

**2023**  
**AIM theory Makeup Exam Instruction Sheet**  
**Procedures for Students, Teachers & Adjudicator**

**Dates for Make-up:** November 19-December 10

- Make-ups, levels 2-12, are to be scheduled as soon as possible to take place on or within three weeks of the test date.

Make-up Fees:

Levels 1-9 \$18.00

Levels 10-12 \$36.00

**Procedures for the student**

- The student should bring payment to the judge in the form of a check payable to WVMTA (Waubonsee Valley Music Teachers' Association.)
- The student should submit the instruction sheet, unopened envelope containing materials, and payment to the adjudicator.
- The student will take the aural skills and theory score sheet back to their teacher.

**Procedures for the Teacher**

- Teachers should confirm the adjudicator's availability prior to giving out his/her contact information to students.
- The written test will be given by the student's teacher and the answer key will be emailed to the student's teacher.
- Teacher will total the written score and the Aural/keyboard scores together
- Teacher will email the final score to Diann Livingston: [livingston.diann@gmail.com](mailto:livingston.diann@gmail.com)

**Procedures for the judge**

- The judge must destroy the answer key, keyboard skills and Aural sheets. They are not to go home with the student sheets.
- The judge mails the check to Gwyn Downey 38W358 McDonald Road, Elgin, IL 60124 ● The judge will send the score sheets with the student to return to their teacher.
- The judge will email the scores to the teacher.