

Australian Music Examinations Board (WA) Closed Circuit Television Examination Venue Policy (Claremont Campus)

Updated June 2023

As an affiliated entity to The University of Western Australia, the AMEB (WA) adheres to the University's Privacy Policy and takes seriously its duty of care to all examination candidates, examiners and supervisors.

Clearly visible signs that CCTV cameras are operating are displayed outside examination and warm-up areas at the AMEB (WA) State Office. Any alleged breach, in relation to child safety, by an AMEB staff member, within an examination or warm-up room will be respectfully, confidentially and sensitively handled, through the State Office and if required, University's Complaint Resolution Unit.

Vexatious complaints lodged by any candidate, teacher, accompanist or guardian against an examiner or supervisor without reasonable grounds or made to harass or annoy, to cause delay or detriment, or for any other wrongful purpose will be managed through the State Office and University Complaint Resolution Unit.

Recorded footage is stored for up to four weeks.

Practical Examination CCTV Procedure for the AMEB in Western Australia:

1. Enrollers are informed at registration under the Terms and Conditions, and by 'ticking' the Terms and Conditions, acknowledge and provide consent that by entering an examination or warm-up room, candidates may be recorded visually.
2. Visual signage at examination and warm-up rooms signifies the presence of CCTV cameras.
3. Any alleged breach in relation to child safety, within the examination or warm-up room, must be reported **within four weeks**, in writing, to the State Manager, AMEB (WA) providing the following information:
 - a. The day, date, time and name of the examination undertaken
 - b. The name, age and gender of the candidate
 - c. The name of the examiner or supervisor
 - d. The exact nature of the alleged misconduct, including all necessary detail
4. Any enquiries in relation to the AMEB (WA) CCTV Surveillance System and its operation can be made, in writing to:

The State Manager
AMEB (WA)
M421
35, Stirling Highway
PERTH WA 6009

or

The State Manager
AMEB (WA)
amebwa@uwa.edu.au