

## Procedures for Recording Test Tapes

Here is a list of guidelines that all students in Symphonic Band should follow in order to have a successful tape test.

1. At the beginning of the school year you should start with a brand new blank tape that you can guarantee will work. Usually Mr. Bresowar will have blank tapes for sale in the bandroom.
2. Check the condition of the batteries in your tape recorder before beginning to record any tape.
3. Make a test recording to make sure that you understand how to record properly, and that the recorder and tape are operating properly.
4. After you have made a test recording listen to it and play along with it. If it sounds strange or the pitch is different on the recording than the actual instrument it is probably time to change the batteries.
5. Start your test on Side A at the very beginning of the tape. Do not begin recording in the middle of a tape. If you make a mistake, please feel free to rewind and try again, but make sure that you rewind to the original place. Proofread your tape by listening to the tape before you turn it in.
6. There should be no other music or sounds recorded on a tape that you turn in for a grade. If you must use a used tape, erase all material on the tape before you start.
7. When you start recording at the beginning of a tape, let 5 seconds of silence go by to allow the leader to advance.
8. Introduce yourself at the beginning of the tape by stating your full name and the title of the scale or music that you are about to perform.
9. Print your name on the outside of the cassette and the cassette box with a permanent marker.
10. Record several seconds of silence at the end of each selection before turning the recorder off. Review the tape to make sure that it is like you want it and then **rewind the tape** to the place where the current test begins.
11. After I get the tests graded you will get the tape back. Please record the next test over the first one, starting over at the beginning of side A each time.
12. Recorded tests can be accepted in the following formats: Standard Cassette Tape, Micro Cassette, VCR tape (video), CD-R, or CD-RW.
13. Tests will be due on Friday, and grades and seating will be posted on the following Monday.
14. Band recorded tests can not be taken during class time. If you do not have a recorder at home, they are available in the band room and tests can be taken after school or at any time that the band room is open.