REPERTOIRE SUBMISSION FOR AMEB EXAMS

AMEB SCORE now boasts an in-built feature for SA & NT candidates and enrollers to submit their list of pieces for upcoming practical exams. Here's how to use it…

CANDIDATES can submit by doing the following:

1. **Log in to your SCORE account at score.ameb.edu.au, by clicking 'Log in' and inputting your Enrolment Key and PIN.**

   Note – Enrolment Key and Exam Pin needs to be shared to the candidate by the Enroller. Enrollers – there is a separate guide to obtain this information for sharing.

2. **Go to 'My repertoire' in the left-hand menu**
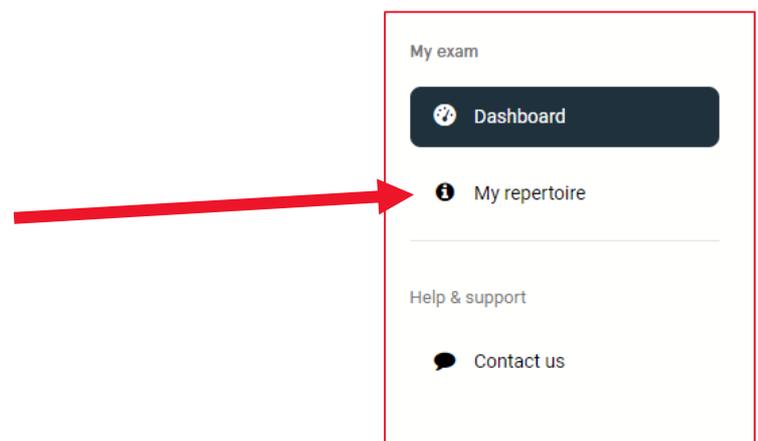
3. For Music exams, select Repertoire Type, and enter the Composer and Title of work *(For Speech repertoire, skip to 5.)*

My exam repertoire

Please let us know what you'll be performing. You'll need to complete this section at least 72 hours ahead of your exam. If you're unable to do that, or need to make a last minute change, please print and complete a paper version of your Repertoire List and you can provide that to your Examiner on the day.

Repertoire type *

Composer *

Title of work

Aural or sight-reading *

+ Add another work

Submit repertoire

4. Press '+ Add another work' until there are enough spaces to record each work. You can also remove pieces using the delete icons that appear.

Be sure to select Aural or Sight-reading if applicable.

Once finished entering in repertoire, click 'Submit Repertoire'

(*Skip to 6.*)

5. For Speech candidates only *(for Music candidates, skip to 6.)* please read the instructions and then click on 'Upload File'.

Manage Repertoire Information

Please upload a copy of the candidate's texts and program information before completing this form. To do this, you will need to add a Candidate Attachment

Before uploading – please note
- All information should be uploaded in 1 PDF file.
- Uploading should occur 72 hours or more prior to the exam, otherwise the examiner may not receive the information. If you wish to upload a revised version of an attachment, please ensure it is done with this timeframe in mind.
- The PDF must contain a title page, including the candidate name, enrolment key and exam name, and an outline of the program.
- Outlines should specify the program order, information regarding piece type (e.g. memorised poem, reading etc.), title and author.

⬆ Upload File

Choose the File to upload and check the box before pressing 'Save'.

Upload a File

📄 Choose File *

This information is required

☐ I have uploaded the program as per the requirements.

Please check this box before proceeding.

Save   **Close**

6. Once submitted, the below confirmation will appear for *Music candidates*. Click 'View or print' to view a PDF of the repertoire submitted, for reference. You can edit the repertoire up to 3 days prior to the exam, by clicking 'Edit'.

Speech candidates will have the option to 'View PDF' or 'Delete PDF' and replace the file with an alternate PDF. Changes are accepted up to 3 days prior to the exam.

All done!