



AMEB WA ENROLLERS' HANDBOOK

CONTENTS

About AMEB	05
Enroller Responsibilities	06
AMEB WA Enrolment and Examination Policies	08
Examination Preparation and Enrolment	09
Enrolment Policies	08
Enrolment Checklist	11
Examination Scheduling Policies	14
Examination Day Policies	16
Post Examination Day Policies	18
Privacy Policy	20
Examination Centres	20
Events – Cancellation and Refund Policy	21
Feedback and Appeals Policy	22
Music Teaching Exams	22
Music Theory Exams	23
Practical Music Exams	24
The Comprehensive Examination	24
The Repertoire Examination	24
'For Leisure' Comprehensive Examinations	25

'For Leisure' Repertoire Examinations	25
The Video Examination	25
Ensemble Performance Examinations	25
P Plate Piano Assessments	26
First-Steps Assessments	26
Rockschool Exams	26
Speech and Drama Exams	28
AMEB WA Products and Resources	29
AMEB WA Consultancy Service	31
On The Day Checklist	32

For current examination timetable and fees please visit www.ameb.uwa.edu.au

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THE UNIVERSITY OF
**WESTERN
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ABOUT AMEB

AMEB WA

Australian Music Examinations Board Western Australia (AMEB WA) has been delivering music examinations to Western Australians since 1913. AMEB WA is affiliated to the University of Western Australia through its Conservatorium of Music and receives financial support from the Western Australian Government through the Department of Education.

The State Manager is responsible for the strategic direction and operational aspects of the State Office, including developing and implementing state policies for administering and conducting nearly 5000 quality music, speech and drama examinations across the State annually.

The WA Office engages examiners who are specialists in their field, a practice that is unique to AMEB.

The AMEB WA Executive, Examination and Advisory Committee provides expertise and specialist advice about the conduct of AMEB examinations within WA.

AMEB

AMEB was established as a national organisation in 1918, and has provided service to the Australian arts community, including teachers and students, through nationally recognised standards of achievement in practical and theory subjects for over 100 years.

AMEB examinations are regarded as the benchmark for assessments in music, speech and drama in Australia with many subjects on offer which are endorsed by the School Curriculum and Standards Authority (SCSA). AMEB Awards are recognised alternate pathways within a portfolio of alternate prerequisites for entry to UWA.

AMEB is Australia's leading music and speech and drama assessment service offering internationally recognised qualifications, syllabuses, supporting publications and graded examinations from preliminary through to diploma levels. Catering for diverse creative preferences, AMEB inspires learning and supports achievement across a broad range of musical instruments, singing, speech and drama and theory; and provides specialist teaching qualifications.

AMEB is responsible for producing high quality syllabuses and publications, undertaken through rigorous reviews by leading Australian pedagogues and subject-matter experts to provide the best materials for study purposes. This includes the commitment to include compositions by Australians. For syllabus news and developments, including new releases and syllabus withdrawals, please refer to the current Manual of Syllabuses.

Disclaimer

This publication is a guide to AMEB examinations in Western Australia and is to be used as a teaching resource in conjunction with the current Manual of Syllabuses.

Information is correct at time of publication. Updates may be made throughout the year.

ENROLLER RESPONSIBILITIES

AMEB WA accepts enrolments on the understanding that the Enroller has read and agreed to their responsibilities and AMEB WA policies.

Enroller Definition

The Enroller can be a teacher, parent or guardian, school or a candidate who is 18 years or older. An Enroller is a person who is registered as an Enroller with AMEB SCORE WA. In line with best practice, AMEB WA is only able to correspond with the registered Enroller whose details are held in our database.

Whilst many teachers choose to be Enrollers for their students, teachers who do not wish to enrol and manage candidate enrolment can direct a candidate (over 18) or a candidate's guardian to become an Enroller. In this instance, the teacher will not receive AMEB correspondence. Registered Enrollers receive all AMEB WA examination information, including: Tax Invoices, New Purchase Confirmations, Timetable Notifications and Candidate Results.

AN ENROLLER IS RESPONSIBLE FOR:

- Correctly enrolling a candidate in the syllabus, subject and grade in which they have been prepared for in accordance with the *Manual of Syllabuses* objectives by session close dates.
- Paying enrolment fees and charges.
- Understanding, accepting and complying with AMEB WA's policies and procedures.
- Accepting that AMEB examinations are conducted strictly in accordance with the syllabus requirements, objectives and regulations as prescribed in the current *Manual of Syllabuses* and AMEB WA policies.
- Updating contact details through SCORE under '*Edit Your Profile*'.
- Advising AMEB WA of any dates to avoid, special requests and individual needs at enrolment.

- Checking '*My Enrolments/Practical Exams*' in SCORE to confirm enrolment, examination advice and printing or downloading the *Notice of Examination* letter.
- Amending enrolment errors by notifying the State Office by phone or via amebwa@uwa.edu.au
- Enter the candidate's Repertoire Information into SCORE 72 hours before the examination (preferred option); OR, bring a hard-copy list of the exam pieces to be played (page 2 of *Notice of Examination*).
- Provide the candidate with a hard or soft copy of the *Notice of Examination* letter to bring on the examination day in a timely manner;

OR

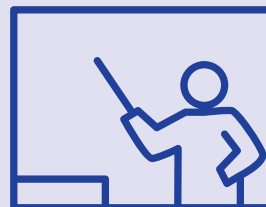
- Providing the candidate with their *Exam Key* and *Enrolled Exam PIN* from the *View Candidate Information* tab in SCORE so the parents/candidate can access SCORE as an Exam Candidate and download their own *Notice of Examination* letter.
- Ensuring candidates are prepared to sit the examination they are enrolled in, and are ready to be examined from the first day of the enrolled examination session.
- Contacting AMEB WA, prior to the start of the enrolled examination session, if they have not received a *Timetable Notification* email.
- Acknowledging that examinations will not be scheduled without AMEB WA;
- Receiving the full payment of all fees,
- Providing the candidate or their parent with the examination reports within 21 days of receipt,
- Monitoring their registered SCORE email account and/or navigating the SCORE website to receive New Purchase Confirmations, Timetable Notifications and Candidate Results.

AMEB WA ENROLMENT SCENARIOS

Teacher

Teacher/School enrolls and pays as the Enroller

- Teacher will receive confirmation of enrolment email
- Teacher will receive Exam Notification letter
- Teacher will receive reports and certificates



Parent/Guardian

The teacher requests the parent enrolls the candidate and pays

- Parent registers in AMEB SCORE as an Enroller
- Parent will receive confirmation of enrolment email
- Parent will receive Exam Notification letter
- Parent will receive reports and certificates



AMEB WA will email examination information to the email address which is associated with the candidate's Enroller.

AMEB WA ENROLMENT AND EXAMINATION POLICIES

Enrolment Acceptance Policies

AMEB WA accepts enrolments on the understanding that all Enrollers have read, understood and accept AMEB WA policies and procedures. They also agree to fulfil all Enroller responsibilities (see p.6).

Examination Preparedness Policies

Syllabus Requirements

Teachers are solely responsible for:

- preparing candidates in accordance with the set of syllabus objectives which provide guidance on examiners' expectations of achievement at each level.
- considering the candidate's age and development when selecting a suitable grade for the candidate.

The chosen syllabus must be presented in its entirety. A combination of different syllabuses is not accepted for examination e.g. Old Syllabus and New Syllabus.

Where syllabuses have been mixed, examiners will strive to assess the candidate within the requirements of ONE syllabus and the use of Regulation 25, but if this is not possible the examiner will write "Unable to assess" on the report.

Accompaniment

Accompaniment is mandatory wherever the pieces presented are provided with piano accompaniments, with the exception of Extra List pieces. Refer to the relevant syllabus for the full requirements.

An examiner must not accompany a candidate whom they are examining under any circumstances.

Where AMEB-produced recorded accompaniment is available, a candidate may perform with those recordings in their examination as an alternative to using an accompanist up until grade 3.

A candidate using recorded accompaniment is responsible for providing and operating their own equipment, except for Rockscool and percussion.

Teachers must consider the candidate's age and technical ability before recommending they use recorded accompaniments. AMEB WA recommends a candidate who is using a recorded accompaniment should practise with it before the examination to achieve the best outcome.

Where a candidate is performing with recorded accompaniment in an examination, they must use the '100%' or 'performance' tempo.

Enroller

Upon registering as an Enroller in SCORE, AMEB WA will provide the Enroller with all examination information via their registered email address. *Please check your 'Junk/Spam' mail as unrecognised emails may be diverted to this inbox.*

Online Enrolment and Enrolment Forms

AMEB WA accepts online enrolments submitted via AMEB SCORE, received with full payment by 11.59pm AEST on the session close date. Manual enrolments may be accepted and late fees apply.

EXAMINATION PREPARATION AND ENROLMENT



SYLLABUS

Prepare the correct syllabus requirements

Choose and prepare pieces from the correct syllabus and grade book; and technical requirements from the correct technical workbook for the relevant grade.



CHECK SUITABLE SESSIONS

Choose the most suitable examination session

Candidates should be prepared to sit from the first day of a session. Ensure the session doesn't conflict with any other dates (i.e. school exams, sport, religious fixtures). Ensure accompaniment (if needed) is also available.



ENROLMENT

Enrol in examination

Enrol in the chosen session. Ensure you enrol in the correct subject; and provide required candidate information on enrolment.

View the Enrolment Checklist for further details



NEW PURCHASE CONFIRMATION

Check details are correct in the New Purchase Confirmation email. If the enrolment requires amending, contact the state office.



TIMETABLE NOTIFICATION

AMEB WA endeavours to release examination information approximately two weeks before the date of the exam. Enrollers must check and forward on the exam notification to candidates/guardian, and: upload the candidate's Repertoire Information into SCORE 72 hours prior to the exam, or, complete page 2 of the Notice of Examination and present a hard copy repertoire list to the examiner on the day.



Examination Dates to be Avoided

Examinations are scheduled based on examiner and venue location availability. Enrollers are encouraged to consult with a candidate and their parents about the most suitable exam week to enrol in before enrolling.

Candidates are asked to be exam ready on the first day of examining in the enrolled session.

All reasonable requests for dates to avoid, provided at enrolment, will be considered but are not guaranteed for:

- religious observances,
- sporting fixtures,
- school examinations,
- school camps or special events.

Requests made for any other reason are generally unable to be accommodated unless for exceptional circumstances.

Provision is made to request weekend or weekday examinations, though this cannot be guaranteed.

No special request can be accepted after an examination has been scheduled unless there are extenuating circumstances. Any request to move an examination after it has been scheduled is a 'Transfer', which incurs a Transfer Fee.

Individual Needs

AMEB WA is committed to providing inclusive quality examinations for candidates of all backgrounds, abilities and identities. All candidates are provided with access to the examination process, with reasonable adjustments, so they can demonstrate their skills to the best of their ability to ensure they participate on the same basis as their similar-aged peers. AMEB WA provides an environment that is safe, supportive and free from discrimination.

AMEB WA must be advised of the candidate's individual needs in writing on enrolment, or as soon as practicable after enrolment if a condition becomes apparent or worsens. It is advisable to include any information about individual needs in the scheduling requests section of the SCORE enrolment.

Current medical documentation of the candidate's diagnosis must be provided to AMEB WA on enrolment, and have been issued within two years of the candidate's enrolment.

To ensure we have up-to-date information, a request for individual needs must be submitted for every enrolment. Relevant information will be shared with the examiner and supervisor.

While AMEB WA provides candidates with reasonable adjustments tailored to meet their individual needs, all candidates will be assessed against the same examining standards published in the current *Manual of Syllabuses*.

Special Requests

Special requests may be made on enrolment where particular circumstances need to be considered before scheduling an examination. For example:

- travel considerations for candidates from regional towns
- the Enroller has multiple enrolments to be examined on the same day
- to advise if there is a conflict of interest with a particular examiner

AMEB WA will only exclude an examiner from examining candidates where a direct or indirect conflict of interest exists, such as the examiner is the candidate's teacher, relative or a family friend.

Enrollers should advise AMEB WA on enrolment if an examiner is known to the candidate, and in particular if the candidate has been taught by an examiner within the last 2 years.

We are regrettably unable to accommodate requests for:

- preferred examination dates (though consideration shown for regional candidates traveling to Perth where possible),
- specific examiners (unless there is a conflict of interest)
- dates to accommodate accompanists.

- Enrollers are solely responsible to engage and manage the candidate's accompanist around the candidate's examination date.

Confirmation of Enrolment

Enrollers will receive a *New Purchase Confirmation* email with a tax invoice attached and link to the tax invoice within SCORE. Enrollers are asked to check the details of the enrolment on the tax invoice/confirmation.

Timetable Notification

The Enroller will then receive a *Timetable Notification* email directing them to download the *Notification of Examination* letter under *My Practical Enrolments* in SCORE. Enrollers are asked to contact AMEB WA if they have not received their *Timetable Notification* email two weeks before the start of the examination session.

AMEB WA incurs all costs of the examination upon scheduling. The examiner is paid, whether or not the candidate attends.

Enrolment Amendment

AMEB WA does not make any changes to a candidate's enrolment details unless the State Office is informed via email or phone by the Enroller.

If the Enroller advises AMEB WA of an amendment to any enrolment details before the close date, AMEB WA will amend the change free of charge. If the amendment occurs after the close date, a \$15 Amendment Fee is incurred payable by credit card over the phone.

For amendments after the close date, Enrollers will receive an updated *Timetable Notification* email. Enrollers can then log in to SCORE to view the updated *Notification of Examination*.

A request to change an examination time and/or date is not an 'Amendment', it is a 'Transfer' and will subsequently incur a Transfer Fee.

ENROLMENT CHECKLIST



CHECK EXAMINATION DETAILS

Examination subject/syllabus name (e.g. Piano Comprehensive New Syllabus).

CHECK CANDIDATE DETAILS

Candidate's full name (as it will appear on certificate), date of birth, include parent and teacher details in SCORE.

DATES TO AVOID

List dates to avoid (e.g. scheduled holidays, school camps, sporting events, sporting fixtures, religious observances etc.) Requests are governed by timetabling constraints.

INDIVIDUAL NEEDS

Tell us if your candidate has any individual needs on enrolment with supporting, current medical documentation.

SPECIAL REQUESTS

Tell us whether to group your candidates together, or if there is any conflict of interest with an AMEB examiner (e.g. relative, family, friend and or teacher within the last two years).

CHECK FINAL DETAILS

Check over all of the above details along with the session you are enrolling the candidate in.

Change to Legal Name

To change a legal name AMEB WA is required to sight the legal documentation which is evidence that a change of name was legally made. For example, Change of Name Certificate issued by Births, Deaths and Marriages or a birth certificate re-issued with the new legal name are the acceptable documents which could facilitate the requested changes.

AMEB WA is prohibited from retaining any candidate's legal identity documents on file, so the parent will be required to present these in person at the AMEB WA state office or virtually via video call to facilitate the required changes to the candidate's family name.

If this cannot be produced, then other satisfactory evidence (such as child's passport, Centrelink or Medicare details) must be presented by the parent. Once the AMEB WA is satisfied with the documentation, then the student's legal name can be changed.

When recording personal information, including preferred name for students who are trans and gender diverse, information to support decision-making is available to assist AMEB WA in supporting gender diverse candidates.

Payment of a \$15 administration fee is required before AMEB WA will change the candidate's name.

Is it a legal requirement for AMEB WA to record a candidate's sex on enrolment?

Yes. There is a legal requirement under the Public Records Act 2002 and the Information Privacy Act 2009 that public records are made and kept accurately.

The Department recognises any of the following as sufficient evidence for confirmation of a student's sex and/or gender:

- A statement from a Registered Medical Practitioner or a Registered Psychologist which specifies their gender;
- A valid Australian Government travel document, such as a valid passport, which specifies their gender; or
- A state or territory birth certificate, which specifies their gender. A document from a state or territory Registrar of Birth Deaths and Marriages recognising a change of sex and/or gender will also be seen as sufficient evidence.

Enrollers may enrol a candidate who identifies as gender diverse by recording their sex as *unspecified* in SCORE. AMEB WA does not require these documents on enrolment, however may require documents if a change is requested.

If a candidate has not officially changed their name and sex on their birth certificate or passport, can AMEB WA legally record the candidate's preferred name and affirmed gender on other formal examination documentation (e.g. examination reports, candidate slip and examination schedule) differently to that shown on the birth certificate?

Yes. There is no requirement for formal AMEB WA documentation (e.g. examination records) to record the candidate's legal name and sex. Where AMEB WA receives confirmation that a candidate identifies as gender diverse, there should always be provision for the candidate's preferred name and affirmed gender to be recorded on AMEB WA documentation. This includes the use of the affirmed gender pronoun.

NB: The candidate details used with AMEB WA should be the same as those recorded on the candidate's school documents to ensure their information uploads to SCSA when required for Western Australia's Certificate of Education (WACE; WASSA) purposes.

Enrolment Withdrawal

If a candidate withdraws the enrolment before the enrolment close date, the Enroller or parent is requested to advise AMEB WA in writing via email.

An Enroller who requests to withdraw before the close date will be refunded the examination fee.

Transferring Practical Examinations

AMEB WA incurs all costs of providing the examination whether or not the candidate attends. Consequently, a \$55 Transfer Fee is charged to contribute to the additional cost of rescheduling an examination.

A candidate/Enroller or parent may call or email the State Office requesting a new examination time. If a suitable day/time is available, payment must be made by credit card over the phone or in person at the State Office before the transfer can be finalised. An updated *Timetable Notification* will then be emailed to the Enroller.

The availability of a substitute examination time is not guaranteed, but candidates/parents are encouraged to enquire with the State Office regarding new openings in the schedule.

In regional areas, a transfer of an examination will only be available during the relevant examination session or the next examination session within the same calendar year, or to a Video Examination.

A candidate cannot transfer from one calendar year to the next under any circumstance.

Medical Transfer

When a candidate becomes ill or is injured before the scheduled examination or is unable to attend the scheduled examination on the day, the enroller is requested to advise AMEB WA as soon as possible

The candidate must provide AMEB WA a medical certificate to confirm their illness or injury which prevented them from attending the examination within 7 business days of the scheduled examination.

The candidate will be offered the opportunity, subject to availability, to reschedule the examination to a later date within the same calendar year.

A 50% transfer fee of the original examination fee will apply in the case of medical transfers.

Non-Medical Transfer

A transfer for any other reason is a non-medical transfer that attracts a \$55 Transfer Fee.

Absence from a Scheduled Examination - Medical

If a candidate fails to attend their examination at the scheduled time and date, and supporting medical documentation *is not provided within 7 days* of the examination date, the enrolment fee will be forfeited. Further consideration is at the discretion of the State Manager.

Enrolment Cancellation – Non-Medical

A refund cannot be given when the cancellation is for non-medical reasons, unless extenuating circumstances exist.

The State Manager determines applications for extenuating circumstances. Relevant, supporting documentation must be provided with the application.

AMEB WA Unable to Deliver Services and Cancels Enrolment

Customers will receive a 100% refund of enrolment fees in the event AMEB WA cannot facilitate the examination service.

Incorrect Purchases

Requests for refunds must be made in writing, in the same year that the examination is scheduled, to amebwa@uwa.edu.au

Requests for refunds must be accompanied by relevant documentation.

Relevant documentation must be provided within 14 business days if pertaining to a scheduled examination.

For incorrect online SCORE purchases, email the details of your incorrect purchase to online@ameb.edu.au for a refund.

How will I receive my refund?

If payment was made by credit card via EFTPOS through the State Office (usually by phone), a refund will be provided via EFTPOS to the same credit card.

If payment was made via SCORE, the refund will be provided via SCORE Financial Services to the same credit card.

Teacher responsibilities

If the teacher has made the payment and receives a refund, it is the teacher's responsibility to reimburse the refund to the parent, where required.

EXAMINATION SCHEDULING POLICIES

Enrollers:

- Must provide AMEB WA with correct and relevant information at the time of enrolment, including all individual needs, dates to avoid and reasonable special requests. Please provide an accompanying letter to amebwa@uwa.edu.au at enrolment from a medical specialist when requesting accommodation for special needs.
- Will receive examination details via their registered SCORE email address at least two weeks before the scheduled examination date. Enrollers should then log in to SCORE to view/print the *Notification of Examination* letter.
- Can also check their enrolment details and candidates' scheduled examinations in the 'My Practical Exams' tab in SCORE.

Practical Examination Scheduling Process

Examinations are scheduled based on the availability of suitable examiners, venues and in accordance with the candidate's requested dates to be avoided provided on enrolment.

AMEB WA will not consider scheduling requests from accompanists.

Stage 1:

An Enroller enrolls candidate before the session close date. Enrollers must inform AMEB WA of all dates to be avoided, individual needs and other special requests. (Provide documentation from medical specialist when requesting special needs accommodation).

Stage 2:

The scheduling team commence timetabling examinations immediately after the closing date for each session.

Stage 3:

The scheduling process can take up to 2 weeks to finalise. Schedulers match demand for instrument groups to the availability of examiners and venues while accommodating requests where possible.

Stage 4:

Schedulers endeavour to release the Exam Notification (date, time & location; CCTV Acknowledgement and Consent form; Practical Exams – Music form) to Enrollers at least 2 weeks prior to the examination date. The Enroller will receive an email, directing them to the Examination Notification letter under 'My Practical Exams', where the information can be shared with parents, printed (single-sided) and brought completed to the examination.



EXAMINATION DAY POLICIES

Care and Supervision of Candidates

Parents or guardians are responsible for the care and supervision of candidates younger than 18 years of age at all times during attendance at, and travel to and from, the examination venue. This includes authorising and making any arrangements for a responsible adult other than the parent or guardian to supervise on their behalf (for example, the enrolling teacher).

AMEB WA staff may give direction to candidates attending the venue to facilitate the conduct of examinations or other services.

AMEB WA staff may direct a person to leave the premises at any stage if they are concerned for the safety or wellbeing of the person or others, and/or the proper conduct of AMEB WA examinations.

When to Arrive

Candidates must arrive 15 minutes prior to the examination start time and be ready to start their examination as scheduled. AMEB WA incurs all costs of conducting the examination whether or not a candidate attends. Minors must be accompanied by a parent/guardian.

Failure to attend on time on the scheduled examination day will result in the candidate forfeiting their examination fee unless the failure to attend is due to ill health/injury on the day of the examination (refer Medical Transfer).

Use of Electronic or Digital Devices or Resources

A candidate is responsible for operating their own equipment and ensuring it is in working order before the day of the examination. The candidate is solely responsible for operating any technical equipment required for their examination, including recorded accompaniment.

Device Tips

A candidate should check and test devices or electronic or digital resources are working as intended, and are compatible with AMEB requirements before the examination.

The speaker/s must be capable of producing an audio quality that is suitable for the type of music being performed, and must be able to produce a volume level sufficient to achieve the appropriate balance between solo performance and accompaniment.

The candidate should ensure the speaker is fully charged, and bring the power/charging cable as a back-up. AMEB WA is not able to provide WiFi services. A candidate will need to use their own mobile data, if required.

Recording Examinations

AMEB WA does not record face-to-face examinations (except for CCTV footage – video only, no audio). Candidates, accompanists, parents and teachers are prohibited from filming or recording any face-to-face examination.

Mobile Phones

Mobile phones of teachers, candidates and accompanists are not permitted in the examination room, with the exception of using the device for tuning purposes or playing a recorded accompaniment.

Proof of Identification

All candidates sitting AMEB examinations Grade 8 and above *must* present photographic identification to the AMEB supervisors upon arrival.

All candidates sitting Rockscool examinations Grade 6 and above *must* present photographic identification to the AMEB supervisors.

Acceptable photo identification documents are :

- School identification card
- University student card

- Passport
- Driver's Licence
- For candidates without photo ID (eg. primary school students) a school class photo stating the candidate's name will suffice

If photographic identification is not provided on the day of the examination, candidates are required to check in at reception where the candidate's image will be recorded, and bring/email the identification in person to the AMEB WA State Office within 48 hours of the examination. On weekends, the supervisor will take a photograph of the candidate.

In regional areas, a copy of the candidate's identification must be emailed to amebwa@uwa.edu.au within 48 hours of the examination.

Examination results will be withheld if identification is not provided.

Warm-ups

AMEB WA does not guarantee the availability of warm up rooms, or pianos in warm up rooms at any venue. Where warm-up rooms are available, they are provided for the purpose of warming-up and candidates must not expect to have sufficient time to rehearse their full program.

Where facilities allow and time permits, voice and instrumental candidates (other than piano) may be provided with an opportunity to warm-up five minutes before a grade examination. Diploma examinations receive scheduled warm-up sessions on a day prior to their examination day.

Candidates may be accompanied to the warm-up room by their accompanist or associate artist.

Candidates sitting examinations in any location are strongly encouraged to make final preparations at home before travelling to the examination venue.

Page Turners, Associate Artists and Accompanists

A page-turner may be used by candidates and/

or accompanists/associate artists. Page turners, accompanists and associate artists are only permitted in the examination room when required. No other person is allowed in the examination room while examinations are in session with the exception of P Plate Assessments.

Photocopies

In general, the Copyright Act prohibits the use of photocopied music. Photocopies must not be used by candidates in AMEB examinations, unless an exception to copyright applies, or the relevant music publisher has granted permission for the candidate to make a copy.

Examiners will note the improper use of photocopies on the candidate's report.

Candidates are permitted to use photocopies for ease of page turning. However, the original version of the score from which the copy was made, must be in the examination room with the candidate.

In WA, a photocopy of any piece that is not from a current AMEB publication is required for the examiner's use.

Diploma candidates must supply a copy of their music to the examiner.

Please note that photocopies will be used as reference during the examination and destroyed at the conclusion of the exam.

If the candidate is playing from memory, the published edition only is required for the examiner.

An AMCOS/APRA Copyright Declaration form is required for photocopied music, still under copyright, used in a music examination. This can be completed online in SCORE.

Downloaded Musical Scores

A candidate may present for examinations using scores that have been legally purchased and downloaded via online sheet music retailers. Please note the candidate is responsible

for ensuring copyright clearance for their use of this material has been obtained.

When using digitally downloaded music, teachers/candidates are asked to:

- Include the full name of the website at the top of the music.
- Remove the name of the teacher/purchaser from the bottom of the music.
- Provide a photocopy of the downloaded music for the examiner's use and complete the online AMCOS/APRA Copyright Declaration Form in SCORE.

Communication with Examiners

Enrollers, parents and teachers are not to directly communicate with examiners on any matter regarding the candidate or examination schedule, including sending letters with the candidate on examination day.

All administration or examination matters must be communicated with the AMEB WA state office before the examination day.

Trainee Examiners

A trainee examiner may be under the supervision of a senior examiner during an examination and may conduct part or all of the examination. No requests to exclude a trainee examiner will be accepted.

POST EXAMINATION DAY POLICIES

Reports and Certificates

An examiner's report which contains the examination result is provided for the information of the candidate and teacher.

AMEB WA will:

- Upload the candidate's electronic report to SCORE no later than 15 business days after the examination has been conducted (excluding recorded repertoire examinations).
- dispatch the certificate via Australia Post within 21 days of the examination (excluding recorded repertoire and Rockschool examinations).

AMEB WA is not responsible for the delivery of the certificate or report to the candidate after it is dispatched from the State Office.

Under no circumstances may results be given over the telephone or emailed to any party.

Higher Grade Certificates and Completion of Additional Requirements

In accordance with Regulation 19 of the *Manual of Syllabuses*, AMEB WA cannot issue certificates for successful candidates sitting AMEB Practice of Music Grades 6, 7, 8, Certificate of Performance, Associate Diploma or Licentiate Diploma until the additional theory component is successfully completed.

Candidates must notify AMEB WA when the additional requirement is completed so that their practical certificates can be released.

Teacher Statement of Passes

A teacher Statement of Passes will only contain the results of the candidates who the teacher has enrolled as an Enroller or of candidates who have identified the teacher on their account. As AMEB WA cannot search the database for teachers listed within private accounts, the onus is on the teacher to provide a list of candidate names to be corroborated by AMEB WA. The Teacher Statement of Passes will record up to 5 years of results.

AMEB WA will issue a teacher Statement of Passes on receipt of the \$25 Statement of Passes fee and \$25 Search Fee.

Replacement Certificates

Replacement certificates will be supplied upon payment of the applicable fee of \$25.

If requesting a replacement certificate dated prior to 1992, additional fees may apply. Please contact the WA State Manager for more details.

Recognition of Prior Learning

Candidates who have completed an Australian/New Zealand degree (e.g. Bachelor of Music) or previous study can apply for Recognition of Prior Learning to satisfy the AMEB theory requirements for practical examinations.

Applicants must submit a JP certified copy of their qualifications, including a full academic transcript and certificate to amebwa@uwa.edu.au

AMEB Endorsed Programs

Selected AMEB Examinations have been approved as endorsed programs. All endorsed programs successfully completed and reported to the Authority by the school:

- are listed on the student's Western Australian Statement of Student Achievement.
- may contribute towards the depth requirement of the WACE.
- may contribute towards the C grade requirement of the WACE.

Each endorsed program is allocated one, two, three or four unit equivalents (see endorsed programs website: <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>). A student is able to count a maximum of 4 unit equivalents from endorsed programs for WACE purposes, earned when a student is enrolled at school in Yr 10, Yr 11 and Yr 12, with no more than 2 units in any one year.

Endorsed AMEB Examinations and AMEB Programs.

AMEB Award Program: Bronze, Silver and Gold Awards.

Music (Practice of Music SCSA): Grades 5 and above for all AMEB practical examinations.

Music Theory (Theory of Music SCSA): Music Craft (Grades 3 to 6), Theory of Music (Grades 3 to Associate Diplomas). Musicianship (Grades 3 to 6)

Rockschool Examinations (Music Performance SCSA): Grades 5 and above for all practical examinations. Music Production is also included.

Solo Speech Performance (Solo Speech SCSA): Grade 4 to Diplomas for Speech and Performance or Voice and Communication.

Speech and Performance Theory (Speech Theory SCSA): Grades 2 to 7.

Teachers, parents and guardians need to be aware of the following with regard to Year 10, 11 and 12 students receiving WACE unit equivalents 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 SCSA.
- 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 by SCSA.
- Year 10 and 11 students may take an exam at any time during each year.

WACE unit equivalents can be claimed and credited only in the year that the AMEB examination is passed. Students need to take their original AMEB report to their school as soon as possible to verify their examination result. If students sit online written examinations, they must print off their results from the website.

PRIVACY POLICY

Privacy Policy and Non-Disclosure of Personal Details

AMEB WA will not divulge any personal information to individuals or organisations without the permission of those concerned, unless required to by law.

Candidate Confidentiality

AMEB WA maintains the privacy of candidate information and will keep details of examination enrolments, examination results and personal information confidential to the Enroller. Therefore, all communication about candidates and their examinations is only with the Enroller, including result reviews and complaints/appeals.

In exceptional circumstances, timetable information will be provided to parents or candidates on the basis they can accurately identify the candidate by providing all of the following details:

- teacher's name and address (assuming the teacher is the Enroller)
- candidate's full name and date of birth; and
- the subject and grade of the examination for which the candidate is enrolled.

EXAMINATION CENTRES

For examinations held outside metropolitan Perth, a minimum of five hours examining is required.

Where there are insufficient candidates to meet the minimum number of examining hours, AMEB may negotiate alternative arrangements with Enrollers. Options may include; requesting candidates to travel to the nearest available centre; transferring to a Video Examination or providing the opportunity to withdraw from the examination with a full refund of the examination fee.

External Examination Venues

Teachers may request that music and speech and drama examinations be conducted at an external venue, such as a private centre, studio or school, if they:

- meet a minimum of three hours of examining in metropolitan Perth and five hours of examining in regional locations.
- have applied and been approved by the State Manager to facilitate AMEB examinations at their venue before the examinations are scheduled.
- External examination venues are selected based on availability within the nominated session, suitability of examination room facilities and consideration may be given to the venue's proximity to the Enroller.

EVENTS – CANCELLATION AND REFUND POLICY

AMEB WA events include seminars and professional development, and the Annual AMEB Awards ceremony.

Certain events will attract a registration fee.

AMEB WA requires written notice for all cancellations if you provide:

- Seven working days' written notice or more before the event, a full refund of the total registration cost will be issued.
- Six working days' written notice or less before the event, the total registration costs are payable and no refund applies. *In exceptional circumstances, refunds may be determined in consultation with the State Manager.*

AMEB WA excludes weekends, public holidays and the event day when calculating how many days' notice you have provided for cancellation.

FEEDBACK AND APPEALS POLICY

Feedback

AMEB WA welcomes feedback from its clients. Comments can be sent via email to amebwa@uwa.edu.au

Appeals Policy

The AMEB (WA) strives to offer unbiased and considered judgement of performances in examinations. The examiners are trained and experienced performers/educators who bring their best judgement to each examination.

Examiners use the published AMEB Grade Descriptors to report the candidate's achievement against the set objectives of each level. Examining processes are monitored regularly for quality control, consistency and comparability of judgements

Appeals based on dissatisfaction of result using accompanist statements; previous examination results; recent performance outcomes; or similar, will not be investigated

Appeals will be considered in cases where it is claimed that there was:

- A procedural error on the part of an examiner or examiners; or
- An apparent discrepancy between the examiners' written comments and the result awarded, in relation to the published criteria or syllabus objectives; or
- An adverse effect caused by the studio facilities

The following are not acceptable grounds for appeal, and will not be investigated:

- Academic judgement of the examiner
- Unprepared candidate / incorrect syllabus prepared.
- External factors outside the control of the AMEB (WA)

Appeals should come from the AMEB Enroller and be submitted to AMEB (WA) via email to amebwa@uwa.edu.au within 10 days of the examination. When submitting an appeal, the appellant must state their name, their relationship to the candidate, the exam key and the nature of the appeal. As much information as possible should be provided to enable a thorough investigation. All appeals are treated in confidence and details will not be made available to any other parties.

The appeals process consists of three levels:

First Level Appeal

In the first level, the appeal is reviewed by the Academic Officer in consultation with the examiner/s. Once a decision is reached it will be communicated to the appellant.

Second Level Appeal

In the second level of appeal the Chair of the State Examination Committee and at least one other examiner not related to the application in any way will review the appeal case. Once a decision is reached, it will be communicated to the appellant.

Third Level Appeal

In the third level of appeal, the State Manager will conduct a review of the application and process delivered. The finding of this review will be communicated to the appellant. The State Manager's decision will be final and no further action can be taken.

Outcome

If an appeal is upheld, AMEB (WA) will decide on the appropriate outcome. This may be an upward revision of the result, or an opportunity to sit for the exam again without charge.

For Associate Speech (ADPA / APCA), Licentiate (LMusA / LDPA), and Teaching examination complaints, please contact AMEB's Federal Office on 1300 725 709 or online@ameb.edu.au

MUSIC TEACHING EXAMS

Certificate, Associate and Licentiate Diplomas Qualifications offered

AMEB offers two diploma examinations in music teaching: the Associate Teacher of Music

Australia (ATMusA) and the Licentiate Teacher of Music Australia (LTMusA), as well as the introductory Certificate Teacher of Music Australia (CTMusA) examination.

Each examination comprises of three sections:

- I. Written examination
- II. Resource folio
- III. (a) Practical examination
(b) Evaluation of the candidate's teaching.

Candidates are allowed up to six years to complete all sections of the examination for a teacher certificate diploma.

Enrolling for examinations

Teacher Diploma practical examinations are held at the AMEB WA State Office and UWA Conservatorium of Music. Contact the State Manager AMEB WA to schedule Teacher Diploma examinations.

MUSIC THEORY EXAMS

Music Theory news and syllabus updates **Online Theory examinations**

Australian Music Examinations Board (AMEB) offers graded online and written examinations covering the theoretical aspects of music, namely:

Theory of Music: Is available from Grade 1 to Grade 6, Associate and Licentiate Diploma (diplomas are available in musicology, harmony and counterpoint, and orchestration and arrangement). It focuses on the creative aspects of Music Theory and has no aural component.

Music Craft: Examinations are available from Preliminary to Grade 6, and include both written and aural components throughout the syllabus. It provides an alternative way of teaching theoretical and aural aspects of music in each grade.

Musicianship: Is available from Grade 1 to Grade 6, Associate and Licentiate Diploma. Examinations introduce an aural component from Grade 4. The syllabuses for Theory of Music and Musicianship are similar from Preliminary to Grade 4.

Online written examinations and courses for all theory syllabuses are available from the AMEB Online Learning & Exam Centre at www.exams.ameb.edu.au

When an online theory examination is purchased, the candidate will be issued with an Exam Key and Exam PIN, unique codes which, together, give access to practice and official exams. Please note the Exam Key expires twelve months after purchase, although extensions of 30 days may be purchased through the Online Learning and Exams website.

Student workbooks are available to assist candidates in preparing for their examinations from the AMEB online shop: <https://www.ameb.edu.au/shop>. Teacher guides for Music Craft are also available.

Theory requirements for Diploma examinations

Candidates completing an AMusA practical examination are required to have successfully completed a Grade 5 Theory of Music, Musicianship or Music Craft examination before they can receive their Diploma. If the Theory component is completed in a later year than the practical AMusA examination, the Diploma will be dated with the later year. The Theory component must have been sat and marked by AMEB by 31 December for the candidate to be eligible to attend the upcoming year's awards ceremony.

Candidates completing an LMusA practical examination are required to have successfully completed a Grade 6 Theory of Music, Musicianship or Music Craft examination before they can receive their Diploma. If the Theory component is completed in a later year than the practical LMusA examination, the Diploma will be dated with the later year. The Theory component must have been sat and marked by AMEB by 31 December for the candidate to be eligible to attend the upcoming year's awards ceremony.

PRACTICAL MUSIC EXAMS

The AMEB current *Manual of Syllabuses* (Music) is the complete guide to taking AMEB practical or written exams for all music syllabuses except accordion and ensemble.

The *Manual of Syllabuses* outlines the requirements for taking all Grade and Diploma level examinations including the syllabus objectives, repertoire options, technical work and additional requirements.

Candidates can enrol and be assessed from Preliminary to Diploma levels on a vast array of instruments from the following families:

- Keyboard—for piano from P Plate Piano to Diploma level, organ and accordion
- Strings—including violin, viola, cello, double bass, classical guitar and harp
- Woodwind—including recorder, flute, oboe, clarinet, bassoon and saxophone
- Orchestral Brass—including horn, trumpet, trombone, bass trombone, tuba and euphonium
- Percussion
- Brass Band—Bb, Eb and C instruments
- Voice—including singing and musical theatre.

Candidates have multiple syllabuses across instruments and subjects to choose from according to their interest and ability. It is imperative that teachers correctly prepare and enrol their candidates for the correct syllabus examination. View the 'Music Syllabus Comparison' table for a comprehensive list of examinations available in each syllabus.

THE COMPREHENSIVE EXAMINATION

A Comprehensive examination consists of technical work, studies and pieces and, depending on the level and syllabus requirements, aural tests, sight-reading and general knowledge. Technical, aural and sight-reading skills are acquired in a sequential way and candidates gain a theoretical understanding of the works being studied and their historical context.

The Comprehensive syllabus provides a framework for the progressive development of a wide range of musical and technical skills over a series of grades and diplomas from beginner to expert level. List Pieces and Extra List Pieces are carefully selected by experts to suit the needs of students at their particular stage of development and to promote growth in musical understanding and artistry in performance.

An AMEB Comprehensive examination (from Preliminary to Grade 8) typically includes:

- Section I. Technical Work
- Section II. Studies and Pieces – three or four List pieces, plus two Extra List pieces (Grades 2 to 7)
- Section III. Sight Reading, Aural Tests and General Knowledge.

The new Piano Syllabus (2019) offers both Solo and Collaborative options from Grades 5 to 8. Details can be found in the *2024 Music Manual of Syllabuses*.

THE REPERTOIRE EXAMINATION

A Repertoire examination consists of performance pieces only. Candidates prepare pieces from the AMEB Lists along with Own Choice options.

The Repertoire examination might suit students whose program for developing technical, aural or sight-reading skills does not align with the requirements of a particular Grade in the AMEB Comprehensive syllabus. However, candidates are still required to have good technique to successfully complete a Repertoire examination.

An AMEB Repertoire examination includes:

- Level 1 (Preliminary to Grade 4) – three pieces from the syllabus Lists (one work each from Lists A, B and C), plus one Own Choice work
- Level 2 (Grades 5 to 8) – three pieces from the syllabus Lists (one work from three different Lists in the full syllabus for that grade), plus two Own Choice works.

'FOR LEISURE' COMPREHENSIVE EXAMINATIONS

AMEB's 'For Leisure' Comprehensive syllabuses are available in piano, saxophone and singing only.

Candidates are given the choice between aural tests and sight-reading in the Leisure syllabuses. There is no additional requirement to pass any grade of Theory of Music, Musicianship or Music Craft.

These syllabuses are designed for all ages and explore a variety of musical tastes, interests and popular repertoire from:

- the classics
- jazz standards
- arrangements of movie themes
- popular songs
- concert arrangements.

The Singing 'For Leisure' syllabus includes folk songs, songs from musical theatre and film, and contemporary popular songs.

'FOR LEISURE' REPERTOIRE EXAMINATIONS

The 'For Leisure' Repertoire examination can be completed via face-to-face or video. The 'For Leisure' (Repertoire) examination is available for piano, saxophone and singing only.

'For Leisure' Repertoire examinations are available for Level 1 and Level 2, up to Grade 8 and candidates present repertoire requirements only. There are no technical work, general knowledge, aural test or sight-reading requirements for the Repertoire examination.

Individual syllabuses and requirements are located in the current *Manual of Syllabuses*.

THE VIDEO EXAMINATION

The Video Examination was introduced in 2020 so candidates could continue their examinations during the COVID-19 pandemic.

Candidates can complete either a Repertoire or 'For Leisure' video examination instead of a face-to-face examination. The video examination also caters to candidates from rural and remote areas who may not have otherwise been able to attend an examination in person.

Teachers should prepare the candidate for the particular Repertoire or 'For Leisure' Repertoire examination in accordance with AMEB's syllabus requirements.

The Video Examination syllabus requirements are the same as a face-to-face repertoire examination. Please refer to the relevant syllabus for the candidate's particular grade in the *Manual of Syllabuses*.

ENSEMBLE PERFORMANCE EXAMINATIONS -

The Ensemble Performance syllabuses enable ensembles to be examined and focus on works for instruments in the specified family.

Similar to other syllabuses, these syllabuses are broken down into 3 levels of Grades 1– Diploma.

Ensemble performance syllabuses are available from AMEB Federal Office's online shop

P PLATE PIANO ASSESSMENTS

Designed for beginners, the AMEB P Plate Piano program includes a series of books, an interactive website, online teacher support and the option for student assessments and awards. P Plate Piano takes beginner pianists on a fun learning journey, introducing a range of musical styles from classical to contemporary and teaching essential techniques through three colourful books.

To build confidence in performing and examinations, students can choose to take a non-graded AMEB assessment on completion of each book. At the end of the assessment, every student is presented with a certificate by the examiner recognising their achievement and a written report is provided to the account holder.

FIRST-STEPS ASSESSMENTS

First-Steps are an accessible introduction to exams for beginners. They are designed as a means of getting young students accustomed to external examinations. A written report is provided, identifying strengths and areas for improvement in Technical Work, Pieces and Aural Tests, and include a general comment about progress. No pass or fail grade is awarded.

ASSOCIATE AND LICENTIATE PRACTICAL EXAMINATIONS

Since 2019, new guidelines regarding General Knowledge and Repeats for Level 3 (Associate and Licentiate) diploma examinations apply. Refer to the General Requirements and Level 3 Associate and Licentiate descriptions in the current year's Manual of Syllabuses for further details.

ROCKSCHOOL EXAMS

AMEB is proud to continue its partnership with RSL, UK, RockschooL to deliver AMEB RockschooL examinations in Australia. RockschooL specialises in music of the most popular genres in a range of contemporary styles. RockschooL qualifications are globally recognised with tens of thousands of examinations conducted in the UK and over 40 countries worldwide, across six different continents. RockschooL music qualifications are tailor-made for the contemporary musician.

RockschooL Grade Exam

Ranging from introductory grades all the way through to diploma level - your hard work is rewarded with a valuable qualification regardless of your age or musical ability.

The RockschooL Grade Exam syllabus provides a framework for the progressive development of a wide range of musical and technical skills, over a series of grades from beginner to expert level.

Technical, aural and sight-reading skills are acquired in a sequential way. Performance pieces focus on the most popular contemporary genres which are selected by experts to suit the needs of students at their particular stage of development.

A RockschooL Grade Exam, from Debut to Grade 8, usually includes:

- Three performance pieces – two of which may be Free Choice
- Technical Exercises
- Sight-Reading, Improvisation & Interpretation (Debut to Grade 5) or Quick Study Pieces (Grade 6 to 8)
- Ear tests
- General Musicianship questions.

Rockschool Performance Certificates

A Performance Certificate exam includes:

Five performance pieces (Debut to Grade 8) – three of which may be Free Choice. There are no Technical Exercises, Ear Tests, Sight-Reading or General Musicianship requirements in a Performance Certificate exam

Syllabuses and Support Materials

Rockschool Syllabuses are available as a digital (PDF) file downloadable free-of-charge from the Rockschool Australia website.

A range of publications to support Rockscool teaching and learning are listed on the Rockscool website. Exam tips can be accessed from the Rockscool Australia website.

Enrolling for Examinations

Enrolments for Rockscool examinations can be made online through the AMEB WA SCORE website. Popular Music Theory and Music Production Exams are administered by the AMEB Federal Office.

For further information on these examinations, visit the Rockscool examination's website <https://rockschool.ameb.edu.au/>

Results

Ofqual, Rockscool's certification body in the UK, require all Rockscool reports to be moderated in the UK before being released. Consequently, Rockscool results and certificates will take approximately seven weeks to be dispatched to you. This does not include Rockscool video examinations.

Rockscool Grade Exams and Performance Certificates are offered during three sessions annually. The dates of these sessions can be found in the Examination Timetable.

BY REQUEST DIPLOMA EXAM ENROLMENT ARRANGEMENTS

Written Diploma Exams

All ADPA/ASPA and LDPA/LSPA diploma candidates are able to enrol six weeks in advance of their written examination. The examination date, venue and supervision arrangements are negotiable and need to be agreed between the enroller and the State Office. Please contact your State Office for more information.

LDPA/LSPA Dissertation

All LDPA/LSPA candidates are able to enrol for Section III at a time of their choice and are required to submit their dissertation within six weeks of enrolling. This does not vary the requirement to have the dissertation topic approved by the AMEB prior to commencement of the dissertation.

Dissertation and any supportive evidence must be submitted in digital format. For further submission details, please contact the WA State Office.

Voice and Communication: APCA Folio

All APCA candidates are able to enrol for Part Two: Written at a time of their choice and are required to submit their folio within six weeks of enrolling. This does not vary the requirement to have the folio topic approved by the AMEB prior to commencement of the folio. The folio must be submitted in digital format. For further submission details, please see the Voice and Communication syllabus and contact your State Office.

All Diplomas

Candidate Guidelines are now available for all Speech & Drama diplomas. Please contact your State Office or visit www.ameb.edu.au to obtain them.

SPEECH AND DRAMA EXAMS

AMEB offers graded practical and written examinations in Speech and Drama. Candidates can study Voice and Communication, Speech and Performance (formerly Drama and Performance), Drama and Communication, and Speech and Performance Theory from Preliminary to Diploma levels.

Candidates for Speech and Drama syllabuses may be required to supply their own materials and props for examinations. AMEB WA can supply some props on request. For further information, please contact amebwa@uwa.edu.au

For the full requirements of a particular syllabus, please refer to the relevant subject level in the Manual of Syllabuses.

Speech and Performance

Speech and Performance examinations are designed to develop interpretative and performance skills across a broad spectrum of styles, genres and eras, and are offered from Preliminary to Licentiate Diploma level. Candidates will:

- secure vocal technique.
- achieve integrated physical response, imaginative and insightful presentation of texts.
- develop the skills required for interpreting to audiences in a variety of performance spaces.

Drama and Communication

Drama and Communication examinations offer a series of examinations in the area of performing arts. The examinations are especially designed for a wide range of drama and speech learning environments and provide for creative flexibility within these contexts. The syllabus should appeal to both classroom Drama teachers and Speech and Drama teachers working in a private studio.

It is a multi-optional syllabus and candidates may present for examination:

- In one large class group in which sub-groups could work together to flesh out the focus and performance for the chosen grade—these students would present one examination lasting 30 minutes (or more according to level).
- In pairs (duo).
- As individual candidates.

Voice and Communication

Voice and Communication examinations are designed to develop voice and communication skills for everyday life and career opportunities. Examinations are offered from Preliminary Grade to Associate Diploma. The examinations are designed to develop confidence in communications, including:

- The skills to read effectively
- Speak with clarity
- Make presentations to a variety of audiences.

Speech and Performance Theory

Speech and Performance Theory examinations are an opportunity for candidates to show their understanding of the functional framework of speech and performance and are offered from Grade 1 to Grade 7. The examinations are designed to have relevance for a wide range of candidates, focusing on progressive consolidation of knowledge relating to dramatic performance, oral interpretation and spoken interaction in a variety of communication situations. Re-evaluation of written examination papers:

Grade 1 – Grade 8 Cost: 50% of enrolment fee

Contact AMEB Federal Office for re-evaluation of written Diploma examination papers.

AMEB WA PRODUCTS AND RESOURCES

MANUAL OF SYLLABUSES

What is the Manual of Syllabuses?

The *Manual of Syllabuses* for all Music and Speech and Drama syllabuses is the complete guide to taking AMEB practical or written examinations in music, speech and drama.

AMEB WA examiners assess examination performances they hear and see on the day against the Regulations, Grading Descriptors and Syllabus Objectives for the grade and level, as outlined in the relevant year's *Manual of Syllabuses*.

Why do I need a Manual of Syllabuses?

The detailed collection of syllabuses outlines the requirements for taking examinations at all grade and diploma levels including the syllabus objectives, repertoire options, technical work and additional requirements.

The current complete AMEB *Manual of Syllabuses Music* is available in the traditional, hard copy format from the AMEB WA State Office, music retail stores or through the AMEB Federal Office online store.

GENERAL PUBLICATIONS

AMEB supports teachers and candidates through the production of a range of highly regarded publications, including carefully graded repertoire books, technical workbooks, handbooks and recordings.

Technical Workbooks

Technical workbooks contain all of the technical work required by the relevant syllabus for examinations. Technical workbooks feature fully-noted scales, arpeggios and technical exercises.

Grade Books

Grade books include a collection of graded repertoire for AMEB examinations. The grade books feature a diversity of musical styles. Repertoire is carefully coordinated to align with the technical requirements at each grade level.

Other publications

Music Practice Diary

Manglescript Manuscript

The current Rockschool syllabuses are all available as a free digital download from Rockschool Australia's website.

Teacher and Candidate Support

AMEB WA offers workshops and seminars on topics of interest to teachers. For example, when a new syllabus is released we may engage a consultant to promote the syllabus and educate teachers regarding new requirements, technical work or pieces etc.

These events are possible where sufficient numbers are guaranteed to recover costs.

These events will be advertised on the AMEB WA website and social media platforms.

AMEB WA Teacher Consultancy Service
First hour module: \$100.00

NB: Additional half hourly increments are charged at \$50.00.

THE WA AMEB AWARD

**SHINING A SPOTLIGHT ON STUDENT'S ACHIEVEMENT AND
COMMITMENT IN THE PERFORMING ARTS.**



The WA AMEB Award is an exciting nationally recognised program that recognises the commitment that individuals of all ages make to the performing arts.

This prestigious award acknowledges an individual's contribution both on stage and behind the scenes, cultivating sought-after skills in **leadership, communication, collaboration** and **creativity**.

By undertaking three key Award requirements: **performances; skill development;** and **broadening activities**, participants expand their creative horizons and develop core performance skills.

The Award is recognised by the School Curriculum and Standards Authority of Western Australia (SCASA), where it is an Endorsed Program for secondary school WACE graduation; by leading arts organisations; and by Universities, including UWA's Experienced-based entry pathway.

BENEFITS FOR YOUR STUDENTS & ORGANISATION



Increased Engagement

Under the award, participants receive 'credit' for their activities, which results in a strong sense of belonging, meaning higher attendance rates and retention of students/participants. Participants also deepen their understanding and appreciation of the arts.



Building Community

The award encourages and builds community through active participation in the running of ensembles and other arts-based activity. This could mean regularly helping with set-up of equipment, assisting with marketing, helping behind the scenes etc, helping to build community-mindedness and a sense of belonging.



Upskilling

Participants develop their skills through the vehicle of AMEB exams, inspiring them to excel in their chosen area and raising standards across the board. The more people that participate, the greater the benefit!

Further Information & Registrations

trybooking.com/BXSGY

AMEB WA CONSULTANCY SERVICE

TEACHER CONSULTANCY

A teacher consultancy service provides music and speech and drama teachers with a formal opportunity to sit down with an experienced AMEB WA examiner and:

- gain professional advice and information regarding examinations and syllabuses
- explore technical issues relevant to AMEB syllabuses
- gain insight into AMEB examination preparation for the candidates
- understand the examination process
- delivered in a confidential one-on-one, in person format.

Who will benefit?

Teachers preparing candidates for an AMEB examination. New teachers and/or teachers new to AMEB syllabuses.

ON THE DAY CHECKLIST

What to bring:



ORIGINAL SCORE

Candidates are to bring the original score into their exam. Candidates are permitted to use photocopies for ease of page turning but the original music from which the copy was made must be in the exam room.



RECORDED ACCOMPANIMENT (PRELIMINARY TO GRADE 3)

Candidates must operate their own playing equipment. Speakers should be of good quality to ensure recorded accompaniments are audible.



PROOF OF IDENTITY (ID)

Students sitting AMEB Grade 8 and above or RockschooL Grade 6 and above examinations, are required to present ID to the examination supervisor.



PREPARE FOR YOUR TRIP

Please allow for traffic and potential delays (especially in peak hour if catching public transport). Failure to attend on time on the scheduled examination day will result in the candidate forfeiting their examination fee.



ARRIVAL TIME

Please arrive at the examination centre at least 15 minutes prior to your examination start time.



SIGN-IN

Report to the supervisor to mark attendance. The supervisor will escort the candidate to the waiting room and check your documentation.

*Please note: Parents often confuse the AMEB Claremont Campus with the UWA Crawley Campus. Please check your examination location carefully!