

# AMEB Exam Checklist

## (Before, on the day and after)

Updated May 2024



**Australian  
Music  
Examinations  
Board SA & NT**

### Preparing to enrol in an exam

- Prepare a candidate according to the relevant syllabus. For parents/care-givers enrolling candidates, the teacher can advise exactly which syllabus to enrol into. Refer to our [Syllabus Specifications Guide](#) for more info.
  - For syllabuses transitioning from “old” to “new”, candidates can be enrolled into **either** old **or** new (until the old syllabus is completely phased out). Refer to these [pictorial tables](#) to ensure the candidate is being enrolled into the correct syllabus.
- Ensure the candidate (and their parents/guardians, if relevant) are aware of the requirements and the general conditions of an examination.
- Refer to [AMEB SA & NT policies](#), and [Rockschool policies](#), if a Rockschoool exam.
- Check and diarise [exam dates](#), and check the availability of parents and accompanists (and venue, if applicable).
- Enrol on or before the relevant closing date. Ensure that:
  - Any scheduling requests are included with the enrolment. They can be submitted with the enrolment and edited up to 7 days after the closing date. No changes will be accepted beyond 7 days after the closing date.
  - Any conflicts of interest with specific examiners are noted in the enrolment.
  - Any relevant special needs of the candidate are noted.
  - The details of the enrolment are correct (e.g. candidate name, D.O.B., exam type and grade).
  - You have marked the email address no-reply@ameb.edu.au as a Safe Sender with your email service provider, to avoid exam notifications being filtered to spam.

### On notification of the exam time

- Review the exam notification letter (available in SCORE once the notification of scheduled exam times is sent to the enroller). These are emailed to the enroller approximately 3 weeks prior to the session. If the enroller has not received the notification by this time, please contact the AMEB SA & NT office.
- Advise the AMEB SA & NT office, via email or SCORE, of any errors on the exam notification letter (e.g. spelling of a candidate's name), so these can be rectified prior to any certificate printing.
- You may wish to [share the Enrolment Key and Exam Pin](#) with the candidate, so they can log in to view and download the notification and also (later) submit their own repertoire.
- For any enrolled in a For Leisure (Comprehensive) exam, determine whether Aural or Sight-reading will be completed in the exam and ensure the candidate is aware of what is required.
- Submit repertoire via the prompts provided in SCORE (this can also be done up to 72hrs prior to the exam. If repertoire is not submitted in this timeframe, then a printed Exam Notification Letter must be filled

in (with the details of the pieces to be performed), and handed to the examiner at the commencement of the exam).

- [Repertoire submission guide for SCORE Enrollers](#)
- [Repertoire submission guide for Exam candidates](#) (if the enrolment key and pin have been shared with the candidate)

## Prior to exam day

Ensure parents, candidates and accompanists have a copy (digital or paper) of the Notification Letter and know where the exam is going to be held. For SA exams at the Central Venue, [please refer to this map](#). You can also view our short YouTube videos of how to access each Central Venue exam location at the University of Adelaide: [AMEB Office/Hartley building](#); [Schulz building](#); [Madley Rehearsal Space](#); [Madley Jazz Studio](#).

Consider transport to the venue and parking availability. (Please refer to the Venue Instructions on Exam Notification Letters, including any maps provided). Check any events that may be occurring the same day that may cause delays or parking issues.

Consider potential delays on exam day. Occasionally, due to unforeseeable circumstances (e.g. evacuations, or problems with exams that may run longer), examiners may run later than scheduled times.

## Exam day!

Remove any markings concerning general knowledge from music prior to the exam.

Bring any instrument required for the exam, including any accessories needed (spare strings, rosin, reeds, valve oil, cloth, cello rock stop or rubber end pin, footstool or pedal extender). If recorded accompaniments/backing tracks are being used, bring the files and suitable playback device that is charged and working.

Candidates should arrive 15 minutes prior to their scheduled exam time, reporting to the venue supervisor. Candidates who arrive after their scheduled time cannot expect to be examined.

*Note - during COVID-19 (as at July 2023):*

- *Please refer to our [Covid-19 page](#) for the most up-to-date information, guidelines and recommendations. The AMEB SA & NT follows University of Adelaide guidelines and SA Health recommendations with relation to physical distancing and mask requirements, [close contact and isolation requirements](#), guidelines for [those who have tested positive to Covid-19](#) and [monitoring and managing symptoms](#).*
- *Masks provide a layer of protection for you and for others. Please refer to [SA Health guidelines regarding face mask recommendations](#). Disposable surgical masks are available free of charge at various locations at the university, including the AMEB office and examination areas. We wish to make exams as safe as possible, and face masks do provide a level of protection from transmission of COVID-19, particularly when physical distancing is not possible.*
- *Please adhere to any mask-wearing requirements in place at private venues.*
- *Candidates can be supported by more than one person when attending an exam venue\*. Please be mindful of social distancing when attending an exam venue. (\*With the exception of P Plate exams and exams requiring an accompanist/collaborative musician, only the candidate is permitted into the exam room.)*
- *Please review our [medical](#) and [non-medical](#) transfer policies for more information.*

- ☑ Make use of any warm-up space provided (the Adelaide Central Venue provides a warm-up for Grade 8 and above Piano candidates, and all instrumental candidates).
- ☑ Ensure the candidate enters the exam room with the original music for their pieces, even if performing from memory. If performing Own Choice pieces not in the syllabus, please provide a copy of the music for the examiner. Copies made for the examiner will be destroyed after the exam. (See [APRA AMCOS](#) directions for copying music for the purpose of an exam).

#### **Notes to those attending with a candidate on exam day:**

- Except for P Plate piano exams (which allow a support person to sit in), candidates enter the exam room unaccompanied. Support persons will wait in a designated waiting area.
- Page turners or accompanists will be called into the exam room by the examiner only for the specific exam sections they are required for.
- Photography and recording of any kind is not permitted during exams.
- All venues should have visibility in to the exam room to ensure a child-safe environment. Whilst those attending can glance in to the exam room on occasions, support persons attending are not permitted to watch the exam.

## **After exam day**

### **Reports**

AMEB SA & NT is committed to prompt distribution of reports. Enrollers will be notified by email once a report and result has been released. Rockschoool exam reports will be distributed 5-7 weeks after the exam date. All other reports will be released within 10 working days of the exam. If you have not received your reports by this specified time, please contact the office via email at [ameb@adelaide.edu.au](mailto:ameb@adelaide.edu.au).

### **Certificates**

Enrollers will be notified via email once a certificate is available for collection. (If residing outside the postcode range 5000-5199, certificates will be automatically posted to enrollers).

Certificates not collected prior to the office's Christmas closure will be posted out to enrollers. All certificates posted are sent via standard mail, including box board and 'Certificate Enclosed' stamp.

AMEB SA & NT is not responsible for the delivery of mail once it has left the office. Please contact Australia Post about reimbursement for lost articles. Any compensation is at their discretion.