

STUDENT ACHIEVEMENT TESTING  
LIVONIA AREA PIANO TEACHERS FORUM

**WHAT ALL TEACHERS SHOULD KNOW...  
AND TELL THEIR STUDENTS!**

You are responsible for giving your students and their families all necessary information.  
**ALL FORMS are on the Website for you to print.**

1. Give each student a copy of the following forms and *review them with the student and their parents*:
  1. SAT 2018 - Individual Student Information Form for appropriate date
  2. SAT 2018-Student/Parent Info Page
  3. Map of test site location: Schoolcraft Community College campus or Steinway Piano Gallery
2. Give each additional volunteer a copy of the Volunteer Assignment & Instructions form and go over their assignment and with them.
3. Students should check in at the registration desk when they arrive, and then will be directed to their first event. Students should have their **Individual Student Information form** and their **music** with them when they check in. **Measures must be numbered at the beginning of each line (per MMTA).**
4. If a student comes with photocopied music (except for legal copies, e.g. CD Sheet Music) or no music, s/he will not be allowed to perform on Test Day. The student's teacher may arrange for the student to perform at a later date (not more than one week following testing) *at the teacher's expense*. The Judge will be Forum-designated, and the Judge's fee will be \$25 per hour. The student will not be able to participate in Semi-Finals.
5. **Performance** and **Aural Awareness** are individually scheduled events. Students **must** be on time for their scheduled tests. *If there are any problems, see one of the SAT Chairpersons to re-schedule.*
6. **Theory** and **Technique** will begin at 8:45 a.m. or 12:45 p.m. on testing days. Students should check in at the Theory room or the Technique desk to take the test.
7. Make your students aware that Theory tests are printed on **both** sides of the page.
8. **Errors**: You will receive your studio's schedule in late January. Upon receiving it, if you find errors that our scheduling personnel have made, or if you have withdrawals, notify Diana Munch **immediately**.
9. **Scores**: Scores will be tabulated immediately following each testing day. Teachers will receive an email confirming where to pick up their packets with test papers for each day. Or, they can wait until the end of each day to receive their packet WHEN THE COORDINATING SCORES ROOM is completely finished with all papers and score entries. Teachers will receive an email with their student's test results soon after the last day of SAT.
10. **Semi-Finals**: if a student is considering Semi-Finals, you will receive information in your packet about the rules, deadlines and applications.