

The Guild of Carillonneurs in North America - 2019 Carillonneur Examination

General Overview of the Process

Submit Application and Fee	November 1, 2018
Submit CD's and copies of scores for adjudication	January 16, 2019
Results of CD adjudication sent to candidates	April 3, 2019
If candidate passes, submit program and scores for Congress recital	May 8, 2019 (email program by April 24, 2019)
Play advancement recital at Congress in Lake Wales, Florida	June 2019

Detailed Guidelines for the Carillon Student and Teacher

The purpose of the Carillonneur Examination is to advance the candidate from Associate member (including those who may have passed the Associate Carillonneur Exam) to Carillonneur member of the GCNA. The examination certifies performance proficiency including competency in musicianship and carillon technique on carillons **as defined by the Guild of Carillonneurs in North America**. Upon successful completion of the CD evaluation stage and performance of an examination recital at the GCNA Congress, the candidate will be recommended by the jury for 'Carillonneur' designation to the GCNA membership at a General Business meeting at that Congress.

Each candidate should consider the examination process to be a sincere commitment to professional growth, culminating in the achievement of performance level described in this policy. It is a multi-step process for the serious individual who enters into the process with the consent of his/her teacher/mentor. It is assumed by the Exam Committee and the jurors that candidates who apply will learn the music completely and will prepare and submit a CD recording that represents the best efforts of the candidate.

The attainment of 'Carillonneur' status should not be viewed as an end to professional development, but rather as a beginning: a continuation of a lifelong commitment to learning, involvement with the Guild, and promotion of the goals and ideals of the GCNA. By retaining a musical curiosity and desire to learn throughout their careers, Carillonneur members aspire to the highest standards of musicianship.

Periodically, exam updates for candidates and teachers, including clarifications and notices, are posted via the online document 'Performance Notes'. Please check the GCNA website regularly or contact the 2019 Chairperson (pmacoska@att.net). The most recent performance notes, if applicable, are also attached to the end of this document.

I Teacher Verification of Achievement

The carillon teacher participates in the screening as well as in the preparation and instructional processes. The teacher should acquaint the candidate with the purpose, goals and activities of the GCNA. It is also recommended that the instruction period be a minimum of two (2) years. Attendance at a Congress prior to examination is also recommended, but not required.

A teacher's signature, in two (2) places on the application form, verifies aspects of the student's achievement in carillon performance prior to undertaking the examination process:

The first signature indicates that the candidate has received instruction in carillon performance and that the teacher/mentor approves the student for the examination process. The signature indicates that the teacher has assessed the student's performance to be at or above the level indicated in the examination requirements.

The second signature verifies a repertoire list of 25 pieces of medium or greater difficulty which has been deemed consistent with public performance. This verification indicates that the student can perform each work at examination competency level. The repertoire list should include original carillon compositions and may include transcriptions and arrangements for the carillon. At least one half of this list should be original works for carillon.

Signature verification shall be made by a person who has passed the GCNA's Carillonneur Examination or an individual who holds a diploma/certificate from a recognized carillon school.

Submission and acceptance of the application and the repertoire list is the first step in the exam process. The second step is passing the CD evaluation. The final step is passing the Congress examination recital. This recital requires approval and recommendation of the jurors and approval by vote of the Carillonneur members present at the Congress.

II Repertoire Selection

Repertoire to be performed by the candidate for the CD recording consists of two categories: Required Pieces (one piece each chosen by the candidate from the *Technically Difficult* and *Expressive* categories: refer to **V** below); and Repertoire Pieces, as indicated on your Application Form or other pieces of medium or greater difficulty which may not be listed on the Repertoire List, including compositions or arrangements described as follows:

A candidate may submit not more than one (1) personal arrangement, transcription or composition as part of the examination process, at either the CD adjudication or Congress recital stage. It should be understood that such a piece may, in addition to proficiency of performance, be subject to adjudication on the basis of:

1. suitability for the carillon medium
2. suitability for the carillon on which it will be performed (at the Congress)
3. correlation between written score and actual performance
4. copyright authorization
5. legibility

If the selection is an arrangement or transcription originally for another instrument, the arrangement/transcription must be fully written as a carillon arrangement (example: submission of violin or organ scores will not be accepted). At-sight arrangements (free improvisations) are not permitted.

The GCNA will not sanction the performance of arrangements or transcriptions of works which are not part of the public domain or have not had prior written approval from both arrangement and performance copyright holders. The candidate must provide to the exam committee chairperson a digital or hard copy of the legal permission to arrange or perform such work(s). **If legal permissions are not provided, the work is disqualified.**

III Congress Location

The 2019 GCNA Congress will be at Bok Tower Gardens, Lake Wales, Florida

IV Congress Instrument

Official Name:	Bok Singing Tower
Location:	Bok Tower Gardens Burns Ave. 1 mile east of US 27A Lake Wales, Florida
Founder	Taylor (1928, 1929, 1966, 1987, 2000)
#bells/bourdon/pitch	60 bells/ D# in bass octave/ transposition down 2 semitones
Compass of keyboard	F to F, 60 notes, one missing bass semitone
Compass of pedal board	F to C, 31 notes, one missing bass semitone
Playing keyboard	American Standard
Practice keyboard	Identical to playing keyboard
Tower access	By elevator

Playing cabin

Air conditioned. Sound monitoring system for hearing the bells.

V Required Pieces for 2019

The required pieces for any examination year are selected by the candidate from the following categories:

1. **Technically Difficult** (an original carillon composition of advanced technical difficulty)
2. **Expressive**

The required pieces are normally selected approximately 15 months in advance of the exam year (e.g, in September 2017 the committee chooses the pieces for the 2019 exam). Notice of the Required Pieces and other exam details will be made available in January 2018 on the GCNA website under 'Examinations'. Publisher information is included to assist candidates in purchasing scores.

Each candidate must purchase a personal copy of the two required pieces chosen. All other music indicated on the repertoire list, and submitted with the CD and for the Congress recital must also be **personally owned by the candidate**. Photocopies, teacher-owned copies or library copies are not acceptable and could result in disqualification. Exceptions will be made for works that are out-of-print or otherwise not available for purchase.

The required pieces are available from the publishers after January 1, 2018. For pieces published by the GCNA, visit the GCNA website at <http://www.gcna.org>. For pieces published by ACME, please visit their website at <http://americancarillonmusiceditions.com>. Candidates are to choose one (1) piece from each required category below and indicate them on their application. Once the application is submitted, the choice of pieces is final.

Technically Difficult

Toccata Lirica (A Simple Suite)	Ronald Barnes	GCNA SKU 00039
Heavenly Welcome (Set 2: Appalachian Spirituals)	Ronald Barnes	ACME BR14S2
Chartres (Liturgical Year Part III: Epiphany)	Roy Hamlin Johnson	GCNA SKU 00136

Expressive

Arabesque	Emilien Allard	GCNA SKU 00018
Shenandoah (5 Folk Songs)	Milford Myhre	GCNA SKU 00347
Suite II – Aria Hexafonica	Henk Badings	limited copies through GCNA

VI Jury

The jury is chosen by the Board of Directors and composed of GCNA Carillonneur members and/or highly qualified non-Carillonneur members of the GCNA.

VII Application Form and Fee Deadline

Examination Application Form (PDF available on the GCNA website under 'Examinations') must be filled out and e-mailed to the Examinations Chairperson (Patrick Macoska: pmacoska@att.net) **by November 1, 2018 OR** printed out, filled in by hand and mailed to Patrick Macoska at 1731 West 32nd Street, Cleveland, Ohio 44113 **postmarked by November 1, 2018**. Whether you e-mail the Application Form or send it by regular mail, you must also send the application fee of \$40.00 US (checks made out to "The G.C.N.A.") to the Examinations Chairperson, Patrick Macoska: 1731 West 32nd Street, Cleveland, Ohio 44113 **postmarked by November 1, 2018**. Payment by credit card or Paypal is not possible, in order to maintain the anonymity of the candidates. All applicants must be Associate members of the GCNA in good standing with dues paid by November 1. New membership applications must be postmarked by November 1, 2018 and sent to the GCNA corresponding secretary. Membership applications are available on the GCNA website.

Please **do not use certified, registered, insured mail or any other methods that require a signature**. Federal Express or UPS may be used with prior approval from the Exam Chairperson. Applicants from outside the U.S. must use **airmail** (not surface mail).

Candidates who have special needs may submit a written request to the GCNA Carillonneur Exam Chairperson for special accommodations to be made. Such requests must be made by the November deadline for the respective session each time a candidate applies for an examination. The GCNA President and Carillonneur Exam Chairperson will consider each case individually.

VIII Membership Status of Candidate

All Carillonneur Examination candidates must be Associate members of the GCNA in good standing (with current dues paid) prior to the November 1 deadline for exam application submission. Membership information can be obtained on the GCNA website (www.gcna.org). Membership applications must be postmarked by November 1, 2018. Disqualification will occur if membership application and dues are not postmarked to the corresponding secretary on or before November 1, 2018.

Candidates shall not disclose their intent to apply for the examination to **anyone**, including the GCNA corresponding secretary (for membership) and/or the GCNA treasurer (for dues). Failure to observe this requirement *may* result in disqualification. Disclosure of intent may be made only to the Carillonneur Examination Chairperson.

IX CD Recording for Examination Adjudication & Preparing Materials for Adjudication

The candidate shall prepare a CD recording of the two required pieces, and additional compositions and/or arrangements for the carillon chosen by the candidate. These additional pieces may be from the repertoire pieces listed on the application form OR other compositions/arrangements not on the submitted repertoire list which are of medium or greater level of difficulty. A maximum of one (1) composition or arrangement by the candidate may also be included (see II above). CD's shall be formatted so that each piece is on a separate track. **Do not place all the pieces on a single track.** It is at the discretion of the candidate how long an interval to take between movements of a suite; however, the interval may not exceed one minute. Your entire program shall have a duration of **not less than 28 minutes and not more than 32 minutes**, including an allowance of one minute between pieces. When formatting your CD recording, please do not include the one minute intervals between pieces, either as silence at the end of each track or as separate tracks of silence between tracks of pieces. The one minute intervals are necessary at the live recitals played at the Congress; they are not necessary on the CD recordings. Your CD recordings will therefore be of a shorter duration than the 28 to 32 minutes referenced above. The performance shall be recorded on a traditional carillon as defined by the GCNA. **Each piece shall be recorded without editing.** The CD recording shall be capable of being played on a standard CD player as well as on the CD drive of a computer (**please check this before sending in your CD's; CD's which do not operate properly may result in disqualification**).

The CD is the only means of acquainting the jurors with the candidate's qualifications as a performer. The quality of the performance and recording are of prime importance. A poor quality recording could result in disqualification. Special attention should be given to making sure the recording accurately captures the DYNAMIC RANGE of the carillon and of your playing, from *pianissimo* to *fortissimo*. The gain control of some recording equipment intentionally restricts the dynamic range of the music being recorded. It is essential to set the controls of your recording equipment to optimize the quality of your recording and accurately capture your use of dynamics in your performance. Please take the time to experiment with your equipment, make some test recordings and LISTEN to the results to determine that your performance is being faithfully reproduced. Also refer to 'Helpful Information on Recording for the Carillon' under the 'Carillonneur Exam' heading on the GCNA website for assistance in preparing the CD recording. All music performed on the CD must be completely learned. The performance of the two required pieces is of special importance.

Eight (8) photocopies in 8 ½" x 11" format of all music performed on the CD shall be sent at the same time as the recording. All photocopies of music must be readable in a clear, legible calligraphy or software generated 8 ½" x 11" format with **measures numbered** at the beginning of each line. (hint: number the measures before making the copies). Copies should be full size (i.e., half-size scores are not acceptable). Scores are to be duplicated on the watermarked template provided online at www.gcna.org. Copies may be double-sided. Prepare eight packets of scores, collated and arranged in the order in which they are performed on the CD. Please staple together the pages of each individual piece. Do not staple together all the pieces of a packet; you may, however, use paperclips to keep the pieces of each packet together.

The candidate's name is not to appear anywhere on the submitted scores. Other markings which may identify the candidate (such as names of colleges, universities, churches, etc.) should also not appear on the scores. Interpretative

changes to the score or additional explanatory notes can be submitted by the candidate on a separate piece of paper. Jurors will consider such interpretative changes, but are not bound to agree with such changes or interpretations.

Eight (8) CD recordings shall be submitted with the music scores. The selections on the CD are to be listed in the order they are performed (either on the CD itself or on an insert in the CD case) and must contain necessary information such as title, movement, composer and arranger. If necessary, include other detailed information on a separate sheet of paper. **The candidate's name is not to appear anywhere on 7 of the CD's;** the candidate's name shall appear on only **one** of the CD's (for use by the exam chairperson only).

Eight (8) copies of the CD, eight (8) copies of scores and all other pertinent materials must be mailed to the Carillonneur Exam Chairperson, postmarked on or before January 16, 2019 with no exception.

Patrick Macoska, chairperson
GCNA Carillonneur Exam Committee
1731 West 32nd Street
Cleveland, OH 44113

[Hint: give yourself plenty of time to make your recording (in case some pieces need to be re-recorded), photocopy and assemble scores, and allow ample time for delivery]. Again, please do not use any delivery method that requires the chairperson's signature. Do not use MEDIA MAIL postage. First Class or equivalent must be used. The chairperson will acknowledge that the materials have arrived safely.

Proof of Performance Form: Be sure to print out and sign this form, which can be found at the end of this document. Include this form with the CD's and scores you send to the exam chairperson.

X Examination Evaluation Process

CD Recording Level:

Each candidate will be assigned a number. The juror members of the Carillonneur Exam Committee will NOT be informed of the identity of the candidate (i.e., CD and music scores will be identified by number only).

The candidate must pass both required pieces at the CD level in order to progress to the next level (Congress recital). However, passing both required pieces does not guarantee advancing to a Congress recital. A CD must be passed by four (4) out of five (5) voting jurors in order to proceed to the Congress recital level.

The scoring used by the jurors is:

5	A SUPERIOR performance
4	A VERY GOOD performance
3	PASSING: overall performance demonstrates an acceptable level of competence
2	NOT PASSING: poor performance, unacceptable for a GCNA examination recital
1	FAILING: Unsatisfactory performance

A grade of 3 or higher is necessary for each piece to pass. An average score of 3 or higher is needed to pass, and, as noted above, BOTH required pieces must receive a score of 3 or higher in order to pass. The complete Adjudication Form used by the jurors can be found at the end of this document.

Jurors will judge each CD individually and without communication with each other. Each juror will prepare written critiques of each CD performance. Approval of four (4) of the five (5) voting jurors will be necessary to be invited to perform an examination recital at the Congress. The decision of the jury is final.

Candidates will be notified of the adjudication results on or about April 3, 2019. Formal written notification will be sent to each candidate, along with jurors' written critiques of the CD performance and the music scores (if jurors have made comments on them). It is expected that the student and teacher will thoroughly review and pay careful attention to suggestions made by the jury.

Congress Recital Level:

If the candidate passes at the CD recording level, the candidate will be notified by the Committee Chairperson and invited to play an examination recital at the GCNA Congress of that year. The candidate must register for the Congress and pay the Congress registration fee and other expenses related to attending the Congress, such as travel and housing. The candidate is encouraged to attend the complete Congress. The Congress recital will be **not less than 28 minutes and not more than 32 minutes** duration, including one minute intervals between pieces. It is at the discretion of the student how long the interval is between movements of a suite; however, the interval may not exceed one minute.

One of the **required** pieces will be chosen by majority vote of the jury for performance in the Congress recital. The selection will be made known to the candidate when he/she is notified of successful passage at the CD level. The required piece must pass at the Congress recital or the candidate will fail.

Additionally, a selection from the candidate's submitted **repertoire** list will also be chosen by majority vote of the jury and be made known to the candidate when he/she is notified of successful passage at the CD level. Failure of the repertoire piece at the Congress recital *may* result in failure of the entire performance.

The selection of pieces for the remainder of the 28-32 minute program and the order of the pieces shall be determined by the candidate. New music different from that submitted at the CD level may be used; however, it is strongly suggested that the Congress program be as close as possible to the CD program in order to maintain continuity of the process.

As in the CD adjudication, transcription/arrangements/compositions must be clearly arranged/transcribed for carillon. At-sight improvisations are not accepted. A candidate may submit not more than one (1) personal arrangement/transcription/composition. It should be understood that such a piece may, in addition to proficiency of performance, be subject to adjudication elements as noted at the CD recording level.

The Congress recital program (in either Word or PDF format) must be sent via e-mail to the Carillonneur Examination chairperson (pmacoska@att.net) **no later than April 24, 2019**. Include full titles, opus numbers, movement titles, complete first and last names of composers and/or arrangers, and publishers in the program. Identify yourself only by your assigned candidate number; do not include your name or any identifying information on the program. **It is important to meet this deadline so that the Congress host has adequate time to prepare printed materials for the Congress.**

Eight (8) clear and legible photocopies (8 ½" x 11" format) of each piece of music for the Congress recital must be sent to the Carillonneur Examination chairperson **postmarked by May 8, 2019**.

Send to: Patrick Macoska, chair
GCNA Carillonneur Exam Committee
1731 West 32nd Street
Cleveland, OH 44113

Scores are to be duplicated on a watermark template provided on the GCNA website (www.gcna.org). All photocopies of music must be readable in a clear, legible calligraphy or software generated 8 ½" x 11" format with **measures numbered** at the beginning of each line. Score copies may be double-sided. Score copies must be full size (i.e., half-size copies are not permitted). Prepare eight packets of scores, collated and arranged in the order in which they are listed on your Congress recital. Please staple together the pages of each individual piece. Do not staple together all the pieces of a packet; you may, however, use paperclips to keep the pieces of each packet together. **The candidate's name is not to appear anywhere on the submitted scores.** Other markings which may identify the candidate (such as names of colleges, universities, churches, etc.) should also not appear on the scores.

Even though candidates are encouraged to participate fully during a Congress, the identities of the exam candidates shall not be disclosed to **anyone**, particularly not to the GCNA corresponding secretary (for membership) and/or the treasurer (for dues). Failure to observe this may result in disqualification. Candidates are asked to use discretion when talking with Guild members, especially if this is your first Congress, in order to maintain your anonymity regarding the exam process. Please do not reveal to others that you are attending the Congress to play an exam recital.

No one will be permitted in the tower with the candidate either before or during the recital. All adjustments of the playing mechanism must be made by the candidate. Failure to observe this may result in disqualification.

All candidates will be allotted a total of one hour of practice time at the Congress. It is at the discretion of the candidate how best to divide this time between the practice instrument and the carillon. The practice schedule will be coordinated between the Congress host and the candidate. If a candidate arrives before the official start of the Congress, it is at the

discretion of the host whether or not to allow practice time on either the practice instruments or the carillon. Additional information relevant to the Congress exam will be sent with the Exam Recital Confirmation Letter.

Items Considered by Committee Jurors

A sample adjudication form is included with this document.

As the juror adjudicates the candidates, he/she will be listening for the musical qualities listed below (this list is not all inclusive):

SCORE READING	<ul style="list-style-type: none">- All notes played correctly- No repetition of same note errors in similar passages- Clear and audible observance of symbols, terms, markings and repeats- Accurate performance of ornaments (rhythm and pitch)
RHYTHM & TEMPO	<ul style="list-style-type: none">- Accurate rendering of rhythmic patterns- Steady, metrical pulse- Phrase endings correctly rendered (no beats added or subtracted from note values)- Tempo markings observed- Tempo(s) is/are within range of the score indication (metronome markings or terms) when provided- Control maintained: rhythm and tempo remain constant (consistent with score markings) regardless of changes in texture or level of difficulty within the piece
DYNAMICS	<ul style="list-style-type: none">- Accurate observance of dynamic markings- Demonstration of wide variety of dynamic nuance from very soft to very loud (as appropriate to the music and according to score markings)- Balance (melody is clearly audible and not overpowered by accompaniment); care in the voicing of lines
INTERPRETATION AND MUSICALITY	<ul style="list-style-type: none">- Musical phrases are shaped (not mechanical or rigid)- Interpretation is stylistically consistent with the musical period of the piece and of the specific intent of the composer (as expressed in score markings)- Musical motifs are understood and brought out (where appropriate)- Stylistically appropriate interpretations and renderings of ornaments- Performance evidences control of the tonal quality of the instrument for a pleasing and resonant effect- Instrument was regulated prior to performance to obtain optimum response and tone production from the carillon

XI Carillonneur Designation

Three (3) out of five (5) voting jurors must approve the candidate's Congress recital for Carillonneur status. Candidates who successfully pass the Congress recital examination are recommended for advancement by the jury to the voting membership of the GCNA. The decision of the jury is final. A vote is taken at the first scheduled general business meeting after the candidate's recital. The decision of the voting membership is final.

New carillonneur members will receive one personalized membership certificate free of charge. Additional copies may be ordered at cost plus postage from the Carillonneur Examination Committee Chairperson.

XII Miscellaneous

Due to the anonymity required of the process, at no time are the candidate and/or teacher permitted to contact the juror(s). This will result in automatic disqualification. Additionally, the candidates and/or teachers may not contact the

publishers, composers or arrangers of the required pieces during the adjudication process. All questions and comments are to be directed to the Carillonneur Exam Chairperson.

On behalf of the Carillonneur Examination Committee, the Board of the GCNA and the membership of the Guild, I wish you every success as you prepare for and progress through the examination process. If you have any questions, please do not hesitate to contact me.

Patrick Macoska
2019 Carillonneur Exam Chairperson
1731 West 32nd Street
Cleveland, OH 44113
pmacoska@att.net

Key Dates to Remember:

November 1, 2018	Application forms must be e-mailed or sent via regular mail to Committee Chairperson Application fee must be sent by regular mail to Committee Chairperson
January 16, 2019	8 copies of CD, 8 copies of scores, and Proof of Performance form must be sent to Committee Chairperson
April 3, 2019	Candidates notified of CD adjudication results; successful candidates invited to play Congress recital.
April 24, 2019	Congress recital program must be e-mailed to Committee Chairperson
May 8, 2019	8 copies of CD, 8 copies of scores and 8 hardcopies of Congress recital program must be sent to Committee Chairperson
June, 2019	Attend Congress and play advancement recital. Check GCNA website for exact dates and schedule of Congress. Exact recital times to be determined by Congress host.

Overall Performance Rating (minimum 3 to pass)

Adjudication Form

GCNA Carillonneur Examination

Candidate No.

piece

movement

Required Piece: **Yes / No** (Both required pieces must receive 3 or higher for the candidate to pass overall)

- 5 A SUPERIOR performance
- 4 A VERY GOOD performance
- 3 PASSING: Overall performance demonstrates an acceptable level of competence
- 2 NOT PASSING: POOR performance, unacceptable for a GCNA examination recital
- 1 FAILING: UNSATISFACTORY performance

Performance of this piece is Approved / Not Approved

Juror Comments

Score Reading

- All notes played correctly
 - No repetition of same note errors in similar passages
 - Clear and audible observance of symbols, terms, markings and repeats
 - Accurate performance of ornaments (rhythm and pitch)
-

Rhythm & Tempo

- Accurate rendering of rhythmic patterns
 - Steady, metrical pulse
 - Phrase endings correctly rendered (no beats added or subtracted from note values)
 - Tempo markings observed
 - Tempo(s) is/are within range of the score indication (metronome markings or terms) when provided
 - Control maintained: rhythm and tempo remain constant (consistent with score markings) regardless of changes in texture or level of difficulty within the piece
-

Dynamics

- Accurate observance of dynamic markings
 - Demonstration of wide variety of dynamic nuance from very soft to very loud (as appropriate to the music and according to score markings)
 - Balance (melody is clearly audible and not overpowered by accompaniment); care in the voicing of lines
-

Interpretation & Musicality

- Musical phrases are shaped (not mechanical or rigid)
 - Interpretation is stylistically consistent with the musical period of the piece and of the specific intent of the composer (as expressed in score markings)
 - Musical motifs are understood and brought out (where appropriate)
 - Stylistically appropriate interpretations and renderings of ornaments
 - Performance evidences control of the tonal quality of the instrument for a pleasing and resonant effect
 - Instrument was regulated prior to performance to obtain optimum response and tone production from the carillon
-

General Comments

Juror's Signature

Date

Proof of Performance

(Submit with CD)

By my signature below, I certify that (a) I am the person applying to play a GCNA Carillonneur Examination recital for advancement to Carillonneur membership at the Congress in 2019, (b) that the enclosed recording contains only my performances, and (c) that said performances have been recorded on a traditional carillon as defined by the GCNA. Each piece has been recorded without editing.

Signature