FOREWORD

Welcome to the AMEB (WA) Handbook produced as a service to readers in Western Australia. It is intended to supplement the current AMEB syllabuses and assist with meeting all the examining requirements and conditions pertinent to and as set out in those syllabuses and the AMEB (WA) Examination Timetable.

Examination Timetable:
- Contains all music and speech practical and written enrolment fees, week numbers, closing dates and conditions of enrolment. Copies are available from the office on request and can be downloaded from the AMEB (WA) website under the Examinations Page. Click on the Schedule and Fees option and scroll down to documents.

Dates of examinations:
- All music written examination dates and times can be found near the front of the current music Manual of Syllabuses.
- Contact the office for Speech written dates and times (typically on the Wednesday of the exam week).
- There is a separate Contemporary Popular Music (CPM) and Rockschool enrolment form, each of which may be downloaded from the website.

Enrolment options for 2019:
In 2019, online enrolment will be possible. The link to the enrolment portal is https://wa.ameb.edu.au/

Conditions of enrolment:
- Please pass the information provided in this handbook regarding enrolment on to students and parents, especially all conditions of enrolment.
- Requested dates/times are not always possible and therefore cannot be guaranteed.
- Parents must be made aware that the candidate is required to be available anytime in the week nominated.

Professional Learning Opportunities:
The State Office continues to provide support to the metropolitan and country Teachers of WA via workshops, master classes and information sessions. The AMEB (WA) Academic Development Officer, Mrs Valerie Lang, oversees the ongoing organisation of various types of presentations to promote all music and speech written and practical syllabuses including any new syllabuses. For information on workshops for the current year, please contact the AMEB (WA) Office.

Information regarding current and new syllabuses is provided in the Handbook. For more information, check the ‘News’ section of the WA website.

SCASA Endorsed Programs:
The AMEB has a comprehensive list of programs endorsed by the School Curriculum and Standards Authority of Western Australia (SCASA) for use by students towards the WACE secondary school graduation. Information is contained both in this Handbook and on the AMEB (WA) website.

Annual Awards Event:
The AMEB holds an Annual Awards Event in March to acknowledge candidates who have excelled in the previous year. Details, eligibility and the current year’s Program are posted on the website.

Website:
The WA website continues to be updated on a regular basis. There are links to the AMEB Federal Office, and other relevant associations which are available to support teachers of Music and Speech and Drama. There is now a news page to highlight the achievements of our talented young musicians.

AMEB (WA) is continually looking to expand its services to teachers and students. Our aim is to make the process of enrolling and being examined a satisfying and rewarding experience by providing friendly and efficient professional services. We value your comments and suggestions on all aspects of our operations.

We look forward to a continuing productive relationship with you now and in the future.

Anne Winterton
State Manager
AMEB (WA)
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AMEB (WA) CONTACT DETAILS:
Postal: AMEB (WA), M421, 35, Stirling Highway, CRAWLEY WA 6009
Office: Building 1, Large Stone Heritage Building (East Entrance)
The University of Western Australia, Claremont
Corner Goldsworthy and Princess Roads, CLAREMONT

Phone: (08) 6488 3059
Email: amebwa@uwa.edu.au
WA Website: www.ameb.uwa.edu.au
WA Score wa.ameb.edu.au
SPECIAL SYLLABUS ANNOUNCEMENTS

ALL TEACHERS ARE STRONGLY ENCOURAGED TO PURCHASE A COPY OF THE AMEB MANUAL OF SYLLABUSES EACH YEAR IN ORDER TO KEEP INFORMED OF ALL SYLLABUS CHANGES.

NEW PIANO SYLLABUS
The AMEB has launched a new Piano syllabus, available for examination in all states from 2019. The new syllabus includes a comprehensive review of the Manual Lists and Technical work requirements. Resources available include Piano Technical work Level 1 (2018), Piano Technical work Level 2 (2018), and a new series of grade books, handbooks and recordings. Information about the new piano syllabus is available in the current Manual of Syllabuses, and on the following dedicated website for the new piano syllabus: https://piano.ameb.edu.au

Please note that from 2019, there is an option for candidates presenting from Grades 5 to 8 to choose a ‘solo’ piano option or ‘collaborative’ option. The collaborative option enables students to develop skills as an associate artist as part of the repertoire requirements

The new piano syllabus will be examined concurrently with the version of the Piano syllabus which last appeared in the 2018 Manual of syllabuses for two years after the release of the new syllabus.

From the start of 2021, the previous piano syllabus will no longer be available for examination.

REVISED SYLLABUS - Accordion
A revised version of the Accordion syllabus is available in the 2019 Manual of Syllabuses. This revised syllabus sees a thorough refreshment of the Manual Lists and will be examined concurrently with the 2018 digital download version for two years are the release of the revised syllabus. From 2021, only the revised syllabus will be available for examination.

REPERTOIRE EXAMINATIONS
AMEB is proud to announce the launch of Repertoire examinations for all syllabuses (excluding For Leisure, Band, Ensemble Performance and CPM Syllabuses). All information regarding the Repertoire examinations is provided at the end of each individual instrument discipline in the 2019 Manual of Syllabuses or at https://www.ameb.edu.au/repertoire

SYLLABUS WITHDRAWALS
The Board gives one year’s notice of its intention to withdraw syllabuses from examinations.

From 2020:
- only the new 2018 Oboe Syllabus will be available for examination. This is available in the current Manual of Syllabuses. The old Oboe syllabus (which last appeared in the 2017 Manual of Syllabuses) can be used in 2019 only.
- only the revised Tuba Syllabus will be available for examination. This is available in the current Manual of Syllabuses. The old Tuba syllabus (which last appeared in the 2017 Manual of Syllabuses) can be used in 2019 only.

From 2021:
- The following syllabuses will no longer be available for examination:
  - CPM (Bass), CPM (Guitar), CPM (Vocal), CPM (Revised Keyboard) and CPM (Drum Kit).
- only the new 2019 Piano Syllabus will be available for examination. This is available in the current Manual of Syllabuses. The old Piano syllabus (which last appeared in the 2018 Manual of Syllabuses) can be used in 2019 and 2020 only.
- only the revised 2019 Accordion Syllabus will be available for examination. This is available in the current Manual of Syllabuses. The old Accordion syllabus (which last appeared in the 2018 Manual of Syllabuses) can be used in 2019 and 2020 only.

All syllabuses and AMEB publications are now available for purchase from the AMEB federal office website online shop. Go to http://www.ameb.edu.au. Click on SHOP and follow the prompts.
EXAMINATION ENROLMENT INFORMATION

INTRODUCTION
Examinations to be scheduled at any time during the chosen week, so please ensure that your students can be available. For postal enrolments (please see instructions below for the new online enrolments), please allow a few extra days before the due closing date of enrolments to ensure that the forms reach us in time.

Late enrolments incur a late fee and may be subject to the availability of a timeslot. Incorrect or missing fees or enrolment details can delay the scheduling process.

Selecting the correct syllabus for examination
Please check your enrolment (either manual or postal) carefully as there are now various syllabus options available.

1) Comprehensive examinations: are the examinations which many teachers refer to as ‘traditional’ – in that they contain: 1) Technical work, 2) pieces, 3) aural, sight reading and general knowledge.

2) Repertoire examinations: are examinations in which repertoire ONLY is examined. Please see the current syllabus for more information.

3) For Leisure examinations: are available in Piano, Singing and Saxophone.

For Piano teachers, please take note:
The New Syllabus exams are listed as ‘Comprehensive’ in the list of Exam Options to choose from.
If you choose Comprehensive – then your candidate will present:
1. New syllabus technical work – from the New technical book - exercises and scales/arpeggios/chord progressions etc.
2. Pieces from Series 17 or 18 and the current Manual List for List pieces.
3. Aural, Sight Reading and General Knowledge

If you choose Old Syllabus – then your candidate will be presenting work from the 2018 syllabus.
1) Technical work listed in the 2018 Manual of Syllabuses
2) Pieces from Series 15, 16 and 17 and/or Manual List for List pieces.
3) Aural, Sight Reading and General Knowledge

If you choose Repertoire, your candidate will present:
Repertoire only. The requirements are listed on page 87 (piano) of the 2019 Manual of Syllabuses.

Please call the office if you are not sure which exam your students should be enrolled for. We are happy to assist with these queries.

Amendment fees for incorrect enrolments
Please note that additional administration is created for the office in rescheduling of examinations. Therefore, it is necessary to apply an amendment fee of $15.00 for each incorrect enrolment.

Payment options for manual enrolments (either via email or in person)

- Payment in person to the AMEB (WA) Office: Cnr Princess & Goldsworthy Roads, Claremont.
- Payment by Cheque: payable to ‘UWA’.
- Payments by Credit Card: please scan your enrolment form, and then call the AMEB (WA) office with your Credit Card details. Please note UWA is PCI DSS Compliant (Payment Card Industry Data Security Standard) therefore, Credit Card details can only be supplied over the phone, by post or in person as online submissions might carry a security risk.
- An enrolment form may be faxed or e-mailed as long as no credit card details are completed on the form. Fax: (08) 6488 8666 / e-mail: amebwa@uwa.edu.au
- If you fax or e-mail an Enrolment Form, DO NOT post the original to the office.
- If you fax an Enrolment Form the office recommends that you contact the office to make sure it has been received.
OTHER THINGS TO CONSIDER REGARDING ENROLMENTS – EITHER ONLINE OR MANUAL

Candidates with Special Needs

The AMEB (WA) policy states that provisions may be made for candidates with special needs.

Advising Office/Examiners of a Candidate’s Special Needs or Circumstances

- Inform the office in writing with supporting documentation before or at the time of enrolment, making note of any special requests that may need to be accommodated.
- Please do not hand the examiner a note on the day of the examination or give one to the supervisor with the request to give it to the examiner.
- All such information must go through the office so that the examiner and supervisor are alerted beforehand and the office can put in place any measures to make the examination experience the best it can possibly be for the candidate (e.g. giving the candidate extra time, placing the candidate at the beginning or end of a session, changing the physical environment, preparing the examiner and supervisor in the best way to engage the candidate/situation etc.).

Candidates Taught by AMEB Examiners

Provide written advice on the Enrolment Form if any of your students are or have previously been taught by an AMEB (WA) examiner so that we can avoid scheduling them to examine that student.

Change of Teacher

It is not possible to change the enrolling teacher on an Enrolment once it has been received. If for some reason a candidate changes teacher during the scheduling process of an examination, AMEB (WA) requires written confirmation from the enrolling teacher that someone other than themselves is to receive any information issued by the AMEB in relation to the examination. This is to safeguard the interests of all parties.

Examination Session Dates

- THEORY: Refer to the front section of the current Manual of Syllabuses
- PRACTICAL: for examination dates and times refer to the current WA Schedule and Fees document
- Week 35 (19 – 25 August). Piano exams will be held on Thursday to Sunday only of the August written exam week.

IMPORTANT INFORMATION FOR ALL TEACHERS REGARDING ENROLMENT PROCEDURES

POLICIES

CANCELLATIONS and TRANSFERS

No refunds are given in the case of cancellations. Once an enrolment has been processed, a transfer may only occur subject to space availability and payment of the Transfer Fee. Transfers from one examination year to the next are not possible.

Candidates who are unable to present themselves for their exams must notify the AMEB (WA) office as soon as possible, and at least 48 hours before the exam, in order to be eligible for transfer concessions. A transfer fee of $55 will apply to all grade transfers including medical transfers with the exception that: for lower grades where half the grade fee is less than $55, then the medical transfer fee will be deemed to be half the grade fee.

Transfers for Diploma exams incur a $55 Transfer Fee.

Where a cancellation is undertaken on medical grounds, a credit note for half the grade fee will be issued if a current medical certificate (maximum two weeks old) is supplied to the AMEB office within five working days of the scheduled exam date. The candidate will have 12 months in which to use the credit note.

A late fee is incurred if an envelope containing (an) enrolment(s) is postmarked after the closing date, or if an email is received after the closing date. Please refer to the AMEB (WA) Examination Timetable for details of all conditions and service charges.
**NONDISCLOSURE of PERSONAL DETAILS**

Personal details supplied by teachers, candidates, examiners or other employees are not provided to individuals or organisations outside the AMEB without the express permission of those concerned. The AMEB does not supply ‘teacher lists’ to those who request them.

**ISSUES and CONCERNS**

AMEB (WA) has established procedures for addressing issues or concerns raised by teachers, parents and candidates. If you have an issue or concern, please write to The State Manager, AMEB (WA), M421, LB5005, Perth, 6001. If it is about a particular examination, please include a copy of the report. All issues and concerns will be investigated in a confidential and professional manner. AMEB (WA) will attempt to resolve them to the satisfaction of all parties concerned.

**CANDIDATES WITH SPECIAL NEEDS**

The AMEB aims to provide the optimal conditions for all candidates presenting for examination. When a teacher enrols a candidate who requires special consideration in the examination room for whatever reason, we request that the teacher or parent attach to the enrolment a detailed letter including any documentation outlining the specific need or disability of the candidate and how best the AMEB can accommodate the candidate in the examination.

Attaching a letter to the Enrolment allows the office to have further discussion with the teacher/parent/candidate and then the examiner regarding providing those optimal conditions. It also means that the office has time to implement any special requirements.

Please provide all information relating to a candidate’s special needs to the office prior to the examination and not on the day of the examination.

If a candidate, parent or teacher has difficulties negotiating stairs, please request a ground floor examination. There is no lift available in the building.

**ONLINE ENROLMENT INSTRUCTIONS**

AMEB WA implemented a system of online enrolments during 2019. Please use the following instructions in order enrol your students for an examination using the online enrolment system.

**Step 1:**

**To login to your account:**

1. Please click on the following link https://wa.ameb.edu.au (you can bookmark this page so you don’t have to look for it every time you want to get into your account)
2. This link will direct you to the AMEB SCORE - WA page where you need to select “Already registered”
3. This will direct you to the AMEB Online Login page where you need to select the account type > click on the drop down arrow in the box and select “Account Holder”
4. Now enter your e-mail address and use the password AMEBWA#. Passwords can be changed to once you have logged into your account)
5. This will log you in and take you to your Account Holder Dashboard page where you can enter, view or print all information related to your AMEB enrolments

**Step 2:**

**How to enrol for Practical Exams online:**

1. Login to your account (step 1 - 5 above)
2. Once on the “Account Holder Dashboard” page
   a. Select “Buy exams and courses” from the options on the left hand side of the page
   b. Now select the exam you would like to purchase
c. The system will now ask you to complete all relevant information by giving you one option at a time to select from
   i. Select exam (from available options on the drop down list)
   ii. Select Syllabus (from available options on the drop down list)
   iii. Select Location (from available options on the drop down list)
   iv. Select week (all available weeks will be displayed. *Please note that the weeks pertaining to a closed off period will not be available from the list)

d. Once the top 4 sections have been selected, you will have to add the candidate information

e. Once this section have been completed, you can add the exam to your cart

f. You can now review/edit your exam entry before “ticking” the acknowledgement box and clicking on the checkout tab (bottom right)

g. Once you’ve clicked on the checkout tab, the system will direct you to the payments page where you can process the payment either by PayPal or entering your credit card details

h. An invoice will be available once the payment has been processed

3. A confirmation of the enrolment will be forwarded to your e-mail address and you will now be able to view the entry on your account

What happens next?
Once candidates have been entered for an exam, scheduling will be conducted after the closing date of the week you’ve selected. After scheduling, another notification e-mail will be sent to the account holder to let him/her know that exams have been scheduled and the examination notification is now ready to be printed off.

Step 3:
How to view/print your exam notification form(s):
1. Login to your account (Step 1)
2. On the Account Holder Dashboard page, click on “My practical exams” (a list of candidates enrolled under your account will be displayed)
3. Click on the “blue” action box next to the scheduled candidate’s name, and select “View/Print exam notification letter” from the drop down list (this will give you the option to either view or print the exam notification letter)
*Please note: Candidates need to bring BOTH forms with them on the day of their exams (page 2 needs to be completed with the pieces they’ll be performing).

What happens next?
Once an exam has been completed, the office will upload the result and report form to the account holders account. A notification e-mail will be sent to the account holder to advise when reports are available online.

Step 4:
How to view your candidate’s exam report form:
1. Login to your account (Step 1)
2. On the Account Holder Dashboard page, click on “My practical exams” (a list of candidates enrolled under your account will be displayed)
3. Click on the “blue” action box next to the scheduled candidate’s name, and select “View candidate report” from the drop down list (this will give you the option to view the report and exam result given by the examiner)

What happens next?
A hard copy of the report form and certificate will be posted to the account holder.
LOCATION OF AMEB OFFICE AND EXAMINATIONS ROOMS AND PARKING INFORMATION

The AMEB (WA) office and examining rooms are located at The University of Western Australia (UWA), Claremont Campus. We are situated at the eastern end of the large stone heritage building with the office and main examining area on the ground floor and another examining area on the first floor.

Parking: UWA Claremont parking is administered by The University of Western Australia. The AMEB has no control over how parking areas/bays are allocated and we encourage all users to comply with all parking information.

Car Park 2: The small area of parking bays on the right as you enter Car Park 2 is 30-minute short term parking only even though it is marked on the map as visitor parking. The two lines of dark bays in Car Park 2 are long term paid visitor parking as marked on the map. The fee is $3 for the whole day, or less for shorter periods. Please note that staff parking is clearly marked and AMEB clients may not park in those bays.

If you park in Car Park 2 you can enter the building either at the west entrance and make your way inside to the other end of the building, or continue round the front of the building to the east entrance and enter the building there.

Car Park 3: Enter via Goldsworthy Road and observe and comply with all of the parking information. There is limited visitor parking here.

NB: For exams at Claremont in November (18 to 24 November - Week 48): This week is the first week of the university student holidays and therefore all bays with a yellow Student Parking Only sign are free and clients may park in these bays without penalty. There are a number of these bays in Car Park 3 – enter off Bay Road.

Please pass this information on to parents/candidates.

EXAMINATIONS ON THE FIRST FLOOR – STAIRS ONLY
The Notice of Examination indicates whether the examination is to take place on the ground floor (for most of the year) or the first floor (November and selected times during the year). For examinations held in rooms on the first floor, stairs are situated both centrally and at the eastern entrance.
Lift Access
There is no lift in the AMEB building. Lift access is only available from Taylor’s College which is not part of UWA. Lift access can be organised at certain times during the week but not on a Saturday. Please contact the office if you need to use this facility.

Location
Refer to the AMEB (WA) Website for a map of our location. Maps showing the Claremont location are not sent out with Notices of Examination.

PIANOS
AMEB (WA) uses 5 Kawai pianos in its examination rooms.

They are:
1 x SHIGERU KAWAI SK2 GRAND PIANO
1 x KAWAI K6 UPRIGHT PIANO
2 x KAWAI K600 UPRIGHT PIANOS
1 x KAWAI K3 PIANO

In January 2019, two K600 pianos were purchased and have been placed in Rooms 1 and 3.

The Shigeru grand piano and the new K600 upright piano are housed in Examination Room 1, providing candidates with a choice of instrument for their examination, to allow for their preference and experience.

In the last week of November only, the room which houses the K3 piano (which is usually used as a warm-up room for instrumentalists and vocalists) is used as an examination room for preliminary to grade 3 examinations in piano. This avoids the necessity to book rooms at the Conservatorium of Music. The Kurrajong Theatre (K6 piano) may also be used for examinations in November.

The AMEB schedules the majority of its Perth exams at AMEB (WA) Claremont. However, November is the busiest examining month for metropolitan AMEB practical examinations and we may have simultaneous examinations taking place at Claremont and occasionally elsewhere. Please check your notice of examination carefully in November to ensure that candidates arrive at the correct venue.

November Examinations – Piano Teachers please note:
Due to the increased enrolments in November, we do encourage piano teachers to submit candidates for their examinations prior to November in order to maximise their chance of having their examination scheduled in our main examination rooms at Claremont.

Speech Examinations in November: Please note that Speech examinations are typically held in the schools in which their lessons are held and students’ timetables are carefully scheduled to minimise disruption to their school program.

COUNTRY PRACTICAL MUSIC EXAMINATIONS

<table>
<thead>
<tr>
<th>Regional Centre</th>
<th>AMEB Week/s – see Current Examination Timetable</th>
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<tbody>
<tr>
<td>Bunbury</td>
<td>19 (29 April – 5 May)</td>
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<td>37 (2 - 8 September)</td>
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<td>45 (28 October – 3 November)</td>
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<tr>
<td>Albany</td>
<td>35 (19 - 25 August)</td>
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<td>48 (18 – 24 November)</td>
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<tr>
<td>Esperance</td>
<td>34 (12 – 18 August)</td>
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<tr>
<td>Geraldton</td>
<td>36 (26 August – 1 September)</td>
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<tr>
<td>Kalgoorlie and Port Hedland</td>
<td>38 (9 – 15 September)</td>
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</tbody>
</table>
Please note that closing dates for each week (for Country Examinations) are the same as for metropolitan exams.

For all teachers in country areas, please attach a letter with your enrolment form for any special requests where travel time is an issue for students/parents or where candidates (e.g. siblings, or all students of one teacher) need to be scheduled together.

FEDERAL EXAMINATIONS
AMEB (WA) conducts one session of Federal examinations (Licentiate) per year. It is generally scheduled in late September or early October depending on the availability of the venue and Federal examiner(s). The closing date for enrolments is noted on the current Examination Timetable. For further information regarding these examinations, contact the office. If an LMusA List D own choice piece program approval is needed (for instruments which require approval), please submit the title of piece and composer to the AMEB office prior to enrolment and in accordance with the syllabus requirements.

INDUCTION TESTS
In WA, Induction Tests are offered as pre-examination experiences for young children. These tests are presently available for Keyboard (Piano), Violin, Viola, Guitar, Flute and Recorder. Suitable for students in their early stages of learning and aged four and over, the tests comprise basic Technical Work, Aural Tests and General Knowledge, plus any two pieces in simple triple time and simple quadruple time. There are two Tests: Test 1 and Test 2 for each instrument, each of slightly differing standard.

The tests are carried out individually except in Recorder where two candidates may present together. Every candidate receives a report and a participation certificate. No grade/mark is awarded.

PERFORMANCE EVALUATION
The AMEB offers a service to music and speech teachers and students under the title of Performance Evaluation. This service is available to anyone including candidates with special needs. The Performance Evaluation program (PEP) enables a candidate to have his or her prepared work evaluated by an examiner and to receive a constructive written report. It provides a benchmark against which to measure progress and an opportunity to perform for a receptive listener. In this respect it is suitable for all standards as there is a free choice of repertoire. In the music PEP there is no technical work, sight reading or aural tests. A written report is provided. No grade/mark is awarded.

For Induction Test and Performance Evaluation brochures, fees and enrolment procedures contact the WA office or access the WA website under Programs and Syllabuses.

SPEECH SYLLABUS INFORMATION

Manual of Syllabuses – Speech
The AMEB produces a Manual of Syllabuses – Speech. It is available in a hard copy or digital download from the AMEB Online Shop:

Teachers are reminded that no combinations of syllabuses may be presented for examinations. This applies to old and new syllabuses, and Teacher and Performer diplomas.

Current Practical Syllabuses
Speech and Performance, Voice and Communication and Drama and Communication

Prerequisites
Refer to the current Manual of Syllabuses – Speech for all prerequisites for Diploma examinations.
SPEECH WRITTEN EXAMINATION DETAILS

Exam centres for speech written examinations will be allocated by the office.

Speech and Performance and Drama and Performance Diploma Written examinations are now held on the Wednesday of the written exam week. There is only one week of traditional delivery written exams each year which takes place in August. Refer to the current Examination Timetable for dates.

Ten minutes reading time is allowed before the commencement of written examinations. No writing is permitted. The following finish times include the ten minutes reading time.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>TOTAL MINUTES</th>
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<tbody>
<tr>
<td>First</td>
<td>45 minutes</td>
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<td>Second</td>
<td>60 minutes</td>
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<tr>
<td>Third</td>
<td>1 hour 30 minutes</td>
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<td>Fourth</td>
<td>2 hours</td>
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<td>Fifth</td>
<td>2 hours 30 minutes</td>
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<td>Sixth</td>
<td>3 hours</td>
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<tr>
<td>Seventh</td>
<td>3 hours</td>
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<td>Associate Section 2</td>
<td>3 hours</td>
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<tr>
<td>Licentiate Section 2</td>
<td>3 hours</td>
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</table>

MUSIC WRITTEN EXAMINATIONS – TRADITIONAL DELIVERY

INTRODUCTION
Written examinations are conducted in accordance with syllabus requirements set out in the current AMEB Manual of Syllabuses and in accordance with AMEB (WA) procedures as set out in the current Examination Timetable and in this Handbook.

THERE IS NOW ONLY ONE SESSION OF TRADITIONAL DELIVERY MUSIC AND SPEECH WRITTEN EXAMS WHICH WILL TAKE PLACE IN AUGUST. SEE THE CURRENT MANUAL FOR DATES AND TIMES. 2019 WILL BE THE LAST YEAR FOR TRADITIONAL DELIVERY MUSIC AND SPEECH WRITTEN EXAMS.

ENROLMENT INFORMATION
If submitting a country enrolment, indicate the requested country centre and you will be notified as to whether an AMEB or a voluntary centre will be established.
Written Examinations are conducted throughout Australia on the same date. It is not possible to reschedule any Written Examination to an alternative date or time.

Allow around 4 - 6 weeks in August for theory results to be sent out. Pass this information on to the parents and ask them to refrain from ringing the office. Results are not given over the phone.

Candidates may enrol for two grades of written examinations in the same session providing the examinations are not scheduled at the same time.

CANDIDATES WITH SPECIAL NEEDS
Refer to pages xvii and xviii of the 2019 Manual of Syllabuses for Regulations (Special Services) covering:
- 14. Use of Dictionaries by students whose first language is not English
- 15. Candidates with disabilities
- 16. Non-English-Speaking Candidates

CANDIDATES/TEACHERS/PARENTS WHO CANNOT NEGOTIATE STAIRS
If a candidate cannot negotiate stairs, request a ground floor room with your enrolment form.

If the person bringing the candidate to the examination cannot negotiate stairs, please alert the office. If we are not able to change the room to a downstairs room we will make arrangements to ensure that the candidate is accompanied by a supervisor at all times.

ADDITIONAL REQUIREMENTS
Refer to the current Manual of Syllabuses for all information regarding the practical additional requirements for Diploma Theory examinations.

PAST WRITTEN EXAMINATION PAPERS (MUSIC)
Some past Music Theory, Musicianship and Music Craft papers are available from the office at a cost of $3.00 each. Please note that past papers are also now downloadable from the Federal Office website.

***
EXAMINATION PRESENTATION INFORMATION

WHAT TO BRING TO THE EXAMINATION?
(See below for “What Music Must AMEB Candidates Bring to an Examination”)

- Candidates must present at the correct examination venue with the necessary information on their Notice of Examination completed. Candidates will need to bring all their books, and, where appropriate, their instrument and accompanist.
- For music teachers, please note that when completing the ‘Information for Practical Exams – Music’ on the Notice of Enrolment, it is essential that teachers copy the information exactly as stated in the syllabus and not from the title on the published music being played.
- Teachers presenting candidates for ‘for Leisure’ examinations (Piano for Leisure, Singing for Leisure, Saxophone for Leisure) must indicate with a tick on the back of the Notice of Examination if the candidate has chosen Aural or Sight Reading.

IDENTIFYING PIECES FROM AMEB SERIES BOOKS (Current and Old Series books)

- If a piece is to be presented from an old series book or non-AMEB publication that is currently listed in the syllabus as a Manual List piece or relisted in any other way, we ask teachers to write on the book where the piece appears in the syllabus (i.e. List C, Series 16 or Manual List) and bring the required photocopies accompanied by the AMCOS Form.
- Clarifying where the piece is situated in the syllabuses assists to avoid confusion in the examination.

DOWNLOADED PIECES/SONGS

- Please write “Downloaded Score” and provide the web address on the front of the music.
- Please remove your name or teacher’s name form the score if it has been purchased online.
- Refer to page xiii of the 2019 Manual for information re Downloaded Musical Scores, and pages 14 and 15 of this booklet for guidelines on the use of downloaded scores.

BOOKING EXAMINATION ROOMS for Practice Sessions for Grade Examinations

A practice session is only available to 7th and 8th grade candidates and is subject to room availability. Contact the office for more details as a fee is payable. (Diploma candidates will be allocated practice times by the office. This information will be sent with the Notice of Examination).

EXAMINATION VENUES

Check carefully the venue on your Notice of Examination. As a general rule, a venue map will accompany the Notice of Examination where the exam is at a venue other than UWA, Claremont

- For instrumental exams away from the AMEB (WA) Centre, inform your accompanist of the venue
- Advise parents to read the Notice of Examination carefully to note the venue and allow time to find suitable parking

ACCOMPANISTS

Refer to the General Requirements for Practical Examinations in the current Manual of Syllabuses re the requirement to provide accompaniment (either a live accompanist or AMEB recorded accompaniment):

- Accompaniment is essential wherever the pieces presented are provided with piano accompaniments, with the exception of Extra List pieces.
- Where AMEB recorded accompaniments are available, candidates may perform with those recordings in examination. If using recorded accompaniments or backing tracks, it is the candidate’s responsibility to provide and operate suitable equipment for the examination.
- Refer to Regulation 24 in the current Manual which details the consequences of not providing accompaniment where required. Parents must also be made aware of this requirement

Please note: Whilst the AMEB (WA) provides a list of accompanists on our website, it does not recommend particular accompanists. It is also the responsibility of anyone wishing to access any accompanist on this list to validate their credentials and that they have a current Working with Children Check Card. It is the responsibility of the parent/teacher/candidate to source and provide the accompanist. The AMEB does not provide this service.
RESULTS

- AMEB (WA) processes reports as soon as practicable after a candidate's examination. The turnaround time varies due to various circumstances. Please allow one to two weeks and advise parents/candidates that results are not given over the phone or email.

- Results and all paperwork are sent to the person deemed to have lodged the entry. For AMEB(WA) purposes, this is the person who has filled in the Teacher details, not the person who has paid for the examination (if different).

EXAMINERS IN TRAINING

To ensure that the AMEB’s high examining standards are maintained there may be an Examiner in Training present during grade examinations. In such an instance, the candidate will receive the Supervising Examiner’s written report only. Candidates will only be notified on the day of the exam that an Examiner in Training will be present.

ELECTRONIC REPORTING

Some AMEB examiners have taken up the option of electronic reporting. This means that some examiners will have a laptop or other similar device in the examination room.

WHAT MUSIC MUST AMEB CANDIDATES BRING TO AN EXAM?

**Books**

All candidates attending AMEB music practical examinations are required to bring their examination performance repertoire in published editions of the pieces they are presenting.

Published editions include:

- AMEB Series Grade Books and other AMEB publications
- standard sheet music, music books or compilations of pieces. Any authentic published edition of a piece is acceptable for an AMEB examination.

**Photocopies for use by Examiners:**

- A photocopy of any piece that is not presented from a current AMEB publication is required for the examiner’s use.
- If the candidate is playing from memory, the published edition only is required for the examiner.
- A current AMEB publication refers to any AMEB Grade Book that is referred to in either the 2019 AMEB Manual of Syllabuses, or if using an ‘old’ syllabus – any AMEB books which are available for the old syllabus.
- Please note that photocopies will be used as reference during the examination and destroyed at the conclusion of the exam.

*Please note that pieces which are presented from a current AMEB publication do not require an additional photocopy to be supplied as the examiner will have a copy of this publication.*

**Photocopies of any published music used in an examination must be accompanied by an AMCOS Form.** A sample Form is available on request from the office or from the AMEB (WA) website under the ‘Resources’ tab.

**Please note: Photocopies of AMEB publications are NOT permitted in examinations**

In summary, students presenting for an AMEB music exam must bring:

1) published editions of all their pieces;
2) a photocopy of any piece not from a current AMEB publication – for the examiner’s use; and
3) an AMCOS Form to accompany any photocopies – [https://www.ameb.uwa.edu.au/resources](https://www.ameb.uwa.edu.au/resources)
COPYRIGHT LAW

As a music or speech and drama teacher, you have a professional responsibility to ensure that both you and your students and their parents are acquainted with the Copyright law as it affects the use of printed music or the written word.

APRAAMCOS (Australian Performing Right Association Limited AND Australasian Mechanical Copyright Owners Society Limited) has produced an easy to read booklet produced a booklet ‘Guide to Music Copyright for Australian Educators’ [link](http://apraamcos.com.au/media/6289/ampal-guide-to-print-music_final.pdf)

DOWNLOAD MUSIC

Digitally downloaded purchased music can be used in an examination provided that:

- The full name of the website is listed at the top of the music
- A photocopy of the downloaded music is provided for the examiner’s use and the AMCOS form is completed and attached
- The name of the teacher/or purchaser is removed from the bottom of the music

The use of digitally downloaded music from sites such as IMSLP is permissible as long as the following criteria are met:

- Did the composer, lyricist and arranger die before 1955?
- Is the edition from which the music is from more than 25 years old?

If candidates use downloaded music from IMSLP and other similar sites, they are required to:

- Indicate on their own score that they are using a download and provide the URL (website address)
- Provide a copy for the examiner – with completed AMCOS form
Appendix 1:

GUIDELINES TO ASSIST TEACHERS PREPARING MUSIC CANDIDATES

PREPARE CANDIDATES THOROUGHLY BEFORE THEIR MUSIC EXAM

- Double-check all technical, repertoire and other requirements against the current AMEB Manual of Syllabuses you are preparing from (do not mix old and new syllabus material).
- Observe and include minimum speeds for technical work in your preparatory lessons. Exceeding these speeds a little is a useful strategy to ensure that students achieve the minimum tempo with comfort.
- The AMEB (WA) recommends that teachers complete their student’s Notice of Examination form. Write the titles of their pieces by referring to the current syllabus as your guide, rather than referring to the music books being used. This helps you double-check the repertoire selection, to be sure it corresponds with the current syllabus requirements.
- Use small self-adhesive labels to identify in each book where pieces can easily be found.
- Ensure that page turning has been fully covered in preparatory lessons, either by memorising appropriate passages or photocopying the relevant page to minimise turning problems.
- Be sure to include Aural Work and Sight Reading as integral parts of your normal lesson routine.
- Accustom your students to answer questions about their pieces as part of normal lesson procedure so that they develop the skill of talking about their pieces, characteristics, terms and other relevant details.
- Remember to erase all General Knowledge references you may have written on students’ pieces well before the exam so that they are used to the appearance of the presentation copy. Always keep your own fully annotated teaching copy with all requirements for the grade written on it, as a reference for yourself and also as one that your students can access.
- Where possible, arrange performances for groups of your students before the examination so that they have some opportunities to present to an audience. Many teachers also access the numerous eisteddfods that are arranged in various metropolitan and country communities.
- Conduct a mock exam yourself or by a colleague. Run through appropriate Technical, Repertoire, Aural, Sight Reading and General Knowledge requirements with each student one week or so before the examination. Write a report using the Grading Descriptors and the Objectives for the instrument/grade that are published in the current AMEB Manual of Syllabuses.

ENCOURAGE STUDENTS TO BE CALM WHEN PRESENTING FOR THEIR MUSIC EXAM

- Instruct students to wear appropriate clothing that is also neat and comfortable. Pay careful attention to shoes that are suitable for pedalling if pedal is being used.
- Be sure students take a published edition of each piece, plus photocopies if required, together with their appropriate AMCOS Form (see Copyright and Music Requirements in this Handbook).
- For Piano for Leisure, Singing for Leisure and Saxophone for Leisure candidates, please tick either Aural or Sight Reading on the back of the form.
- Check the venue address and assist your students with instructions on how to get there and where to park.
- Remind candidates to present at the examination venue at least fifteen minutes before their allocated examination time, and to be prepared to start the examination during this period. Have a strategy that you suggest parents use if they arrive too early, or if the examination start is delayed unexpectedly.
- Remember that the waiting room is not a teaching studio.
• Remind all visitors (including teachers and parents) that they are required to follow the directions of examination supervisors who will advise them where to wait during their candidate’s examination.

• Suggest that your students ask for the name of the examiner. Most students are comfortable addressing the examiner by name during the examination and this is a useful communication strategy.

• Recommend that candidates place music books on the table provided near the piano.

• Encourage appropriate response patterns for performance. An invitation to commence does not require an instantaneous start, though undue delays are to be avoided. A measured preparation before commencing each requirement should reflect appropriate training.

• Suggest students ask politely for clarification if they are unsure about the requirement or question being asked of them by the examiner.

• Remind students that pauses in the examination flow are probably because the examiner is writing/typing.

• Remind instrumental candidates that their General Knowledge questions will be asked from the candidate’s part for Level 1 and from the accompaniment part for Level 2 - 3.

**BE RECEPTIVE TO COMMENTS AND SUGGESTIONS AFTER THE MUSIC EXAM**

• Read your students’ examination reports with an understanding that you were not present in the examination. What you covered in preparation may not have translated into practice on the day.

• Be aware of the Assessment System used by the AMEB which publishes its Grading Descriptors in its Manual of Syllabuses where the requirements for the awarding of all grades from High Distinction (A+) to Not Satisfactory (D) are stated.

• Interpret your students’ results as one person’s opinion on one day of a student’s learning life, not as a definitive statement of their potential or ability. Use comments and suggestions to reflect upon your own ideas and teaching strategies.

***
Appendix 2:

GUIDELINES FOR TEACHERS
TO ASSIST CANDIDATES PRESENTING FOR
AMEB SPEECH SYLLABUS PRACTICAL EXAMINATIONS IN WA

AMEB (WA) has devised these guidelines to help teachers interpret syllabus statements when presenting candidates for various Speech Syllabus examinations. The guidelines are compatible with syllabus requirements and have been approved by WA Speech and Drama examiners.

Presentation of Material in the Examination
To facilitate the smooth and efficient progress of an examination within the allocated time limits:

- the candidate is required to bring ONE copy of all passages from texts being presented as memorised interpretations in the program.
  
  Please note that bringing a copy of original talks in senior grades is optional.

- the candidate is required to bring TWO copies of reading material, including prose, poetry and drama readings - one for themselves and one for the examiner. This also should include TWO copies of anthology poems for the Drama and Performance examination and any reading task for the Voice and Communication examination, like feature articles, reports and information texts.
  
  Please note that it is not necessary to bring a second copy of the candidate’s choice of consecutive reading pages from a prose text. The prose text itself will be sufficient to enable the examiner to choose a short passage to be read.

- the folio presented as part of a Drama and Communication examination also should include the words of all the texts. Self-devised dialogue used in the performance may be included in the examination folder, but this is optional.

- it is suggested that all material for the examination be presented in a display file or similar and follow the order of presentation, in order to make the material more accessible to the examiner.

- the Notice of Examination form must be carefully completed, showing the order of the selections, the heading matching the titles used in the syllabus (e.g. Drama and Performance: Drama Reading, Memorised Drama; Voice and Communication: News Report, Talk).

Please also note that:

- where passages are edited, they should either be copied or re-typed so that only the character and/or words the candidate is presenting are shown;

- written material should be neat, accurate and easily accessible, to ensure the most efficient use of examining time;

- candidates are encouraged to take pride in the presentation of written work and their appearance, as appropriate to this formal occasion.

Additional comment regarding ATTIRE

Appropriate choice of clothing can aid in the overall impression a candidate makes in the examination. Selecting the most suitable clothing and footwear is important.

Candidates need to be encouraged to choose one outfit that can accommodate all the various characterisations, eras and styles of delivery being presented, and suited to the movements, gestures or props supporting their delivery. Therefore, clothing should be functional. It should not be distracting either to candidate or to examiner. Wearing of a long skirt over neutral attire/theatre blacks for programmes like 8th Grade or Certificate in Drama and Performance is appropriate, as long as the examination is not delayed by lengthy costume changes or adjustments, prior to the second part of the programme.

School uniforms are always acceptable.

* * *
Appendix 3:

SCHOOL CURRICULUM AND STANDARDS AUTHORITY ENDORSEMENT OF AMEB EXAMS

HOW TO USE AMEB SPEECH RESULTS AS ENDORSED PROGRAMS

FOR SECONDARY SCHOOL WACE GRADUATION - FOR THE PERIOD 2015-2019

All students graduating from senior secondary school in WA receive the Western Australian Certificate of Education (WACE) from the School Curriculum and Standards Authority (SCSA). All students leaving secondary school, including those who do not graduate, also receive a Statement of Results which records all Subjects, Courses, Endorsed Programs and Vocational Education and Training credited to them during Years 10, 11 and 12.

AMEB practical and theoretical music examinations are recognised by SCSA as providing worthwhile learning experiences. So all AMEB higher grade music practical and theory exams are officially approved as Endorsed Programs that can contribute towards a student’s school graduation requirements.

AMEB practical music examinations (SCSA refers to them as AMEB Practice of Music exams) from Grade 5 upwards for every instrument and voice, and AMEB music theory exams from Grade 3 upwards, can be used as part of the requirements for graduating from secondary school with a WACE. Students may learn out of school with a private teacher to qualify.

Teachers, parents and guardians need to be aware of the following with regard to Year 10, 11 and 12 students receiving WACE Unit credits from AMEB examination results:

- A parent, guardian or the student should notify their school before the end of Term 2 that an AMEB examination is likely to be taken during the year, so that it can be recorded as part of the student’s course of study for that year and registered with the School Curriculum and Standards Authority.
- For Year 12 students only, the AMEB exam must be taken no later than the first week of October so that their result can be processed in time for their WACE. Year 10 and 11 students may take an exam at any time during each year.
- AMEB WACE Units can be earned only when a student is enrolled at school in Year 10, Year 11 and Year 12.
- AMEB WACE Units can be claimed and credited only in the year that the AMEB examination is passed.
- Students must take their ORIGINAL AMEB REPORT to their school as soon as possible, to verify their successful examination result. If students sit Online written examinations, they must remember to print off their results from the website.

See overleaf for information about the AMEB practical and theoretical music examinations that are approved by SCSA as Units for WACE purposes from 2015 to 2019.

WACE UNITS for ENDORSED AMEB MUSIC EXAMS

FOR THE PERIOD 2015-2019

- The Points System that operated until the end of 2014 has been replaced by Unit equivalents. From 2015, each AMEB music grade examination listed below qualifies for EITHER ONE OR TWO UNITS for WACE purposes.
- WACE code numbers have been restructured. One single WACE code number now covers every practical instrument and voice exam of the same grade (eg. the WACE code for Violin Grade 5, Singing for Leisure Grade 5 or CPM Keyboard Grade 5 is PAMP5).
- A maximum of 4 of these Units in total may be used for the WACE, with no more than 2 Units in any one year. Exams may be taken during Years 10, 11 and 12.

See Table on the following page:
### Practice of Music

*exams cover every instrument and voice that is included in the current AMEB Manual of Syllabuses (Music) - including Leisure Syllabuses*

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### Rockschool Exams

*include all instruments and voices that is included in the current Rockschool Syllabus*  
[https://rockschool.ameb.edu.au/](https://rockschool.ameb.edu.au/)

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### Practice of Music

*exams also include Contemporary PopularMusic (CPM) Keyboard exams*

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### Practice of Music

*exams also include AMEB Contemporary PopularMusic (CPM) exams for Guitar, Bass, Drums and Voice*

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### Theory of Music

*exams come from the AMEB syllabuses for Theory, Musicianship, and Music Craft*

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<td>PAMTL</td>
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Further AMEB information may be obtained from:  
Valerie Lang - AMEB Academic Development Officer  
Phone 64888188, Email Valerie.Lang@uwa.edu.au  
or from the School Curriculum and Standards Authority website [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au)
All students graduating from senior secondary school in WA receive the Western Australian Certificate of Education (WACE) from the School Curriculum and Standards Authority (SCSA). All students leaving secondary school, including those who do not graduate, also receive a Statement of Results which records all Subjects, Courses, Endorsed Programs and Vocational Education and Training credited to them during Years 10, 11 and 12.

AMEB practical and theoretical speech examinations are recognised by SCSA as providing worthwhile learning experiences. So all AMEB higher grade speech practical and theory exams are officially approved as Endorsed Programs that can contribute towards a student’s school graduation requirements.

AMEB practical speech examinations (SCSA refers to them as AMEB Solo Speech Performance exams) from Grade 4 upwards, and AMEB speech theory exams (SCSA refers to them as AMEB Speech and Performance Theory exams) from Grade 2 upwards, can be used as part of the requirements for graduating from secondary school with a WACE. Students may learn out of school with a private teacher to qualify.

Teachers, parents and guardians need to be aware of the following with regard to Year 10, 11 and 12 students receiving WACE Unit credits from AMEB examination results:

- A parent, guardian or the student should notify their school before the end of Term 2 that an AMEB examination is likely to be taken during the year, so that it can be recorded as part of the student’s course of study for that year and registered with the School Curriculum and Standards Authority.
- For Year 12 students only, the AMEB exam must be taken no later than the first week of October so that their result can be processed in time for their WACE. Year 10 and 11 students may take an exam at any time during each year.
- AMEB WACE Units can be earned only when a student is enrolled at school in Year 10, Year 11 and Year 12.
- AMEB WACE Units can be claimed and credited only in the year that the AMEB examination is passed.
- Students must take their ORIGINAL AMEB REPORT to their school as soon as possible, to verify their successful examination result. If students sit Online written examinations, they must remember to print off their results from the website.

See overleaf for information about the AMEB practical and theoretical speech examinations that are approved by SCSA as Units for WACE purposes from 2015 to 2019.
WACE UNITS for ENDORSED AMEB SPEECH EXAMS
FOR THE PERIOD 2015-2019

- The Points System that operated until the end of 2014 has been replaced by Unit equivalents. From 2015, each AMEB speech grade examination listed below qualifies for EITHER ONE OR TWO UNITS for WACE purposes.
- WACE code numbers have been restructured. One single WACE code number now covers both the Speech and Performance and Voice and Communication practical syllabuses for the same grade (for example, the WACE code for Drama and Performance Grade 6 or Voice and Communication Grade 6 is PAMS6).
- A maximum of 4 of these Units in total may be used for the WACE, with no more than 2 Units in any one year. Exams may be taken during Years 10, 11 and 12.

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Further AMEB information may be obtained from:
Valerie Lang - AMEB Academic Development Officer
Phone 6488 8188, Email Valerie.Lang@uwa.edu.au
or from the School Curriculum and Standards Authority website www.scsa.wa.edu.au

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Appendix 4:

PROFESSIONAL ASSOCIATIONS and SERVICES

WEST AUSTRALIAN MUSIC TEACHERS ASSOCIATION
For details on joining, professional development, courses, events, finding a teacher and much more contact WAMTA on:
Tel: 9470 5595
Email: info@musicteacherswa.org.au
Website: http://musicteacherswa.org.au

THE AUSTRALIAN STRINGS ASSOCIATION (AUSTA) WA
The Australian Strings Association (AUSTA) WA runs a variety of events throughout the year catering for the needs of string students, teachers and performers.
Details of these and other events as well as contact details can be found by visiting the AUSTA (WA) website at: https://www.austa.asn.au/chapters/wa/

SPEECH AND DRAMA TEACHERS’ ASSOCIATION OF WA
The Speech and Drama Teachers’ Association of WA members provide training in all aspects of Voice, Communication and Dramatic Performance.
For all information regarding membership, events, festivals, contact details etc. go to the SDTAWA Website: www.sdtawa.com.au

AUSTRALIAN NATIONAL ASSOCIATION OF TEACHERS OF SINGING INC
ANATS WA Chapter
A professional association dedicated to serving those who teach singing in Australia.
For information contact:
President: Rebecca Watson r_r_watson@bigpond.com
Website: www.anats.org.au

THE WA FLUTE SOCIETY
Website: https://www.australianflutesociety.org.au/new/index.html

CLASSICAL GUITAR SOCIETY WESTERN AUSTRALIA
Website : http://www.guitarwa.com.au/
A newsletter and comprehensive list of activities is available on the website.

CLARINET AND SAXOPHONE SOCIETY OF WESTERN AUSTRALIA
Website: https://casswa.com/

AUSTRALIAN DOUBLE REED SOCIETY (WA)
Website: https://adrs.org.au/events/wa-branch

AUSTRALIAN SOCIETY OF MUSIC EDUCATION (WA)
Website: http://www.asme.edu.au/wa/

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Appendix 5:

MUSIC & PERFORMING ARTS LIBRARY SERVICES

This facility has an extensive range of sheet music and has recently been identifying and adding to the collection, items listed in the AMEB syllabus. The services provided would be of value to all music teachers and students.

Membership of the Music and Performing Arts library is available free of charge to all residents of the Perth metropolitan area and provides access to a collection of more than 46,000 catalogued scores and libretti and 20,000 indexed song sheets. Choose from a range of opera, jazz, folk, rock and classical music. Books, journals, and electronic resources provide other music related information. These collections are also available via interlibrary loan from your local public library.

Music & Performing Arts Library, State Reference Library
State Library of Western Australia
Phone: (08) 9427 3244
Email: music@slwa.wa.gov.au  Website: http://www.liswa.wa.gov.au

AUSTRALIAN MUSIC CENTRE

Ph: (02) 9247 4677 Toll free: 1300 651 834; Fax: (02) 9241 2873 Email: info@australianmusiccentre.com.au

The Australian Music Centre is dedicated to increasing the profile and sustainability of Australian composers and creative artists. Their website includes biographies of Australian composers and their library holds a catalogue of scores and recordings. Many works are available for sale.

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