

APPENDIX B
 AMERICAN GUILD OF ORGANISTS
 COLLEAGUE MARK SHEET

CANDIDATE CODE _____

Section 1	Maximum Marks Obtainable	Marks Awarded (no fractional grades)
C—1 Prepared Pieces (One each from Groups A, B, and C)		
Awareness of stylistic period3	_____
Imagination and musicality4	_____
Phrasing and articulation3	_____
Rhythm4	_____
Tempo4	_____
Note accuracy4	_____
Registration3	_____
	Sub-Total	_____
	25	
C—2 Accompaniment of Anthem		
Accuracy5	_____
Interpretation5	_____
	Sub-Total	_____
	10	
C—3 Accompaniment of Solo		
Accuracy5	_____
Interpretation5	_____
	Sub-Total	_____
	10	
C—4 Hymns	15	_____
TOTAL for candidates taking only Section I	TOTAL:	=====
(Passing grade for Part 1 is 42 or higher; 60 points maximum.)		

SECTION 2

C—5 Sight Reading	10	_____
C—6 Hymn or folk tune harmonization	10	_____
C—7 Transposition	10	_____
C—8 Improvisation/modulation	10	_____
	TOTAL:	=====
TOTAL for candidates taking only Section 2		
(Passing grade for Part 2 is 28 or higher; 40 points maximum.)		

Date _____ Signature: _____ FULL EXAM TOTAL _____
Member of Board of Examiners

CANDIDATES MUST SECURE AT LEAST 50% OF EACH ITEM AND 70% OF THE TOTAL MAXIMUM MARKS OBTAINABLE.
 (N.B. C-1, C-2, and C-3 count as one item each, i.e., the 50% rule applies only to the **sum** of the seven grades given for C-1, the **sum** of the two grades for C-2, and the **sum** of the two grades for C-3)



APPENDIX C

SUGGESTIONS FOR RECORDING THE COLLEAGUE EXAMINATION

1. The recording equipment should be in good working order and preferably not more than five years old.
2. If the recording equipment is battery-powered, make certain that the batteries are fresh and in good condition. If several tests are to be recorded, have spare batteries on hand.
3. Two condenser microphones are preferred for stereo recording. If these are battery-powered, make certain that the batteries are fresh and in good condition. The microphones should be mounted on a stand, five to six feet above the floor (head level), and between 12 and 25 feet from the organ pipework. If the two microphones are attached by a stereo bar to a single stand, point them toward each other so as to form an inverted “V.”
4. When attempting to determine the best placement for the microphones, consider the proctor’s location when announcing the pieces during the test.
5. To test the recording level, have someone play the loudest sound (e.g., a thick chord on a *sforzando* combination). Adjust the “record-volume” control to read slightly into the red area as the sound is sustained. Leave the control set at this level throughout the recording. If necessary, the “record-level” may be adjusted during the performance in order to pick up the very softest passages more clearly, but this must be done with great care.
6. To double check the recording level, record a one-minute piece of music and play it back (listening on headphones, if necessary), to make certain that the level is suitable, and that there is no radio interference.
7. When cassette tape is being used, in most cases the entire Colleague examination (parts 1 and 2) can be recorded on one side of a 90-minute cassette. Should doubt arise about sufficient capacity to complete the test, the proctor should make an announcement that the tape is being turned; the proctor should then fast-forward side 1 to its end, turn the tape, restart the recording, and announce the next item.
8. When recorded on tape, the recording is stopped only when necessary to turn the tape. When recorded on or for a CD, the recording is not to be stopped and the exam is to be recorded in its entirety.
9. The recording may be sent to headquarters on a CD, but not as a DVD. The CD must be playable on a consumer quality CD player, **not** only on a computer.



APPENDIX D

ANNOUNCEMENT FORMAT FOR THE FULL COLLEAGUE EXAMINATION

(Adjust accordingly if only Section 1 or Section 2 is being taken).

There is to be total anonymity for the candidate. Name, chapter, and geographic location may not be disclosed on the recording. The candidate will not even be referred to as “he” or “she.” Once the recording has begun there is to be **no** verbal communication between the candidate and the proctor. The proctor may use a cell phone before and between exams, but must not look at messages nor send texts during an exam.

INTRODUCTION (Allow 10 seconds of recording time to run before beginning introduction.)

ANNOUNCE: “This is the Colleague Examination [if only one section is being taken, specify here] for Candidate number [give designated code number]. The instrument to be used is [name of organ builder and year installed] of [number] manuals and approximately [number] ranks.”

If further information is necessary, such as “tracker action,” or “completely unenclosed.” please state it here.

(If only section 2 is being taken, go to C 5.)

Note: Items C 1, C 2, C 3, and C 4 are to be recorded in their entirety.

C 1 **ANNOUNCE:** “The first repertoire piece, from Group ___[A B or C], is [title, composer, and edition used].”

At the conclusion of this first work,

ANNOUNCE: “The second repertoire piece, from Group ___[A B or C], is [title, composer, edition].”

At the conclusion of this second work,

ANNOUNCE: “The third repertoire piece, from Group ___[A B or C], is [title, composer, edition].”

At the conclusion of the third work,

C 2 **ANNOUNCE:** “The candidate will now play the accompaniment to the choral work, [title, composer, and edition].”

At the conclusion of the choral accompaniment,

C 3 **ANNOUNCE:** “The candidate will now play the accompaniment to the vocal solo, [title, composer, and edition].”

At the conclusion of the vocal solo accompaniment,

C 4 **ANNOUNCE:** “The candidate will play [title of hymn] from the *AGO Examination Hymn Booklet*.”

At the conclusion of this first hymn,

ANNOUNCE: “The candidate will play [title of hymn] from the *AGO Examination Hymn Booklet*.”

At the conclusion of the second hymn,

(If only section 1 is being taken,

ANNOUNCE: “This completes the Colleague examination for Candidate No.[].”)

C 5 **ANNOUNCE:** “The sight-reading page has just been placed on the candidate’s music rack. In one minute, the candidate will begin to play the passage.”

At the conclusion of the sight-reading test,

C 6 **ANNOUNCE:** “The candidate has elected to do [the hymn tune harmonization/the folk-style melody accompaniment/the plainsong melody harmonization].”

At the conclusion of the harmonization/accompaniment,

C 7 **ANNOUNCE:** “The candidate will transpose the given passage of music to the key of [].”

At the conclusion of the first transposition,

ANNOUNCE: “The candidate will now transpose the same passage to the key of [].”

At the conclusion of the second transposition,

C 8 **ANNOUNCE:** “The candidate has chosen to do C 8 [a, b, or c].”

At the conclusion of C 8,

ANNOUNCE: “This completes the Colleague examination for candidate number [].”