

ADJUDICATOR SECRETARY

Revised April 2012

1. Arrive at the venue 30 minutes before the Festival session begins.
2. **Ensure that the adjudication sheets and certificates are signed by the adjudicator before the session begins, using the special black ink pens provided.**
3.
 - a. Receive the printed music or speech selection(s) from each student as he/she goes to perform.
 - b. Record on the adjudication sheets and in the binder for marks, selection titles not already printed.
 - c. NOTE: Under no circumstances may an entrant be moved from one class to another without approval by the Festival Secretary.
 - d. Under no circumstances may a parent or teacher approach the adjudicator.
4. Assist the adjudicator but do not talk when he/she listens or writes.
 - a. Give the appropriate adjudication sheet and selection to the adjudicator before the performer is asked to begin. Have the selection copy open to the correct page.
 - b. Ensure that Band adjudicator is wearing the lapel microphone while addressing the bands.
 - c. A bell has been provided for you to use to alert the adjudicator if he/she is running too far behind schedule when adjudicating.
5. **Be responsible for ensuring that grades are indicated on the following documents:**
 - a. In the **black binder** marked “Adjudicator Secretary”, beside each performer’s name record the marks, with ink, in **PERCENTAGE GRADES**. There are to be no tied grades. Print NS - (no show) beside the name of entrants who do not perform.
 - b. On the entrant’s **Adjudication Sheet**, record **LETTER GRADES**.
 - c. On each **Certificate** write the appropriate **LETTER GRADE** (H, A, B, or C) in the blank space, **using the black ink pen provided:**

Superior	90% and over	H
Excellent	85%-89%	A
Good	80%-84%	B
Fair	75%-79%	C (reserved for poorly prepared performance)
 - d. **Check that the adjudicator has also recorded the percentage grades in his/her own program.**
6. **Complete the certificates as follows:**
 - one certificate for each participant in a solo, duet, trio or quartet entry;
 - and one certificate for each group entry having more than four participants.
 - a. Place a gold seal in the bottom left corner on the certificate(s) of the winner(s) in each class. **(Find the gold seals in the front pocket of the black binder.)**
NOTE: When a class is continued following a break, there is only one winner for the entire class. When a class contains two sections, there is a winner for each section.
 - b. If a replacement certificate is required, contact the Festival Secretary.
 - c. Place the completed certificates in the correct Program order and give them to the adjudicator.
7. All grades are confidential; no marks are released by adjudicators, Festival officials or volunteers.
8.
 - a. If the adjudicator does not return the printed selections to the performers give them to the Location Supervisor at the end of each session or adjudication.
 - b. The Secretary for the band adjudicator will also have recordings which may need to be labeled. These are to be given to the band directors.
9. At the end of the session, return all materials to the Location Supervisor.