

# AMEB SA & NT PRIVATE VENUE APPLICATION FORM

Thank you for your interest in hosting exams at your private venue.

Before progressing with this application, please refer to the information available on the AMEB SA & NT website (<https://www.adelaide.edu.au/ameb/enrol-for-an-exam#hosting-exams-as-a-private-venue>) and ensure that:

- The venue meets the general criteria, as outlined (note additional criteria apply to [Rockschool venues](#)),
- The venue is setup in SCORE (see guide available on webpage or contact the office for assistance with this process) and photos of exam rooms have been uploaded to SCORE,
- You are aware of the requirement for 2hrs minimum examining time per [examiner specialisation](#), as outlined on the website, and
- That whilst the COVID-19 pandemic continues, there is a requirement for a supervisor, who has particular hygiene-related responsibilities during exam sessions, to be present.

## EXAM SUPERVISION

A designated adult (supervisor), preferably with no vested interest in the exams taking place, will be responsible for ensuring examinations take place at the venue in an orderly fashion and according to requirements outlined in the [Supervisor checklist](#). As the applicant, you are responsible for allocating the supervisor for a session and ensuring they are aware of the requirements. Prior to the session taking place, AMEB SA & NT will contact you, requesting a [Supervisor Declaration](#) be completed. The declaration is specific to a session.

To continue, please fill in the below application form in order for your venue to be assessed as a potential private venue.

## 1. APPLICANT DETAILS

The Applicant must be registered as an Enroller in SCORE and linked to the venue in SCORE.

Name		Mobile Number		Email			
Street Address		Suburb		State		Postcode	

## 2. VENUE DETAILS

Venue Name		Street Address			
Suburb		State		Postcode	
Venue Contact Name		Venue Contact Email		Venue Code (in SCORE)	
Venue Contact Number			Has the Venue Owner/Manager granted permission for these students to be examined at this Venue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exam Room 1 Name		Exam Room 1 Dimensions	<i>metres X</i>	<i>metres</i>	
Exam Room 2 Name (if applicable)		Exam Room 2 Dimensions	<i>metres X</i>	<i>metres</i>	
Exam Room 3 Name (if applicable)		Exam Room 3 Dimensions	<i>metres X</i>	<i>metres</i>	
Can every individual in each exam room be positioned at least 1.5m from each other? (this is a requirement during the COVID-19 pandemic)			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Waiting Room Size			<i>metres X</i>	<i>metres</i>	
Warm-up Room Size (if applicable) <i>(required for Grade 8 or candidates or any other instrumental/vocal (non-piano) candidates)</i>			<i>metres X</i>	<i>metres</i>	
Additional Warm-up Room Size (if applicable) <i>If more than one room is to be used for warm-ups</i>			<i>metres X</i>	<i>metres</i>	
Does this venue provide clean, easily-accessed toilet and hand washing/drying facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the venue have a portable CD player <i>(for potential use by examiner for Aural test administration)?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there access to safe drinking water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is there WIFI access available to the examiner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you consent to host any additional candidates (providing the overall session time remains under 210 minutes)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### 3. VENUE POTENTIAL HAZARD IDENTIFICATION

We have highlighted potential hazards/hazardous conditions which AMEB actively manages when scheduling sessions, or will work with the examiner to manage.

Hazard	The likelihood of an incident occurring as a result of this potential hazard (rare, unlikely, possible, likely, almost certain)	Level of danger this hazard might present to an examiner (negligible, minor, moderate, major and severe)	Outline of how the potential hazard identified will be managed by AMEB SA & NT
<input checked="" type="checkbox"/> Biological (e.g. pathogens, body fluids) – e.g. COVID-19	Possible	Moderate	Examiners and all participants are encouraged to wear masks. Sick candidates asked not to attend venues. Sanitising measures in place with supervisors.
<input checked="" type="checkbox"/> Fatigue (e.g. mental/physical exertion)	Possible	Moderate	Sessions scheduled with adequate rest and meal breaks for examiners. Sufficient time allowed for any travel between venues.
<input checked="" type="checkbox"/> Hazardous manual handling	Possible	Moderate	Private venues are required to be setup exam spaces prior to exams commencing.
<input checked="" type="checkbox"/> Noise and sound >85dB(A)	Likely	Moderate	Sessions are scheduled with adequate break for examiners. Venues are required to manage acoustics if they are too noisy.
<input checked="" type="checkbox"/> Noise and sound peak level of > 135dB(C) for any period of time	Rare	Major	Examiners are educated to protect and remove themselves from exposure to noise and sound at this volume.

Please identify the other potential hazards you are aware of in your venue (any that are applicable) and complete the remainder of the table for these items.

Hazard	Please indicate the likelihood of an incident occurring as a result of the selected potential hazard (rare, unlikely, possible, likely, almost certain)	Please assign the level of danger this selected hazard might present to an examiner (negligible, minor, moderate, major and severe)	Please outline how the potential hazard identified will be managed by you
<input type="checkbox"/> Animals (e.g. unpredictable behaviour, bites, stings, kicks)			
<input type="checkbox"/> Communication (e.g. location, isolation, out of mobile reception range?)			
<input type="checkbox"/> Electrical equipment used outdoors, potential for electric shock			
<input type="checkbox"/> Fall from one level to another			
<input type="checkbox"/> Falling, flying sharp objects			
<input type="checkbox"/> Ground/wall penetration			
<input type="checkbox"/> Hazardous chemical exposure/radiation			
<input type="checkbox"/> Hazardous plant/equipment			

Hazard	Please indicate the likelihood of an incident occurring as a result of the selected potential hazard (rare, unlikely, possible, likely, almost certain)	Please assign the level of danger this selected hazard might present to an examiner (negligible, minor, moderate, major and severe)	Please outline how the potential hazard identified will be managed by you
<input type="checkbox"/> Hazardous terrain			
<input type="checkbox"/> Hot work/risk of fire			
<input type="checkbox"/> Moving powered lifting equipment			
<input type="checkbox"/> Moving powered plant/equipment			
<input type="checkbox"/> Moving vehicles in pedestrian access areas			
<input type="checkbox"/> Poor lighting			
<input type="checkbox"/> Security, aggression, personal threat			
<input type="checkbox"/> Temperature (hypothermia/burns)			
<input type="checkbox"/> Other:			

#### 4. APPLICANT DECLARATION

- I am aware of and examination requirements outlined in the [Supervisor checklist](#).
- My venue meets the general criteria specified by AMEB SA & NT (and Rockscool venue criteria, if applicable)
- I certify that I am at least 18 years of age and the information I have provided in this application is accurate.
- During the COVID-19 pandemic: I acknowledge that a Supervisor's failure to adhere to the items on the Supervisor Checklist may result in the examiner leaving if they do not feel safe. (Examiners are not obligated to continue examining should they observe any risk to themselves or candidates once they have arrived at the venue.) In the event of this occurring, a rescheduling fee of \$25 will be charged to the applicant for each candidate that was not examined.
- Any changes to the arrangements described in this document must be advised to AMEB SA & NT and may result in reevaluation of the application.

Signed:

Date:

#### Submitting this application

Please save and email the completed application form to [ameb@adelaide.edu.au](mailto:ameb@adelaide.edu.au).

#### What next?

AMEB SA & NT will confirm receipt of the application and if an application is not approved (or approval subsequently revoked for any reason) you will be contacted directly by staff.