

Online Practical Examination Guidelines and Requirements

1. Before the day of the online examination

1. You will receive a Microsoft Teams Invitation from a Unisa Music examiner e-mail address for the online examination, at least a week prior to the date of your scheduled examination.
2. The examination date and time will be the same as received from the Directorate Music.
3. Important: You **do not need** the Teams application to do the examination. You **do not** have to download Microsoft Teams on your device in order to complete the examination.
4. Accept the scheduled invitation for the Unisa Music Online Examination:
 - You will be given 3 options (Yes, Maybe, No). Click “Yes”.
5. The examiner will receive a notification that the invitation has been accepted.
6. Please save the invitation email, as this contains the link to join the online examination. On the day of the examination, simply click on “Join Microsoft Teams Meeting”:

[Join Microsoft Teams Meeting](#)
7. Test Sessions will be provided to those who feel uncertain about how to connect to a Teams meeting.

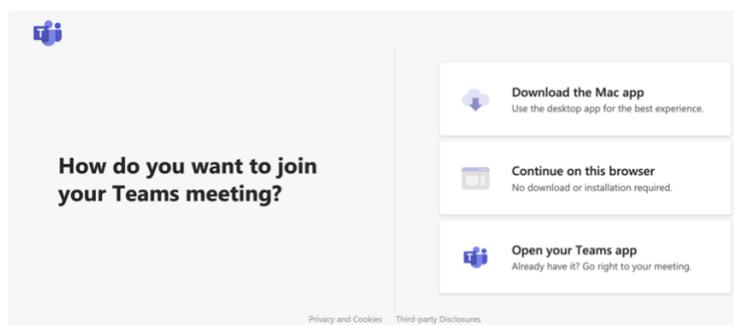
2. On the day of the online examination

2.1. Pre-examination check

1. The piano used for the examination must be in a good condition and must be tuned.
2. It is the responsibility of the teacher to ensure that a fast (preferably at least 10mbps), reliable internet/wi-fi connection (preferably fibre) is available at the venue where the students will play their online examinations. Unisa will not be liable for any possible poor performance resulting from poor connectivity.
3. Ensure that the laptop's webcam and sound are on, and that the USB microphone is connected to the laptop.
4. The sound level will be checked with the examiner at the beginning of the exam.
5. The laptop must be positioned in such a manner that the keyboard and student's posture are clearly visible for the piano examinations, and that instrumentalists and singers are clearly visible for those particular examinations. The instrumentalists and singers must avoid 'hiding' behind the music stand. The examiner may request that the position of the laptop be amended.
6. No cell phones and written notes (relating to the Viva Voce test) are allowed in the examination room.
7. No sound or video recordings may be made of the examination.
8. Copyright regulations (refer to the 2023 Circular) must be adhered to and examiners will check the music scores at the start of each examination.

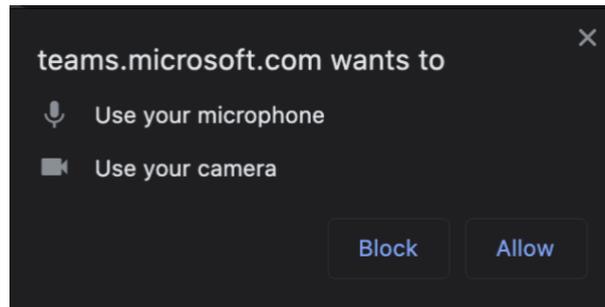
2.2. Connecting to the online examination

1. Should you encounter any difficulties on the day of the examination, please contact the following number: 012 352 4032.
2. Ensure that you are ready for the examination at least 30 minutes before the scheduled time.
3. 20 minutes before your scheduled time, go to the Microsoft Teams invitation link (on Google Calendar or in the e-mail inbox), click on Join Teams meeting:
[Join Microsoft Teams Meeting](#)
4. You will be presented with options on how you would like to connect to the examination: (“How do you want to join your Teams meeting”):

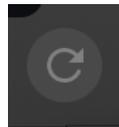


5. If you already have Teams installed on your device, click the Teams app option. **(Do not attempt to install the Teams app if you do not already have it installed on your device.)**
6. If you do not have Teams installed on your device, click on the “continue on this browser” option.

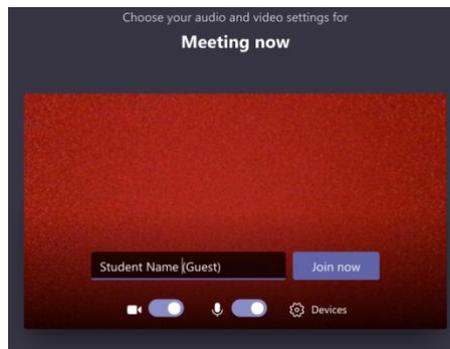
7. Your browser might prompt you to allow your microphone and camera access. Click “Allow”:



8. You might need to reload/refresh your browser after Step 7:



9. When joining the meeting, it will ask you to sign in:
 - a. Ensure that you allow (unmute) video and sound.
 - b. Enter your name as it appears on your Birth Certificate (no nick names please) and click “Join now”:



10. The music examiner will admit you into the examination session when he/she is ready.
11. The examiner will check the sound level and video angle (and instruct the student to adjust these) before the examination commences.

2.3. During the examination

1. Silence must be maintained outside and in the area surrounding the examination room.
2. Only the student(s) and the accompanist (if and only when required) may be present in the examination room. The accompanist may only be present while actually accompanying. No one, other than the student, may be in the exam room during the Practical Musicianship and Viva Voce tests.
3. Students' books must be closed during the Viva Voce test. Grade 5 – 8 students must have clean copies of their pieces available for the identification of elements such as modulation, repetition, sequence etc. as set out in the list that has been forwarded to music teachers.

The clean copies of the score must be showed to the examiner prior to the commencement of the Viva Voce test and must be destroyed in the presence of the examiner, after the test.

4. Students must communicate with the examiner if there is a connection problem, or the examiner cannot be heard clearly.
5. No streaming of the examination will be allowed.
6. Teachers are not allowed in the examination room once the examination commences and, if they accompany their students for instrumental and singing exams, are only allowed in the examination room for the pieces that require accompaniment.
7. Ensure that all device notifications on your device are switched off.
8. The music examiner will have all your repertoire pieces.
9. Sight-reading has been replaced by Viva Voce ([please see below](#)).
10. Amendments have been made to the Practical Musicianship tests for online practical examinations ([please see below](#)).

2.4. General

For safety reasons we strongly recommend that the piano be sanitized after each student's examination, and that music stands and door handles be sanitized frequently.

Social distancing must be adhered to at all times, and particularly at instrumental and singing examinations, where there needs to be sufficient distance between the instrumentalist/singer and the accompanist.

Should any irregularities that compromise the integrity of any examination occur, the examination will be declared null and void.

3. Amendments to the Practical Musicianship tests for the 2023 online Practical Music examinations

The Practical Musicianship tests for the venue-based, walk-in examinations remain the same (as set out in the syllabus).

The amendments listed below are applicable to the Practical Musicianship tests for the online Practical examinations only. Students will be tested on the Practical Musicianship tests for the grades for which they have been entered and the exercises listed below will be amended accordingly.

Due to the nature of the online exams and the confidentiality of the exam material, the music examples for the identification of errors and for the visualisation and sight-singing tests cannot be supplied to students taking these exams.

Pregrade 1:

Test 2: replace *beat the time* with ***clap the rhythmic pattern after the examiner has played the melody twice***

Grade 1:

Test 2: replace *beat the time* with ***name the time/metre after the examiner has played the melody twice***

Test 5: replace identifying the error in the manner of playing with ***identify which one of two renditions of the same melody was played legato or staccato (identify one only)***

Grade 2:

Test 1: replace *beat the time* with ***name the time/metre after the examiner has played the melody twice***

Test 3: replace *sing the scale degree* with ***name the scale degree played above the tonic/doh***

Grade 3:

Test 1: replace *beat the time* with ***name the time/metre after the examiner has played the melody twice***

Test 3: replace *sing the scale degree* with ***name the scale degree played above the tonic/doh***

Test 5: the identification of a rhythmic error will not be asked as the music example cannot be supplied - **another example of test 4 will be asked (refer to the Practical Musicianship syllabus online)**

Grade 4:

Test 1: replace *beat the time* with ***name the time/metre after the examiner has played the melody twice***

Test 6: the identification of a rhythmic or pitch error will not be asked as the music example cannot be supplied - **another example of test 5 will be asked (refer to the Practical Musicianship syllabus online)**

Grade 5:

Test 1: replace *beat the time* with ***name the time/metre after the examiner has played the melody twice***

Test 4: rhythmic dictation: students must provide their own music manuscript paper, write down the rhythmic pattern played by the examiner and read their answer to the examiner

Test 7: the identification of a rhythmic and pitch error will not be asked as the music example cannot be supplied - **another example of tests 1 and 2 will be asked (refer to the Practical Musicianship syllabus online)**

Grade 6:

Test 1: the visualisation test will not be asked as the music example cannot be supplied - **another example of test 4 will be asked (refer to the Practical Musicianship syllabus online)**

Test 2: all students will have to do dictation as the music example for the sight-singing test cannot be supplied - students must provide their own music manuscript paper, write down the melody played by the examiner and read their answer to the examiner.

Grade 7:

Test 1: the visualisation test will not be asked as the music example cannot be supplied - **another example of test 6 will be asked (refer to the Practical Musicianship syllabus online)**

Test 2: all students will have to do dictation as the music example for the sight-singing test cannot be supplied - students must provide their own music manuscript paper, write down the melody played by the examiner and read their answer to the examiner.

Grade 8:

Test 1: all students will have to do dictation as the music example for the sight-singing test cannot be supplied - students must provide their own music manuscript paper, write down the melody played by the examiner and read their answer to the examiner.

4. Viva Voce test for the 2023 online Practical Music Exams (replacing the Sight-reading test)

Due to the nature of the online Practical Music exams and the confidentiality of the exam material, Sight-reading pieces cannot be supplied to students taking these exams. The Sight-reading will therefore be replaced by a Viva Voce test counting 10 marks. Questions on the topics listed below will be asked and must be prepared for all the pieces that will be played at the examination.

Pregrade 1 and Grade 1:

- the dates of birth and death of the composer
- the key of the piece
- the meaning of the time signature
- the meaning of the tempo indications, dynamics and performance indications.

Grades 2 and 3:

- the dates and places of birth and death of the composer
- the key of the piece
- the meaning of the title of the piece
- the meaning of the time signature
- the meaning of the tempo indications, dynamics and performance indications.

Grade 4:

As for Grades 2 and 3 plus:

- the names of any two other genres composed by each composer

Grade 5:

As for Grade 4 plus:

- cadences
- modulations

Grades 6 – 8:

As for Grade 5 plus:

- repetition, sequence and imitation (where applicable)
- the overall form structure of each piece
- the general style characteristics of the style period of each piece.

NB: Students taking the venue-based, walk-in exams will do the Sight-reading and not the Viva Voce test.