

The theory exam consists of 3 parts:

- Keyboard Exam –judged over Zoom. Your teacher will send you your student’s online time with the judge.
- Written Exam – supervised by you at home
- Aural Exam – supervised by you at home

Printing the Exam: Prior to the day of the exam, you will need to print out the three parts of the exam from this website. Be sure you know which Level of exam your student is registered for. Your student’s teacher will send you a link to the MMTA website where the exam materials can be found.

Please write your students full name, student number and teacher code at the top of each written and aural exam page. The teacher code will be sent in the email with your keyboard exam time.

Prior to the Exam Day: For the keyboard exam, test the camera view before the exam day, to find an angle that best captures a view of the student’s hands. A parent can hold the device during the exam, or set up something on which the device will sit during the exam.

Exam Day

- To ensure the integrity of the exam, a parent should be present during the exam. No additional materials can be consulted while taking any of the three parts- keyboard, aural, or written. The parent may not help to answer questions during the exam. Students are asked to sign an 'Honor Code' before starting the exam. This is to remind them that they are to take the exam without help from family, friends, or the internet.
- Be ready for the virtual keyboard exam at least 5 minutes early, and please be patient if the judge is running behind. Your judge will contact you the day before the exam with instructions on how you will receive the Zoom invite. Some judges will send an invite ahead of time; other judges will send the invite at the time of the exam.
- The student will place the “Theory – Keyboard Exam, Student Sheet” on the piano once the judge sets up the video connection. The student may discard the “Keyboard Exam, Student Sheet” after virtually meeting with the judge.
- Immediately following the keyboard exam, the student will take the aural and written exams. Set up a quiet space, without background noise or distraction, and use a black pencil with an eraser.
- For the aural exam, the MP3 file (found on the theory portal) should only be played once while the student completes the printed “Theory – Aural Exam”. Take a moment to ensure all questions are complete, after the recording ends.
- For the written exam, the student should complete the entire exam in one sitting and without a time limit. Take a moment to ensure all questions are complete.

Wrap Up

- Double check to make sure the student number and teacher code are on each printed exam form (Example: 14-F or 45-AB).

Exam Submission

There are two options for submitting completed Aural and Written Exams:

- 1) A scan of the exam materials may be submitted through the MMTA website:
<https://www.mnmusicteachers.com/theory-exam-submission-form>

OR

- 2) Parents should mail the aural and written exams to the MMTA Office postmarked by Tuesday following the exam. MMTA Office 10800 Lyndale Ave S., Ste. 120 Bloomington, MN 55420 Students who mail their exams should retain a copy of their exams in case they are lost in the mail.

Results will be sent to your teacher. Results will take approximately a month to process.

Thank you for participating in the MMTA Theory Exam program!

Rebekah Richards
MMTA Theory Program Director