

Theory-Only MAP Procedures:

- MAP Local Chairperson will collect all the registration forms and checks from teachers.
- MAP Local Chairperson will send the total number of exams needed by level to State Chairperson (Suzan)
- Suzan will make all the copies of the exams and send exams to Local Chairperson.
- MAP Local Chairperson will send copies of exams (theory and aural exams) to all MAP Teachers.
- Teachers will sort out exams for all their own students.
- Teachers will set up day/time for their students to take the theory exams.
- Teachers will have ONE WEEK from MAP Day to administer MAP theory exams.
- **PLEASE NOTE: LEVEL 9 & 10 STUDENTS MUST TAKE THE AURAL EXAMS BEFORE THE THEORY EXAMS. THIS MEANS THE STUDENT WILL TAKE THE AURAL EXAM ON MAP DAY AND THEN, TAKE THE THEORY EXAM AFTERWARDS.**
- If students are taking the exams in-person, teachers will have their students come to their studio and take the theory exams.
- If students are taking the exams online, teachers will send the exam to the student's house and teacher will set up Zoom meeting for the student to take the theory exam in front of the teacher. Afterwards, the student will send exam back to the teacher.
- For the aural exams, Suzan will set up Zoom meetings to administer the different levels of the aural exams. Suzan will send the Zoom link to all local MAP Chairpersons. All the aural exams will be held on MAP Day, 12:00-5:00p. Suzan will create the schedule of the different aural exams for the day.
- If students are taking the exams in-person, teachers will have their students come to their studio and take the aural exams via Zoom (using the teacher's computer)
- If students are taking the exams online, teachers will share the Zoom link and student will take the aural exams at their own house. Afterwards, the student will send exams back to the teacher.
- All exams must be completed within 7 days of MAP Day.
- Teachers will mail all MAP exams back to MAP Local Chairperson.
- MAP Local Chairperson will set up Correction Day for teachers to help correct exams.
- MAP Local Chairperson will send out Summary Sheets and Certificates to all teachers with participating students.