



## **TEACHERS GUIDE**

### **Music Comprehensive Examination for Chancellor's Endorsement in Music Portfolio Requirements**

#### **Requirement 1. In-School Performances**

#### **Requirement 2. Out-of-School Time Performances**

#### **Requirement 3. Reflective Essay**

### **Requirements 1 and 2: In School, Out of School-Time Performances**

1. Each candidate must complete and document **two, in-school performances** for the Chancellor's Arts Endorsed Diploma in Music.

Examples of **acceptable in-school performances** include candidates' performances in:

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

And.....

- Solo Performances
- Accompanist Participation

Students may include performances completed in their freshman, sophomore, junior and/or senior year. However, students must be able to document their participation in these performances.

2. Each candidate must complete and document **two, out-of-school performances** for the Chancellor's Arts Endorsed Diploma in Music.

Examples of **acceptable out-of-school performance settings** include:

- All-City High School Music Program ensembles Organizations
- All-State Band, Orchestra or Chorus
- New York Citywide Honors Music Festival
- Church/Synagogue
- Community Musical Organizations
- 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

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

### 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 for in and out-of-school time performances. **No other form of documentation will be accepted:**

1. Printed program with the candidate's name included, *circled and/or highlighted*
2. 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 CHANGES:

1. For identification purposes, all video submissions must begin with the following recorded statement by the student 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.*

The student must be clearly visible in the video during the entire performance.

### Requirement 3: Reflective Essay

Candidates must write and submit a reflective essay in which they describe the learning experiences derived from documented and other performances.

Student Directions:

*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 Essay:

Typewritten: Mandatory

Length: 2 Pages

Font: Times Roman

Size: 12 pt.  
Spacing: Single

**The Portfolio Self-Reflective Essay will be scored by DOE music teachers at the central office, using the criteria below.**

The reflective essay should demonstrate the degree to which the student:

1. moves beyond simple description of his/her learning experience and provides an explanation of how the experiences contributed to an understanding of him/herself as a musician.
2. reveals an awareness of the arc of his/her growth, and the ways in which peers, the school and greater community were contributing factors to this growth.
3. provides concrete evidence, relevant and descriptive details for the above.
4. uses a narrative voice that is appropriate and engages the reader.
5. uses language that is clear, expressive and makes sense to the reader.
6. demonstrates a command of grammar, syntax and spelling.