

ASBOA

All-State Auditions

Sheet Validator Instructions



1. Check to make sure the judges have–
 - filled in a circle to score on each line used AND
 - completely erased a change in scoring AND
 - filled in the correct circle for their adjudicator number AND
 - filled in the correct circles for the student's ID# AND
 - initialed the back of the score card on the Adjudicator line
2. Make sure the instrument and ID# match on–
 - all 5 adjudication score cards (3 for strings and jazz) AND
 - the student's audition pass.
3. Make sure the student signs–
 - the back of the audition pass (all except Prepared, Timpani, and Keyboard rooms) AND
 - the back of Judge 1's adjudication card.
4. Arrange the score cards in judge number order, #1 through #5, with **#1** always on the **BOTTOM**.
5. Staple the score cards and audition pass together through the words **ADJUDICATION FORM** – audition pass on top of score cards.
6. Place the corresponding label with the student's name in the COMMENTS section of **bottom score card (Judge #1's)**. No comments can be written in the comments section on the back of the score cards. Procedural error cards are provided for Judge #1 to complete. Please place the procedural error card on top of Judge #1's score card before stapling.
7. Mark a single line through the student's name on your master list.
8. Give the monitor the score cards with the audition pass to send to the tally room.
9. Keep ALL names and numbers of the students confidential until ALL auditions are completed in your room.
10. Call your board member for room closing 10 students prior to your final student. The board member will enter the room before the last two students to audition to verify that all spots have been filled by checking that no labels remain unused or spots unfilled by an alternate. **Please do not try to derive alternate draw or standby alternate numbers by the numbers you already have. Those numbers and students must be sent from the office.**
11. If spots remain unfilled, the board member will contact the office to fill the slots with standby alternates. Standby alternates may only audition with an **official audition pass** from the ASBOA Audition Office.
12. After the last student auditions, finalize and send all score sheets via the board member to the tally room.
13. Send pencils and **any unused score cards or labels to the audition office** via the board member along with the outside monitor's folder – this is a **very important** point of verification in the office.

THANK YOU!