

Procedures for Recording Tests

Here is a list of guidelines that all students in Symphonic Band should follow in order to have a successful tape test.

1. Most people will choose to submit tests electronically in some format. You may record on computer using Audacity or other program or record using a smart phone or other device such as I-Pad. There are instructions for using and downloading Audacity on the band website.
2. Please send in the following formats only: .mp3, .m4a (itunes) .wma (windows media), or .wav. Wav files can be too large to email, so the other formats are better.
3. Audacity saves by default to .aup files which can't be emailed. You must export to .mp3 or .wav before emailing.
4. Please have the student state their name and the title of the test at the beginning of the recording and include the student's name in the file name when emailing. Email to me at Richard.bresowar@apsb.org.
5. **If recording on cassette tape, please follow these instructions:** At the beginning of the school year you should start with a brand new blank tape that you can guarantee will work
6. Start your test on Side A at the very beginning of the tape. Do not begin recording in the middle of a tape. If you make a mistake, please feel free to rewind and try again, but make sure that you rewind to the beginning of the tape. Proofread your tape by listening to the tape before you turn it in.
7. When you start recording at the beginning of a tape, let 5 seconds of silence go by to allow the leader to advance.
8. Introduce yourself at the beginning of the tape by stating your full name and the title of the scale or music that you are about to perform.
9. Print your name on the outside of the cassette and the cassette box with a permanent marker.
10. Record several seconds of silence at the end of each selection before turning the recorder off. Review the tape to make sure that it is like you want it and then **rewind the tape** to the place where the current test begins.
11. After I get the tests graded you will get the tape back. Please record the next test over the first one, starting over at the beginning of side A each time.
12. Recorded tests can be accepted in the following formats: Standard Cassette Tape, Micro Cassette, CD-R, or CD-RW.
13. Band recorded tests cannot be taken during class time. If you do not have a recorder at home, they are available in the band room and tests can be taken after school or at any time that the band room is open.