



Australian Music Examinations Board (WA)

Procedure for Management of Surveillance Devices

AMEB (WA) uses closed circuit television (CCTV) (video only) in its examination and warm-up rooms on the Claremont Campus, in order to protect candidates, examiners and supervisors and to comply with industry standards and expectations concerning child protection legislation. No sound will be recorded.

Mechanism

1. All stakeholders will be advised of the presence of CCTV cameras through signage outside examination rooms and in waiting rooms. The candidate's Notice of Examination and AMEB (WA) website will also advise the presence of these cameras. All stakeholders will be reminded at the beginning of each year, via the State Manager's newsletter, about the use of CCTV cameras.
2. All office staff, examiners, supervisors and accompanists will be asked to sign an Acknowledgement and Consent form at the start of the examination year which will remain effective for the year, unless withdrawn by the individual.
3. All candidates aged 18 years and older and guardians of candidates under the age of 18 years will be asked to sign the Acknowledgement and Consent which will form part of the Notice of Examination, prior to the examination taking place. All others present in the examination room, for example, the audience for P Plate Piano exams, will be given the Acknowledgement and Consent form on arrival at the examination venue, by the Supervisor and asked to sign it.
4. These forms will then be retained by the Supervisor and handed into the WA State Office at the conclusion of the examination session.
5. Should this form not be signed, either because the guardian is not present or, the guardian or candidate declines to sign it, the examination will not go ahead. It will need to be rescheduled and normal transfer charges will apply.
6. All completed forms will be retained by the WA State Office for a period of one year.

Alleged Misconduct

7. Alleged or suspected misconduct within the examination room should be reported, in writing, to the State Manager (AMEB (WA)) within **4 weeks** of the date of examination and provide 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 necessary detail



8. Receipt of the complaint will be acknowledged, normally within 48 hours.
9. The following process will then be followed:
 - a. The State Manager will obtain the footage for review and will make an initial determination on whether or not misconduct appears to have taken place. If in doubt as to whether or not there is a case to be made, the footage will be referred to the UWA Complaint Resolution Unit for further consideration.
 - b. The examiner/supervisor concerned will be advised by the State Manager, in writing, that an allegation of suspected misconduct has been made against them, and they will be suspended from further examining/supervising pending further investigation. The examiner/supervisor will be invited to view the video footage, in the company of the State Manager.
 - c. Where there is no apparent case of misconduct, the State Manager will write to the complainant and advise that there is no evidence to support the allegation. The complainant may be invited to view the video footage, in the company of the State Manager.
 - d. The examiner/supervisor will be advised, in writing, that there is no case to answer, and may resume examining/supervising as scheduled.
 - e. Where there is an apparent case to be made, the matter will be referred to the UWA Complaint Resolution Unit to enable due process to take place, and the examiner/supervisor will be advised accordingly, in writing.
10. Due process would then follow in accordance with the guidelines set down by the Complaint Resolution Unit.
11. The AMEB Examiner Review Panel would be notified that a case was under investigation by the UWA Complaint Resolution Unit.

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State Manager
AMEB (WA)

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