



STUDENT GUIDE To Portfolio Requirements

Tuesday June 14, 2016 Commencement Music Examination

Dear Music Student,

Congratulations to you on meeting the credit requirements for the Chancellor's Arts Endorsed Diploma in Music!

The following checklist describes the three components you will need to prepare and submit to fulfill the PORTFOLIO section of the exam.

Remember! In order to be considered eligible to take the exam and receive the Endorsed Diploma, you must complete and submit each portion of the Portfolio.

If your Portfolio is incomplete or un-submitted, you are automatically disqualified from receiving the Chancellor's Arts Endorsed Diploma.

An incomplete Portfolio will receive the same credit as an un-submitted Portfolio: zero.

Requirement # 1:

You must complete and document TWO, in-school performances.

Examples of acceptable in-school performances include

Performances in your school's:

- Band
- Orchestra
- Chorus
- Small Instrumental Ensemble
- Small Vocal Ensemble
- Musical Theater Productions

And.....

- Solo Performances
- Accompanist Participation

You may include performances completed in your freshman, sophomore, junior and/or senior year. However, you must be able to document your participation in these performances.

Requirement # 2:

You must complete and document TWO, independent, out-of-school-time performances.

Examples of appropriate out-of-school-time performances are:

- All-City High School Music Program ensembles
- All-State Band, Orchestra or Chorus
- New York Citywide Honors Music Festival
- Church/Synagogue
- Community Musical Events
- Garage/Street Bands
- Youth Symphonies, Bands or Choruses
- Pre-College Programs e.g., Juilliard MAP, Young Peoples' Chorus, Inter-Schools Orchestra
- 1 NYSSMA adjudication sheet from a prior year, i.e. 2013, 2014, 2015

You may perform on a secondary instrument at the out-of-school performances (i.e. flutist may play guitar in a Garage/Street Band or community event).

Acceptable Documentation:

All school-time and out of school- time performances must be documented.

We will no longer accept written verification from teachers, musical directors or coordinators of events and performances.

The following are acceptable forms of documentation.

No other form of documentation will be accepted:

- Printed program with your name included, circled and/or highlighted
- Video Recording: DVD or flashdrive in mp4 or mov formats ONLY.
It is advisable to verify the format plays properly on a computer before submitting.

IMPORTANT NOTE:

1. For identification purposes, all video submissions must begin with the following recorded statement spoken by you in front of the camera:

My name is _____. Today's date is _____ and I am using this video recording of my performance at [location] _____ for my Commencement Exam Portfolio submission.

2. You must be clearly visible in the video during the entire performance.

Requirement # 3: Portfolio Self-Reflective Written Essay

You must write a reflective essay describing the significant learning experiences you have had over the course of your 4 years as an active, high school musician. Describe your musical growth, ways in which you were influenced by your music teachers, the successes and musical challenges you encountered, musical experiences that were particularly transformative, how you plan to continue your musical growth and participation when you graduate, any other thoughts or content you consider relevant.

REQUIRED FORMAT for Portfolio Self-Reflective Written Essay:

Typewritten: Mandatory

Length: 2 Pages

Font: Times Roman

Size: 12 pt.

Spacing: Single

Tip: Your Portfolio materials will be reviewed and graded by an independent panel of music teachers at the DOE's central offices. When the panel reads your essay, they will be looking for the following:

1. The degree to which you move beyond writing a simple description of your learning experiences. Instead, you also provide an *explanation* of how the experiences contributed to an understanding of yourself as a musician.
2. An awareness of the arc of your musical and personal growth and the ways in which your peers, school and greater community contributed to your growth.
3. The presence of concrete evidence and relevant, descriptive details for all the above.
4. A narrative writing "voice" that is appropriate and engaging.
5. Language that is clear, expressive and makes sense to the reader.
6. A command of correct grammar, syntax and spelling.