

## Scheduling the Graduate Music Qualifying Exam

Students who need to take one or more parts of the Graduate Music Qualifying Exam should follow these procedures, when you are ready to take the exam:

1. Contact the testing center of your choice, and arrange a date and time to take the test. There are five parts of the test. Allow three hours if you need to take all five parts. **If you need to pass the test prior to registering for classes, please schedule your exam at least 8 days prior to the first day of the semester.**
2. Contact Dr. Kevin Hibbard, Music Department Chair, at 678 839-6261 or [khibbard@westga.edu](mailto:khibbard@westga.edu). Provide the name of the institution, the phone number and name of the testing center contact, and the date and time that you are scheduled to take the exam. If you have already passed one or more parts of the exam, indicate the parts that you still need to take.
3. Dr. Hibbard will contact your selected testing center to confirm its suitability. Upon approval, he will provide the contact person with a unique username and password for your testing attempt.
4. On the day of the exam, be sure to take headphones. Preferably, these should be over-the-ear headphones. Students are responsible for any fees associated with proctoring the test. Some centers accept only cash.
5. The exam will be administered by logging in to *CourseDen*, based on *Desire2Learn* software. Once you are logged in, you are encouraged to try the practice test to preview the exam interface and check and adjust volume levels. Please note the following procedures:
  - Click on the SAVE button after completing each question.
  - Some musical examples are too large to appear on the screen. It will be necessary to scroll vertically or horizontally to see the entire example.
  - The software platform randomizes some of the answer drop-down menus. For example, if a question requires four responses and provides four drop-down menus, the menus are clearly numbered but may not appear in order. This is a limitation of the software, and is not intended to trick you. However, you must be vigilant to note the order of the responses.
  - You may take blank scratch paper and blank manuscript paper and a pen or pencil.
6. You will receive your results within one week of the test date.
7. Save these instructions and re-read them prior to leaving for the testing center.

Any accredited institution of higher learning is likely to have an appropriate testing center. To date, the following Georgia sites have been used. Contact names are subject to change.

University of West Georgia (main campus, Carrollton): 678 839-6435	contact: Francesca Taylor	Albany State University 229 430-1631	contact: Ms. Griffin
University of West Georgia (Newnan Center): 770 254-7280	contact:	Columbus State University 706 507-8020	contact: Ms. Todd
Gordon State College 678 359-5138	contact: Sue Gilpin		