Band Grading Review Cover Sheet and Checklist (reviewed oct 2015)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (band)

Instigated in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch

During the month of \_\_\_\_\_ in year 20\_\_\_\_

[Please append all relevant documents to this sheet.]



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| 1 | * Application by band for review of grading, or * Review of grading following adjudicator report at contest * Periodic review of grading of all bands in Branch   **MARK APPROPRIATE BOX** | Date application rec’d or date of contest (if applicable) |
| 2 | Branch Grading Committee meeting to consider matter(s) before it and determine recommendation(s)  Note that before recommendation is made, Vice Principals are required to consult with Principals.   * The band is requested to attend Branch Grading Committee meeting to make presentation on review being conducted and provide clarification on any matters pertaining to music as may be required to assist the Branch Grading Committee in its deliberations. | Date of meeting |
| 3 | Branch Grading Committee report recommendation(s) immediately and directly to PBA (Association) Grading Committee  Send this sheet with attachments to Association Secretary  Report does NOT go to Branch Council for ANY action  Note there is NO communication with the band at this stage | Date of reporting |
| 4 | Report received by PBA (Association) secretary | Date received |
| 5 | PBA (Association) Grading Committee meeting to consider its recommendation(s) based on report | Date of meeting |
| 6 | PBA (Association) Grading Committee report recommendation(s) to PBA Management Committee | Date of reporting |
| 7 | PBA Management Committee meeting to deal with recommendation(s) | Date of meeting |
| 8 | PBA secretary notifies allocation to grade to:   * Band * PBA Registrar * Branch secretary | Date of notification |

Association secretary signature on completion of process: