

AMEB (WA) Video Exams

Video Exams for any grade align with the current **Repertoire** syllabus requirements and are presented via video recording, uploaded to **YouTube**.

Please check your 2024 Manual of Syllabuses **Repertoire** syllabus requirements for your instrument. Please note that candidates in Preliminary, Grade 1 and Grade 8 must present **one piece more** than specified for a face to face Comprehensive exam.

Video Exams must be submitted by the **end of the month** of enrolment. Please communicate any delays to this process to the AMEB office in order to avoid a “no show” result for the exam. In cases of illness, etc., standard AMEB policy will be followed.

Video Exams contain no technical work, aural tests, sight reading or general knowledge components that require communication between the candidate and examiner. The following guidelines explain the recording and upload process.

Steps for Preparing and Uploading a Video Exam

1. Be **prepared** according to the **Repertoire** 2024 Manual of Syllabuses requirements
2. **Ensure** suitable accompaniment (if required), recording venue and/or recording equipment (e.g. a recent model smart phone or table – see p.2 **Guide to Recording and Uploading a Video Exam**)
3. **Record the performance without breaks**
 - The candidate should CLEARLY introduce themselves and announce each work prior to performing it
 - A supervisor, aged over 18 years, will be required to attest that the exam performance was recorded in one take without teaching/coaching assistance
4. **Upload** the video to YouTube (see p.3 **Guide to Uploading to YouTube**)
5. **Paste** the YouTube link directly into SCORE (see p.4 **Guide to Uploading into SCORE**)
6. **Upload** the Supervisor Form
7. **Upload** other attachments: e.g. non-current AMEB syllabus music scores
8. **Enter** your **Repertoire Information** (list pieces/works/songs/program) into SCORE (see p.6 **Guide to Uploading Repertoire Information into SCORE**) and online **Copyright Declaration Form** (if you uploaded music under copyright; *this form is accessible after you enter the Repertoire Information)
9. **Upload photo ID** for Grade 8+ exams into SCORE. This may be a scan of the candidate’s photo ID (eg SmartRider, passport) or completed **Photo ID form**.

Post submission, an AMEB examiner is assigned to assess your video recording and provide an official AMEB examination report and result. The report and result have the same status as a ‘face-to-face’ exam and an AMEB certificate will be issued to each candidate who has completed all requirements.

Guide to Recording and Uploading a Video Exam

Camera and microphone

A high-quality recording device should be used. A recent model smart phone or tablet are often suitable.

- Choose a quiet location with good lighting and minimal ambient noise.
- Video resolution of 720p is recommended (minimum 480p).
- The camera must be positioned to capture the performer's face, both hands and the instrument. Use a landscape/horizontal orientation for a complete view of the candidate, their instrument and hands. The pedal needs to be visible for piano candidates.
- It is important that the sound is appropriately balanced between the solo part and the recorded accompaniment (if applicable).
- A candidate should test both audio and visual capability of equipment prior to recording. A test recording checks the microphone in the device and ensures an instrument is placed an appropriate distance from the recording device (or that the microphone level is set appropriately). Ensure the sound recorded is not clipping or distorting (this sounds like static and can occur with higher volumes at particular frequencies).

Recording

- Check that the camera is set to note the actual date and time the recording was created. This can usually be found in the 'Settings' of the device.
- When ready to commence the examination performance, candidate or supervisor must state in front of the camera the full date, including the year (e.g. 3rd March 2024).
- The performance should commence directly after this with the candidate introducing their name and the title of the first item e.g. "My name is Jane Smith. My first piece is xxxxxx."
- The presentation should proceed as a performance for an examiner situated in the room at the camera location. **The recording must be continuous.** There may be a one to two-minute filmed gap between each work, particularly for instrumentalists and singers.
- Each subsequent work should also be announced, e.g. "I will now play xxxxxx." The recording should cease immediately after the last work has finished.
- Copy your recording from your device to your personal computer ready to be uploaded to *YouTube*. A recording can be transferred using Google Drive, Dropbox or a similar platform.

Guide to uploading to YouTube

Video Exams are submitted to AMEB (WA) via **YouTube**. The enrolling person or candidate must create a *Google* account and *YouTube* channel, to which the video will be uploaded. Set the video privacy setting to **unlisted**. This ensures the video can be shared with AMEB (WA) but will not appear in *YouTube* search results. At no stage should the video be made available on a public site. This may be in breach of copyright regulations potentially incurring a significant fine.

Trouble Shooting for PC and Mac Users:

For those experiencing difficulty uploading their recording, the following may be of use.

Experienced mobile device users may be able to directly upload recordings from their personal mobile device by clicking on their video recording and sharing by selection of the *YouTube* icon and following prompts.


Creating a Google account

1. Go to <https://www.youtube.com/>
2. At the top right, click **sign in**
3. If you have a *Google* account, enter your details; if you are a new user click **Create Account** and follow the prompts to complete the process of creating a new account.

Create a personal YouTube channel

4. Select the icon at the top right of the window  **Create a video and more** > Upload video
5. Insert your name and select **Create channel**.

Upload video

6. Log in to your *YouTube* account and select the icon at the top right of the window and follow the steps below:
 -  **Create** > Upload video > Select File (Select your exam performance from your own files saved on your computer), or simply 'drag and drop' the video file to the window.
 - Please note video recordings take several minutes to upload. Progress is indicated in percentages and a graph.
7. During the upload, please complete the following at the top left hand of your screen:
 - **Details:** Give your video a title: Name, Instrument, Grade and Exam Key.
 - You will also need to scroll down to "Audience - is this video made for kids" and check the circle YES
 - **Video Element:** You do not need to complete this section
 - **Visibility:** Check the circle **UNLISTED**. This means that the video can only be seen by parties to whom you have given the link.
 - Do not check the circle PUBLIC. This may create a breach of Australian Copyright law.
 - Do not check the circle PRIVATE as this can only be seen by parties who have their own *YouTube* channel.

- Select **SAVE**
- Click the account menu at the top right of the screen and select > **My channel**. A list of your videos will be displayed.
 - Select the video to be submitted for evaluation, then click **Share**, which is displayed under the video on the right.
 - After the share window pops up click **copy**, next to the URL, to copy the link into **SCORE**. To do this:

Guide to Uploading into SCORE

- Log in to SCORE and find your candidate's practical enrolment record under **My Enrolments**
- Click on the black oval **Options** dropdown button
- Select **Attachments** to open the *Add attachment* pop up.
- Enter the **Name of attachment** (eg. *John Smith Gr 1 You Tube link*)
- Select **Attachment type**: either a **URL** (eg You Tube link) or **File** (eg Supervisor Form) and paste in the link or upload the file.
- Add additional information in the **Description** box if required.
- Click **Submit**.

Add attachment
✕ CLOSE

Name of attachment *

Attachment type *

Enter URL of the attachment *

Description

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body p

Cancel
Submit

18. Complete the **Supervisor Confidentiality Statement**
19. Repeat this process for all attachments/files uploaded to SCORE, including music scores not in the current AMEB grade book series syllabus.

Guide to Uploading Repertoire Information into SCORE

Enrollers and/or candidates must now upload candidate repertoire pieces/songs/works and Speech and Drama programs directly into SCORE. For **non-current AMEB syllabus grade series** music scores, please provide a completed Copyright Declaration form for the examiner.

Candidates can enter their repertoire information by logging into SCORE as a *candidate* using their **Exam Key** and **Exam Pin** (see Exam Notification letter for this information shared by the Enroller).

Step-by-step instructions:

1. Log in to SCORE and find the candidate's enrolment details under *My Enrolments*

Candidate details	Exam information	Status	Options
<p>[Redacted Name]</p> <p>WA [Redacted]</p> <p>Repertoire required</p>	<p>Piano for Leisure (Repertoire) Grade 1</p> <p>Subject code: 6261</p> <p>Session: Video Exams AMEB - March</p>	Active	Options ▾
<p>[Redacted Name]</p> <p>WA [Redacted]</p> <p>Repertoire submitted</p> <p>Edit repertoire</p>	<p>Piano for Leisure (Repertoire) Grade 7</p> <p>Subject code: 6267</p> <p>Session: Video Exams AMEB - March</p>	Active	Options ▾

2. Press the red **Repertoire required** button. When uploaded, the blue box will read **Repertoire submitted** as in the picture above.
3. Choose the **Repertoire Type** as per the Manual of Syllabuses (eg. List A, B, Piece...) and enter the **Composer** and **Title of Work**.
4. Press the black + **Add another work** to enter additional pieces/works/songs.
5. Press the black **Submit Repertoire** button to enter and save your selection.
6. If an online **Copyright Declaration Form** is required, tick the box to do so after entering your Repertoire Information.

Candidate name: [REDACTED]
Enrolment key: W [REDACTED]
Exam name: Piano for Leisure (Repertoire) Grade 3

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 *

List A

Composer *

Bach

Title of work *

Sunflowers

+ Add another work

Submit repertoire

Enquiries

A member of the AMEB (WA) administrative team would be pleased to answer any queries concerning Video Exams and may be contacted by email at amebwa@uwa.edu.au

Frequently Asked Questions

Does the video exam performance require an accompanist?

If the work is written with accompaniment, it must be performed with accompaniment which may be provided by a live accompanist or recording. In the case of recorded accompaniments, and if an AMEB recorded accompaniment is available, this must be used. Where no AMEB recorded accompaniment is available, the candidate may engage an accompanist to record, or find a commercially available pre-recorded accompaniment.

Do Own Choice pieces need to come from an AMEB publication?

No, they can be sourced from non-AMEB publications and do not need to be listed in the syllabus. Own choice pieces must have an educational value similar to that already prescribed in the syllabus. A copy of the published music of ANY piece not sourced from a current AMEB publication needs to be submitted along with a completed Copyright Declaration form uploaded into SCORE.

Does the candidate need to prepare technical work?

No. There are no technical work requirements for video exams.

Will the candidate receive a certificate?

Yes. Once the assessment has been completed, the report and result will be available on AMEB (WA) SCORE and the appropriate certificate will be mailed to each successful candidate. The turnaround time may vary from four to six weeks, depending on the volume of video examinations received.

What if the recording is not of examinable quality?

If the Examiner finds that the recording is not of acceptable quality, the performance cannot be assessed. It will be necessary to submit a new recording for examination. A transfer fee of \$55.00 will be charged to cover the Examiner's time.

What happens if I submit my video exam late?

If your submission is received after the last day of the month you have enrolled for, it will be carried forward into the next session for that instrument. In the case of some instruments, the next session may be 5 or 6 weeks later, which means that a candidate could be waiting many weeks for their examination result and report. If your submission is too late for a subsequent session, the enrolment will be treated as a withdrawal. In this case, an account holder would need to start and pay for a new enrolment through SCORE.