



MUSICEA ARTS
AND CULTURE
COUNCIL



EXAMINATION GUIDELINES

January 2022



Foreword



Welcome to the Musicea Arts and Culture Council

Musicea Arts and Culture Council is a non-profit international educational institution incorporated as a Section 8 Company of the Indian Companies Act, 2013. The primary objective of incorporation is to prepare syllabi, offer examinations, assist in careers and jobs, recognise, award and honour achievements and promote young candidates in music, dance, theatre, language, arts and sports. Musicea Arts and Culture Council is a college of national and international educators sharing the dream of creating a world-class international institution based in India to provide opportunities, solutions and recognition to both students and teachers.

Musicea Arts and Culture Council offer different international graded levels of graded syllabi and assessment. Several innovative and path-breaking measures implemented by the college council make it inclusive, holistic, and apt for 21st-century music education. The pioneering initiatives are transforming the lives of thousands of educators and students. Musicea Arts and Culture Council initiatives play an active role in developing a nation by assisting millions of aspiring students and teachers. Several initiatives are in place to protect, serve, and empower the teachers and students. Member teachers and students receive a series of direct benefits, honour and advantages from the Musicea Arts and Culture Council. Two of the many pioneering initiatives are students receive Scholarships and teachers receive Pension Benefit Schemes.

Musicea Arts and Culture Council is also committed to preserving, nurturing, and promoting the rich heritage and traditions of Indian and World Music and the Arts. The syllabi are refreshing and educational. All aspects of the syllabi are in sequential order concerning the academic merit underlying each requirement. The selection of pieces and songs is a meticulous and progressive process. Breaking from the narrow-based idea of a fixed book for examination, Musicea Arts and Culture Council broadens the scope of learning and performing by prescribing a suggestive list of all-time favourite pieces and songs. Education is beyond the scope of one book and format. 21st-century learning demands a fun-filled, open and broad-spectrum far beyond forced education. The Free Choice option allows a candidate to perform pre-approved self-composition or arrangement. Modern subjects encourage a candidate to embellish and improvise. The Musicianship is a pioneering inclusion that makes the examination more interesting. Musicea Arts and Culture Council have been at the forefront in preserving, nurturing and promoting music and the arts.

Musicea Arts and Culture Council Examination

Musicea Arts and Culture Council examinations are comprehensive and cater for those interested academically or as a performer. The lists contain works ranging from early times to up-to-date contemporary examples, plus own choice options.

All works are carefully selected and sequentially graded. Teachers preparing students for Musicea Arts and Culture Council examinations will have a clear and detailed outline to develop their lessons. Musicea Arts and Culture Council examinations make provision for different abilities and provide a goal for candidates. Examination reports reflect a reliable assessment of progress and, by comments and marks, assist individual development. However, there are many ways to improve the skills and, candidates should look beyond the scope of only assessment-related studies.

In each Musicea syllabus, teachers will find the requisites of a training system for their students through the different Levels and Grades. The aim is to encourage personal development in music and dance in each individual. It is the wish of the Musicea to support teachers and their students in developing their skills, acquisition of knowledge and enhanced self-confidence according to age and experience, not to discourage and set impossible or unrealistic standards.

Examination Module

Musicea offers a diverse range of examination modules. A candidate is free to select any of the examination modules according to their choice, objective and strength. A candidate may or may not switch the examination module in the next higher level or grade examination. Followings are the examination module:

- Online and Physical candidates may choose to appear for either Musicea Regular or Musicea Recital examination.
- For the Musicea Recital examination, a candidate (both Online and Physical) will perform FIVE pieces or songs.
- Musicea Regular examination for Online and Physical is slightly different.
 - For Musicea Regular Online examination, a candidate should prepare THREE pieces or songs, Technical Exercise, Study, and Musical Knowledge.
 - For Musicea Regular Physical examination, a candidate should prepare THREE pieces or songs, Technical Exercise, Musicianship or Study, and Musical Knowledge.

Musicea Arts and Culture Council offer several unique, pioneering and groundbreaking services. Musicea Arts and Culture Council offer **scholarships** to examination candidates. The feature of the scholarship is a historical first offered by Musicea Arts and Culture Council.

Musicea was one of the few international examination boards that offered Online Music Exams since 2018. Musicea offers both Live Stream Exams and Recorded Exams. Musicea realised the reach of digital services back in 2017 and began digital internet-based offerings and online music exams. Musicea conducted online music examinations in India before the lockdowns caused due to pandemic Covid19 in 2020. Musicea is a pioneer for online graded music exams.

Guidelines for Musicea Arts and Culture Council Music Examination

Examination Grades

The grades begin with two preliminary Levels Foundation I, Foundation II and followed by Grade 1 to 8. There is no prerequisite for appearing in any Level or Grade.

Examination Modules

- Online Recital
- Physical Recital
- Online Regular
- Physical Regular

Modules

- Online and physical candidates may choose to appear for either Musicea Regular or Musicea Recital examinations.
- For the Musicea Recital examination, all candidates (online and physical) will perform FIVE pieces or songs.
- Musicea Regular examination for online and physical is slightly different.
- For the Musicea Regular Online examination, a candidate should prepare THREE pieces or songs, Technical Exercise, Study, and Musical Knowledge.
- For the Musicea Regular Physical examination, a candidate should prepare THREE pieces or songs, Technical Exercise, Musicianship or Study, and Musical Knowledge.

Online Examination

A candidate is free to choose any of the three options for the Online Examination.

- Live Stream Exams
- Recorded Exams
- Live Stream and Recorded Exams

Live Stream Exams

Platforms for Live Stream Online Recital and Regular examinations are Zoom and Google Meet. The Live Stream examination requires a secure high-speed internet connection.

Recorded Exams

Online Recital examination candidates have the option to record their performance. First, the candidate should announce their name and display the Identity Card and Admit Card. Subsequently, they should say the title of the item and perform the whole presentation in one continuous video without cuts and edits. The candidate should send the video to musicea.council@gmail.com using We Transfer or Google Drive (with edit option).

Live Stream and Recorded Exams

Online Regular examination candidates may avail of this option only if they don't have a secure high-speed internet connection. First, the candidate should announce their name and display the Identity Card and Admit Card. Subsequently, they should say the title of the item and perform the whole presentation in one continuous video without cuts and edits. The candidate should send the video to musicea.council@gmail.com using We Transfer or Google Drive (with edit option). A candidate may record their Performance (three items), Technical Exercise and Study in one continuous video. The Musical Knowledge section will be through Live Stream.

Components and Mark Scheme

A. The four components to the Physical Regular Grade Examination:

1. Performance (30 Marks x 3 = 90 Marks)
2. Technical Exercise (20 Marks)
3. Musicianship or Study (20 Marks) [for Drum Kit Sight Reading or Study]
4. Musical Knowledge (20 Marks)

B. The four components to the Online Regular Grade Examination:

1. Performance (30 Marks x 3 = 90 Marks)
2. Technical Exercise (20 Marks)
3. Study (20 Marks)
4. Musical Knowledge (20 Marks)

C. The component to the Online and Physical Recital Grade Examination:

1. Performance (30 Marks x 5 = 150 Marks)

Evaluation of each component of the examination is as per the maximum marks listed above. It is not necessary to pass all sections or any particular section to achieve an overall pass.

Accomplishment Band

Following are the different accomplishment bands.

Mark Range	Accomplishment Band
0-99	Below Pass
100-119	Pass
120-129	Merit
130-150	Distinction

Time Duration

The time duration of each examination allows sufficient time to set up. Following are the time duration for different grades.

Grade	Duration in minute
Foundation I-II	12
Grade 1-3	15
Grade 4-5	20
Grade 6	25
Grade 7-8	30

Examination Session

- The examination room (both physical and online) should be well-lighted, noise-free, with good acoustics (without echo), and temperature controlled. The examination room should have uninterrupted electricity and internet.
- Prepare the examination room well in advance with necessary instruments, gadgets, accessories, and tools. There should not be any delay during the examination. The examiner cannot extend the duration of an examination session. The examiner reserves the right to stop an examination session after the stipulated time. Delay may impact marks.
- No one except the candidate, examiner, or accompanist (when required) may enter the examination room.
- The examiner is the only authorized official appointed by the Council who may record the examination (total or part session) for internal purposes. No other person, officials, representatives, teachers, or candidates can capture a photo or record audio or video. Unauthorized recordings will attract strict legal action. For security reasons, existing CCTV surveillance may continue.
- The examination centre should arrange a well maintained and quiet waiting area and a warm-up room for candidates coming to an examination venue (both physical and online centres).

Examination Preference

- A candidate may present the sections of the examination according to their preference and should indicate their preferred order on the Admit Card.
- For physical examination, the candidate will hand over the filled Admit Card and copies of the full performance (for an instrumental candidate) to the examiner before the examination.
- For online examination, the candidate will email the filled Admit Card and scanned sheet music of the full performance (for an instrumental candidate) within seven days from the date of receiving the Admit Card.
- For a candidate without any preference, the examiner will start the examination with Technical Exercise. Playing Technical Exercise helps the candidate to warm up. It also makes them confident before performing their songs or pieces.

Repertoire and Music Editions

- In compiling the syllabi, Musicea has endeavoured to use readily available and affordable music publications in the public domain, digital and paperback. The Council recommend the prescribed books to the maximum extent possible. The prescribed publication will help to find sheet music easily. A candidate may choose any standard publication.
- Candidates should **not** use photocopies for performance (other than for facilitating page turns) in examinations. International Copyright Act prohibits using photocopied music.
- For physical examination, the candidate submits the Admit Card and a copy of the performance to the examiner.
- Online examination candidates should email sheet music of the complete examination repertoire (.pdf or .jpg) along with the filled Admit Card, within seven days after receiving the Admit Card.
- Purchase music for examinations from the reputed publishers, sheet music dealers, or reputed digital publishers.
- The candidate should be able to show the proof of purchase of online sheet music. It is important to note that not all music purchased/downloaded for free on the internet complies with international copyright laws.
- Online examination candidates should submit proof of identity and sheet music along with the filled Admit Card.
- Physical examination candidates should submit proof of identity during registration. Submit a copy of the sheet music and Admit Card to the examiner.

The recommended order of the Physical Regular examination are Technical Exercise, Performances, Musicianship or Study, Musical Knowledge.

Technical Exercise

A candidate should demonstrate:

- The ability to perform from memory the scale, arpeggios, and other tasks and exercises specific in the repertoire. The primary areas of study are the pitch content of the set exercises, and the ability to perform them from memory (unless specified to the contrary), with accuracy and fluency, within the specified parameters of tempo.
- Technical mastery of the instrument (including fingering) and voice, and the ability to shape the exercises musically.
- Kindly read the specific details on the respective syllabus.

Performance

A candidate should carefully select and demonstrate:

- A candidate may present their self-composition or arrangement as the **last performance**. Follow the guidelines for self-composition or arrangement.
- Present a balanced programme ranging across different periods and composers. Select one piece by one composer.
- The prescribed list contains pieces with scope for more individual interpretation.
- To perform with technical accuracy, accurate articulation, dynamics and musicality.
- To present an enjoyable performance with confidence and conviction.
- Communicate effectively to the listener.
- Consult the respective grade syllabus for specific details.
- Prescribed pieces and songs are a guideline to set the standard of the particular level or grade. A candidate may select the same standard repertoire for reputed publishers.

Self composition or arrangement:

- A candidate may decide to present the **last performance** as his or her pre-approved self composition or arrangement.
- **Immediately after registration, a candidate should seek approval.** The candidate should send a copy of the composition or arrangement to musicea.council@gmail.com for approval. After confirmation from the Council, a candidate may perform it during the examination. If the Council does not approve the composition or arrangement, the candidate will select from the prescribed list or the same standard published material.
- This section aims to allow the candidate to create a personal composition or arrangement with as much artistic and musical flair as possible in line with the expectations for the specific grade.
- The option for self composition or arrangement aims at encouraging individual musicality, creativity and promoting originality.

Mark Analysis:

The available mark (30) for each performance comprises of three units:

- Notational Accuracy and Fluency (15)
How well the notes are prepared and realised. More conveniently thought of as: 'Me and Music'.
- Technical Facility (8)
Instrumental or voice control and the ability to draw the most from the instrument; dynamics, modulation, tone colour, articulation, pedaling etc.: 'Me and the instrument or voice'.
- Communication (7)
How well the candidate interprets the music, engages the audience and conveys a sense of the meaning of the music they are playing: 'Me and the Audience'.

Musicianship

A candidate demonstrates the ability to:

- Provide accurate musical or verbal responses to questions set by the examiner, based on a published rubric of question types. The primary areas of study are the knowledge and understanding of the required parameters of pitch, rhythm, harmony, and sight-reading.
- Communicate these answers to the examiner using appropriate terminology and through practical means (singing, playing, clapping, etc.) as required.
- Not stopping over mistakes. The whole exercise, focus on moving with the flow along with maximum accuracy on the set parameters of tempo, rhythm, chords, notes, phrasing, articulation and overall musical presentation.
- Kindly read the specific details on the respective syllabus.

Study

A candidate should demonstrate:

- Increasing evidence of a sense of musicality and emerging musical personality, as the grades progress.
- To perform the technical challenges in the study with proper techniques and ability, for a musical outcome necessary for a specific level or grade.
- Familiarity with notation appropriate to the grade.
- Increasing the ability to communicate effectively to the listener as the grades progress.
- Kindly read the specific details on the respective syllabus.
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Musical Knowledge

A candidate should demonstrate:

- The ability to respond orally to questions from, or (at higher grades) enter into a discussion with, the examiner regarding aspects of notation occurring in the performed scores, an informed and considered response to the repertoire, and a working knowledge of the instrument.
- At Grades 4-8, knowledge and understanding of the historical context of the pieces performed.
- A comprehensive understanding of the technical features of your instrument.
- Use of muscles and breathing for singers as specified for the grade.
- Applying appropriate terminology, the ability to articulate answers clearly and confidently.
- Questions related to Theory of Music for specific grades.
- Kindly read the specific details on the respective syllabus.

Online Examination Process

1. A candidate, teacher, institution, or representative registers through the online registration process available on the website.
2. After successful registration, the Council will issue the Admit Card. For further details, kindly read Clause (5) of the Terms and Conditions.
3. Within fifty days from an examination date, the Council send the soft copies of the Examination Report Card and Certificate (only for pass candidates).
4. Examination Report Card and the Certificate ensure successful completion of an examination.

Physical Examination Process

1. A candidate should fill up the Examination Registration Form and send it to the Council along with the fees submission receipt made to the bank. Teachers, institutes or representatives assist in this process. Kindly note Musicea does not acknowledge and honour any cash transaction. A correctly filled registration form along with the bank transaction receipt (Musicea bank account) completes the registration process.
2. After successful registration, the Council will issue the Admit Card. For further details, kindly read Clause (5) of the Terms and Conditions.
3. The Council delivers an Examination Report Card after the successful completion of the examination session.
4. The Council delivers the certificate within sixty days of an examination.
5. Examination Report Card and the certificate ensure successful completion of an examination.

Examination Schedule

Individual teachers, groups of teachers, institutions and representatives may conduct Musicea Arts and Culture examination individually or collectively once or multiple times a year. The minimum number of candidates required for one examination session varies from twenty-five to thirty. There is no limit to the maximum number of candidates in one session. Teachers and institutions in a city may collectively decide on a common examination centre. Collective work will reduce several organizational issues. Multiple examination centres in a city are also acceptable. Musicea Arts and Culture Council are always open to ideas and suggestions to serve everyone with a simplistic approach. One may register at any time of the year for the Musicea Arts and Culture Council examinations. Teachers, institutions, representatives decide on the dates and venues. The examination session takes place after thirty days of issuing the Admit Card. A teacher, institution or representative may organize multiple examinations in a year according to their requirements. A candidate, teacher, institution, or representative may register for Musicea Arts and Culture Council online examination once or multiple times a year. There is no limit for a minimum or a maximum number of candidates required for one examination session.

Terms and Conditions

Please read the following terms and conditions carefully as it sets out the terms of a legally binding agreement between you (the examination candidate) and the Musicea Arts and Culture Council.

1. Mode of Payment:

The mode of payment shall only be through credit card or debit card or online Bank transfers or cheques. No cash payments are accepted or disbursed.

2. Registration for Physical Examination and Online Examination:

- a. Candidates, registered through teacher, institute or representative, shall only be allowed by Musicea Arts and Culture Council [to be referred as 'the Council' hereinafter] to appear in the Physical examination.
- b. Candidates willing to appear in examination through Online and/or virtual mode shall be allowed to appear and/or participate, only upon he and/or she register himself/herself or register through a teacher, institute or representative.

3. Applicability of Scholarship:

- a. All candidates studying in school (up to class twelve) and residing in India shall receive a special Musicea Scholarship discount towards examination fees, subject to proper proof and verification.
- b. The Council offers full Scholarships. Details for application are available with teachers, institutes and representatives. No candidate can directly apply for a Scholarship. It is only through a teacher or institute.

4. Examination Report Card and Certificate:

- a. All candidates registering for Musicea Physical Examination, shall receive an Examination Report Card and Certificate through their respective teacher, institute or representative.
- b. All candidates registering for Musicea Online Examination and residing in India shall receive their Examination Report Card and Certificate through the proper channel or to the personal address for self-registration candidates (as mentioned during registration).
- c. All candidates appearing for Musicea Online Examination and residing outside India will receive an e-Examination Report Card and e- Certificate. If any candidate who appeared through online and/or virtual mode requires hard copies of his/her Examination Report Card and Certificate, then such candidate shall have to pay the necessary courier charges.

5. Admit Card Amendment and/ or Correction:

After receiving the Admit Card, candidates must check and verify carefully the contents of the Admit Card. If any correction and/or amendment is required in such Admit Card, then such candidate must within 2 days from the date of receipt of the admit card, contact the Council for such amendments or corrections. The council, thereafter, will issue a fresh Admit Card. It is made clear that after seven days from the date of issuance of the Admit Card, the Council will not entertain and/or acknowledge any request for amendment or correction and further that the Council shall not be held responsible and/or liable for any such unresolved error.

6. Entries in Examination Report Card and Certificate:

Examination Report Card and Certificate are prepared based on the entries mentioned on the Admit Card. Hence, after observing wrong entry in the admit card, a candidate should follow the procedure mentioned in Clause (5) above in the mentioned timeframe. The Council shall not be held responsible and/or accountable for any deviation from the above-stated procedure by a candidate or his/her representative and/or teacher and/or institute. The candidate must strictly adhere to Clause (5).

7. Processing Fees for Duplicate Certificate:

A candidate may apply for a duplicate Certificate. The application processing fee is Rs. 1500/- or 23 USD. Candidates residing outside India should make an additional payment of the postal charges for hard copies. The Council will not issue a copy of the Certificate if the processing fee is applicable and the postal charges are not paid. The Council does not issue a duplicate Examination Report Card for both Indian and overseas residents.

8. Non-Refundable Examination Fees:

On successful registration, the Council will not entertain any request for adjustments, waiver or refund of the examination fees.

9. Examination Session Time:

Prepare the examination room well in advance with necessary instruments, gadgets, accessories, and tools. There should not be any delay during an examination. The examiner cannot extend the duration of an examination session. The examiner reserves the right to stop the examination session after the stipulated time. Delay may impact marks.

10. Recording of the Examination Session:

The examiner is the only authorized official appointed by the Council who may record the examination (total or part session) for internal purposes. No other person, officials, representatives, teachers, or candidates can capture a photo or record audio or video. Unauthorized recordings will attract strict legal action. For security reasons, existing CCTV surveillance may continue.

11. Request to Change Examination Date on Medical Emergency:

A candidate may request for change of schedule only on a medical emergency. Such requests must accompany relevant medical certificates. If the request is found to be sincere, the Council may consider the request for a change of schedule and will endeavour to accommodate at a mutually convenient date and time. There is no assurance or guarantee of the same, and the Council solely reserves the right to decide. The candidate is marked absent in all other cases, and the examination fees are forfeited in case of non-appearance or late appearance.

12. Abiding with the Set Rules and Regulations:

All candidates registering for the Musicea Arts and Culture Council examinations shall automatically have to abide by the set rules and regulations of the Council. The Council reserves exclusive rights to amend the set rules and regulations from time to time and without any correspondence to the candidates.

13. Force Majeure:

An event beyond the reasonable control of the Musicea Arts and Culture Council, the examination centre and/or the candidate will be considered to be a Force Majeure Event and, shall include such events like an act of God, fire, flood, storm, war, riot, civil unrest, an act of terrorism, strikes, industrial disputes, an outbreak of epidemic or pandemic of disease, failure of utility services or transportation. If either the Musicea Arts and Culture Council, the examination centre and/or the candidate is prevented from or delayed in carrying out its contractual obligations by a Force Majeure Event, that party shall immediately notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues. No candidate, parent, teacher or institution have any legal right to contest or challenge the rules, regulations and decisions set by the council.

14. Dispute Resolution:

All disputes and differences arising between the candidates or the legal guardian of the candidates and the Musicea Arts and Culture Council as to the interpretation, operation, or effect of any clause regarding the terms and conditions or any other difference arising between the partners, which cannot be mutually resolved, shall be referred to the arbitration. The place of Arbitration shall be Kolkata, India. The arbitrator shall be a person to be nominated solely by the Musicea Arts and Culture Council. The decision of the arbitrator shall be binding on the partners. The language of the Arbitration shall be English.

15. Commitment Towards Service:

Musicea Arts and Culture Council is committed to serving everyone to the best possible extent within the set guidelines. The council periodically introduce new ideas and practices to improve the quality of assessments and services.

For further queries, read the FAQ section on the website www.musicea.org