



# AMEB WA ACCOUNT HOLDERS' HANDBOOK 2022

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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 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.

### 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 2022 Manual of Syllabuses. In no way does it replace the 2022 Manual of Syllabuses.*

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

# ACCOUNT HOLDER RESPONSIBILITIES

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

## Account Holder Definition

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

Whilst many teachers choose to be account holders 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 Account Holder. In this instance, the teacher will not receive AMEB correspondence. Registered Account Holders receive all AMEB WA examination information, including: Tax Invoices, New Purchase Confirmations, Timetable Notifications and Candidate Results.

## AN ACCOUNT HOLDER 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 Practical Exams' in SCORE to confirm enrolment, examination advice and printing the *Notice of Examination* letter.
  - Amending enrolment errors by notifying the State Office by phone or via [amebwa@uwa.edu.au](mailto:amebwa@uwa.edu.au)
  - Viewing, completing and printing (single-sided) the *Notice of Examination* letter for the candidate to bring on the examination day in a timely manner and uploading candidate *Repertoire Information* pieces/works/songs/program (printing page 3 of the *Notice of Examination* letter not required when using the upload option)
- 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 print off and complete their own *Notice of Examination* letter (single-sided); and upload their *Repertoire Information* directly into SCORE.
  - 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 and certificates 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 Account Holder

- 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 Account Holder
- 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 Account Holder.**

# AMEB WA ENROLMENT AND EXAMINATION POLICIES

(see p.6).

## Enrolment Acceptance Policies

AMEB WA accepts enrolments on the understanding that all Account Holders have read, understood and accept AMEB WA policies and procedures. They also agree to fulfil all Account Holder responsibilities

## 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

# 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. Upload candidate's repertoire information online before their exam. 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. Account holders must check and forward on the exam notification to candidates/parent, assisting them to complete the document correctly (print single sided)



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 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.

### Account Holder

Upon registering as an Account Holder in SCORE, AMEB WA will provide the Account Holder 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 11.59 pm on the session close date. After which, manual enrolments may be accepted and late fees apply.

Manual enrolments are accepted and incur a \$10 admin fee if the Account Holder requires special

assistance. Manual enrolments may be received via email or post with full payment by 4pm on the session close date. Payment can be made over the phone by credit card. If the session close date is a weekend, the manual enrolment and full payment must be received by 4pm on the Friday preceding the close date. After this, late fees will apply.

### Examination Dates to be Avoided

Examinations are scheduled based on examiner and venue location availability. Account Holders 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 'comments' 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 in the same calendar year as 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 *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 Account Holder 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.

Account Holders 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.

## 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 or 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.

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.

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

### **Confirmation of Enrolment**

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

### **Timetable Notification**

The Account Holder will then receive a *Timetable Notification* email directing them to download the *Notification of Examination* letter under *My Practical Enrolments* in SCORE. Account Holders 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 Account Holder.

If the Account Holder 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, Account Holders will receive an updated *Timetable Notification* email. Account Holders 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.

### **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.

Account Holders 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 Account Holder

or parent is requested to advise AMEB WA in writing via email.

An Account Holder 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/Account Holder 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 Account Holder.

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.

Examinations may not be transferred 3 days prior to an examination without a medical certificate.

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.

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 must advise AMEB WA as soon as possible via telephone and follow up with email confirmation.

The candidate must provide AMEB WA a medical certificate to confirm their illness or injury which prevented them from attending the examination within 21 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.

No Transfer Fee applies to facilitate this request.

Should the candidate be unable to resit the examination in the same calendar year, a 50% credit note will be issued valid for 12 months.

### **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 21 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.

### **Requesting a Refund**

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

# ENROLMENT FEES

AMEB WA:

- will only process enrolments and schedule examinations after all fees have been paid.
- will withhold candidate results and certificates if payment is cancelled after an examination has been conducted.

Payment options include:

- online payment via the SCORE website (credit card or Paypal)
- credit card payments made over the phone with the State Office.
- in person at the AMEB WA State Office
- via TryBooking for the WA AMEB AWARD program

## Late Fees

Late enrolments (enrolments requested after the session close date) will be accepted should an examination time slot be available. A late fee of \$55 per candidate or \$120 per 3-5 candidates is incurred.

## Wait List

AMEB WA does not run a formal wait list, but welcomes Account Holders to call the AMEB WA State Office for updates on vacant examination slots.

### Stage 1:

An Account Holder enrolls candidate before the session close date. Account Holders 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 release the Exam Notification (date, time & location; CCTV Acknowledgement and Consent form; Practical Exams – Music form) at least 2 weeks prior to the examination date. The Account Holder 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. Repertoire Information upload now available within SCORE.



## Schedule of AMEB WA 2022 Service fees

Administrative service	Fee
Amendment Fee:	\$15
(Enrolment details, not examinations or sessions)	
Transfer Fee:	\$55
Late fee - single candidate:	\$55
Late fee - 3 to 5 candidates:	\$120
Duplicate Notice:	\$5
Duplicate Report or Certificate:	\$25
Searches (past results): before 1991	\$Contact WA office
1991 and after	\$25
Statement of Passes (for teachers):	\$25 + Search Fee
Re-mark written paper:	50% of enrolment fee
Enrolment forms processed by the office	\$10 per form
Rehearsal sessions (45 mins free prior to exam for Diploma)	\$30 per hour

# EXAMINATION SCHEDULING POLICIES

Account Holders:

- 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](mailto: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. Account holders 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.

# 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

Piano candidates must arrive 10 minutes prior to the examination start time and be ready to start their examination as scheduled, with instruments other than piano required 15 minutes prior (allowing

for tuning/warm-up). 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](mailto: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.

A Copyright Declaration Form is required for any photocopied music during an examination, downloaded from [www.uwa.edu.au/schools/Music/AMEB](http://www.uwa.edu.au/schools/Music/AMEB)

### **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. Candidate1s4

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 attach a completed AMCOS Copyright Declaration Form.

### **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 Rockschoool 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 2022 *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 Account Holder, 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](mailto: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, two in Year 11 and two in Year 12.

### **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 Account Holder. Therefore, all communication about candidates and their examinations is only with the Account Holder, 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 Account Holder)
- 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 Account Holders. Options may include; requesting candidates to travel to the nearest available centre; transferring to a Recorded Repertoire (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 Account Holder.

# 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](mailto: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 must be submitted online via trybooking at <https://www.trybooking.com/BXSJK> within 10 business days of receiving a result to the AMEB (WA). Appeals should come from the AMEB Account holder. 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.

A fee of \$20 per candidate will apply for this level of appeal.

## 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

A fee of \$50 per candidate will apply for this level of appeal.

## 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.

An additional fee of \$50 will be charged for this level of appeal.

### **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.

Following a successful appeal any fee(s) paid will be refunded in full.

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](mailto: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.

Please note that a new syllabus for these diplomas will be released throughout 2022.

### **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](http://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 NEWS AND SYLLABUS UPDATES

## VIOLIN

AMEB is proud to announce the launch of its new Violin syllabus, available for examination in all states from 2022. Following a comprehensive review of the Violin Manual Lists, the syllabus now features new repertoire in addition to existing favourite works. The technical work requirements have also been reviewed, culminating in the release of Violin Technical work (2021). A new series of Violin grade books and handbooks (Violin Series 10) have been produced for Preliminary to Grade 7, and Recorded accompaniments have been produced for the accompanied works in Series 10, Preliminary to Grade 3. Finally, Violin Sight-reading (2021) presents a selection of sight-reading exercises tailored to the parameters of the revised syllabus.

The following resources, available from December 2021, may be used with the new syllabus: Violin Series 10 grade books – Preliminary to Grade 7 (2021)

Violin Series 10 handbooks (digital and hardcopy versions)

– Preliminary to Grade 7 (2021)

Violin Series 10 Recorded accompaniments – Preliminary to Grade 3 (2021) Violin Technical work (2021)

Violin Sight-reading (2021)

Users of the new syllabus will be able to source their repertoire from either Violin Series 10, Violin Series 9, or the works on the new Manual Lists.

Violin Series 8 may not be used with the new syllabus, except as a source of Extra List or Own Choice works. Violin Technical work (2011) may not be used with the new syllabus. This book may only be used with the Violin syllabus that last appeared in the 2021 Manual of syllabuses. Violin Sight-reading (2011), while not tailored to the parameters of the revised syllabus, may be used as an extra resource for practice purposes.

The new Violin syllabus will be examined concurrently with the version of the Violin syllabus that last appeared in the 2021 Manual of syllabuses for two years after the release of the new syllabus. From the start of 2024 the previous Violin syllabus will no longer be available for examination.

Please visit [www.ameb.edu.au](http://www.ameb.edu.au) for up-to-date information on the new syllabus & publications, state workshops and launch dates, articles, video clips and more.

## HORN

AMEB is proud to announce the launch of its new Horn syllabus, available for examination in all states from 2022. Following a comprehensive review of the Horn Manual Lists, the syllabus now features new repertoire, in addition to existing favourite works. The technical work and orchestral excerpt requirements have also been reviewed, culminating in the release of Horn Technical work & orchestral excerpts (2021). A new series of Horn grade books (Horn Series 2) have been produced for Preliminary to Grade 4, in addition to Horn Sight-reading & transposition (2021). The new syllabus introduces two new examinations: Preliminary at the beginning of the syllabus and Certificate of Performance, which serves both to cap the Level 2 examinations as well as prepare candidates for the requirements of the Level 3 examinations.

The following resources, available from December 2021, may be used with the new syllabus: Horn Series 2 grade books – Preliminary to Grade 4 (2021)

Horn Series 2 Recorded accompaniments – Preliminary to Grade 3 (2021) Horn Technical work & orchestral excerpts (2021)

Horn Sight-reading & transposition (2021)

Users of the new syllabus will be able to source their repertoire from either Horn Series 2, Orchestral Brass Series 1: Horn or the works on the new Manual Lists.

Horn and Trumpet Technical work (1992, reprinted with new cover 2004) may not be used with the new syllabus. This book may only be used with the Horn syllabus that last appeared in the 2021 Manual of syllabuses. Brass Sight-reading (2004), while not tailored to the parameters of the revised syllabus, may be used as an extra resource for practice purposes.

The new Horn syllabus will be examined concurrently with the version of the Horn syllabus that last appeared in the 2021 Manual of Syllabuses for two years after the release of the new syllabus. From the start of 2024 the previous Horn syllabus will no longer be available for examination.

Please visit [www.ameb.edu.au](http://www.ameb.edu.au) for up-to-date information on the new syllabus & publications, state workshops and launch dates, articles, video clips and more.

## REVISED SYLLABUSES

### PIANO FOR LEISURE

The technical work requirements for Piano for Leisure have been reviewed in order to better align them with the current Piano (2019) syllabus. From 2022, Piano for Leisure technical work will be a sub-set of the technical work that appears in Piano Technical work Level 1 (2018) and Piano Technical work Level 2 (2018). Users of the Piano for Leisure syllabus will need to refer to the 2022 Piano for Leisure syllabus (digital syllabus, available to purchase as a PDF from [ameb.edu.au](http://ameb.edu.au)) or the copy of the syllabus as it appears in the full 2022 Manual of syllabuses for further details.

The revised Piano for Leisure syllabus will be examined concurrently with the version of the Piano for Leisure syllabus that last appeared in the 2021 Manual of syllabuses for two years after the release of the revised syllabus. From the start of 2024 the previous Piano for Leisure syllabus will no longer be available for examination.

### TROMBONE AND EUPHONIUM

Following the release of Trombone & Euphonium Technical work & orchestral excerpts in 2021, new grade books (Trombone & Euphonium Series 2) have now been developed for Preliminary to Grade 4. These books will be available as an additional resource for users of these syllabuses alongside the other AMEB grade book series previously listed.

Additionally, a new sight-reading book, Trombone & Euphonium Sight-reading (2021) has been developed, which presents a selection of sight-reading and clef-reading exercises tailored to the parameters of the syllabus.

From 2022, one new examination is being added to these syllabuses. Certificate of Performance serves both to cap the Level 2 examinations as well as prepare candidates for the requirements of the Level 3 examinations.

### BASS TROMBONE

From 2022 one new examination is being added to this syllabus. Certificate of Performance serves to cap the Level 2 examinations.

Additionally, the new Trombone & Euphonium Sight-reading (2021) book presents a selection of sight-reading exercises for Bass Trombone (Grade 5 to Grade 8) tailored to the parameters of the syllabus.

## SYLLABUS DEVELOPMENTS

### ALL SYLLABUSES

#### Syllabus reviews

A review of the Viola syllabus is currently underway, with a new syllabus scheduled for release in 2022.

A review of the Teaching syllabuses is currently underway, with new syllabuses scheduled for release in 2022.

### NOTICE OF WITHDRAWAL FROM EXAMINATION

From 1 January 2022 the following syllabuses will no longer be available for examination:

*Piano (old syllabus), last published in the 2018 Manual of syllabuses. Trumpet (old syllabus), last published in the 2019 Manual of syllabuses. Rockschooll Ukulele (old syllabus)*

*Rockschooll Performance Diplomas (old syllabus)*

From 1 January 2023 the following syllabuses will no longer be available for examination:

*Accordion (old syllabus), last published as a 2019 digital download. Harp (old syllabus), last published in the 2020 Manual of syllabuses.*

# THE WA AMEB AWARD

Recognising students' contribution and commitment to the arts in the community!



The West Australian AMEB Award is an exciting initiative recognising the commitment individuals of all ages make to the performing arts.

In a school or community arts environment, the award acknowledges an individual's engagement in ensembles, productions and other collaborative activity, whilst advancing their skill development through a recognised program.

The award is recognised by leading arts and cultural organisations as well as the School Curriculum and Standards Authority of Western Australia (SCASA).

Bronze, Silver and Gold awards recognise skills developed and the level of participation in performances, broadening activities, and examined skill development.

## BENEFITS FOR YOU & YOUR ORGANISATION



### Increased Engagement

Under the award, participants receive 'credit' for their extra-curricular activities, which results in a strong sense of belonging, meaning higher attendance rates and retention of students/members!



### 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 promoting events, 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

[www.trybooking.com/BXSGY](http://www.trybooking.com/BXSGY)

# PUBLICATIONS

## NEW PUBLICATIONS

AMEB is pleased to announce that the following resources are available from December 2021:

### Violin

Violin Series 10 grade books – Preliminary to Grade 7 (2021) Violin Series 10 handbooks (digital and hardcopy versions)

– Preliminary to Grade 7 (2021)

Violin Series 10 Recorded accompaniments – Preliminary to Grade 3 (2021) Violin Technical work (2021)

Violin Sight-reading (2021)

### Horn

Horn Series 2 grade books – Preliminary to Grade 4 (2021)

Horn Series 2 Recorded accompaniments – Preliminary to Grade 3 (2021) Horn Technical work & orchestral excerpts (2021)

Horn Sight-reading & transposition (2021)

### Trombone and Euphonium

Trombone & Euphonium Series 2 grade books – Preliminary to Grade 4 (2021) Trombone & Euphonium Series 2 Recorded accompaniments – Preliminary to Grade 3 (2021)

Trombone & Euphonium Sight-reading (2021)

### Theory of Music

Theory of Music Grade 5: Integrated course and workbook

Trombone (old syllabus), last published in the 2020 Manual of syllabuses. Bass Trombone (old syllabus), last published in the 2020 Manual of syllabuses. Euphonium (old syllabus), last published in the 2020 Manual of syllabuses.

Tuba (old syllabus), last published in the 2020 Manual of syllabuses. Rockschoo Vocals (old syllabus)

From 1 January 2024 the following syllabuses will no longer be available for examination:

Violin (old syllabus), last published in the 2021 Manual of syllabuses. Horn (old syllabus), last published in the 2021 Manual of syllabuses.

Piano for Leisure (old syllabus), last published in the 2021 Manual of syllabuses.

# PRACTICAL MUSIC EXAMS

The AMEB 2022 *Manual of Syllabuses* (Music) is the complete guide to taking AMEB practical or written exams for all music syllabuses in 2022, 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 *2022 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 *2022 Manual of Syllabuses*.

## THE RECORDED REPERTOIRE EXAMINATION

The Recorded Repertoire (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' Repertoire examination by video instead of

# FEES 2022

Practical Grade Examinations	Fee (GST Inc)
P Plate Piano (Books 1 ,2 ,3 each)	\$52
Preliminary	\$105
First	\$110
Second	\$120
Third	\$125
Fourth	\$130
Fifth	\$139
Sixth	\$149
Seventh	\$165
Eighth	\$185
Certificate of Performance	\$206
Associate Diploma	\$330
Licentiate Diploma	\$450

Theory of Music Syllabus	Fee (GST Inc)
Musicianship and Music craft fees - please refer to WA website	
First	\$78
Second	\$81
Third	\$85
Fourth	\$91
Fifth	\$97
Sixth	\$101
Associate Papers (1,2 and 3 each)	\$140
Licentiate Papers (1,2 and 3 each)	\$180

\* Please note that all Theory of Music exams are now online. For Teaching Induction Tests, Performance Evaluation and Rockschoo Information, including fees, please visit [www.ameb.uwa.edu.au](http://www.ameb.uwa.edu.au)

Speech and Performance	Fee (GST Inc)
Preliminary	\$93
First	\$104
Second	\$109
Third	\$114
Fourth	\$119
Fifth	\$124
Sixth	\$129
Seventh	\$134
Eighth	\$139
Certificate	\$175
Associate (ASPA) Diploma	\$305
Associate Written	\$140
Licentiate (LSPA) Diploma	\$355
Licentiate Written	\$135

Voice and Communication (per candidate)	Fee (GST Inc)
Preliminary	\$93
First	\$93
Second	\$93
Third	\$109
Fourth	\$114
Fifth	\$118
Sixth	\$124
Seventh	\$129
Eighth	\$139
CVCA	\$170
AVCA section I	\$260
AVCA section II	\$145

Speech and Performance Theory	Fee (GST Inc)
First	\$79
Second	\$81
Third	\$85
Fourth	\$90
Fifth	\$95
Sixth	\$100
Seventh	\$115

Drama and Communication (per group)	Fee (GST Inc)
Introductory	\$155
First	\$166
Second	\$176
Third	\$186
Fourth	\$197
Fifth	\$216
Sixth	\$237

All fees are GST inclusive

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 Recorded Repertoire 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.

## 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 NEWS AND SYLLABUS UPDATES CONTEMPORARY SYLLABUS UPDATES

## Rockschool

A new Rockscool Vocals syllabus will be introduced in 2022 which includes a new Debut grade and no gender split. There will be a one-year overlap with the old Vocals syllabus.

## Creative Qualifications

Creative Qualifications Vlogging and Podcasting syllabuses are available and examinable. Please contact the AMEB Federal Office for more information and to enrol in these exams.

## Performance Arts Awards (PAA)

A new PAA Acting syllabus is available from 2022. A Screen Acting syllabus will be released in 2022. Syllabuses and group exams are available in Musical Theatre (covering dance, singing and acting), Street Dance and Jazz Dance. Please visit <https://rockschool.ameb.edu.au/paa> for more information or contact the AMEB Federal Office with enquiries or to enrol in these exams.

For more details on Rockscool syllabuses please visit <https://rockschool.ameb.edu.au>

# ROCKSCHOOL EXAMS

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

## Rockscool 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 Rockscool 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 Rockscool 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.

## Rockscool 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

Rockscool Syllabuses are available as a digital (PDF) file downloadable free-of-charge from the Rockscool 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://www.google.com/search?client=firefox-b-d&q=rockscool>

## 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 2022 Examination Timetable.

# 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.

# 2022 SYLLABUS REVISIONS AND UPDATES

## Speech & Performance Theory Online Examinations

From early 2022, all grades of Speech & Performance Theory (Grades 1-7) will be available as online exams from [www.exams.ameb.edu.au](http://www.exams.ameb.edu.au).

Online examinations use the syllabus in the 2022 *Manual of Syllabuses*. The Phonetic Symbols are provided for candidates in all grades in online exams. Candidates select Phonetic Symbols from a palette accessible for all questions requiring phonetics.

## Written Examinations

In 2022 there will be no paper-based Speech and Performance Theory grade exams (Grades 1-7) available. All grades will be offered in the online format. The written section of applicable diploma exams will continue to be offered as a paper-based exam – please see below for by request diploma enrolment arrangements.

# ON THE DAY CHECKLIST

What to bring:



### ORIGINAL SCORE

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



### 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 Rockschoool Grade 6 and above examinations are required to present ID to the examination supervisor.



### UPLOAD YOUR REPORTOIRE INFORMATION

Upload the candidate's list pieces/works/songs/program into SCORE. The examiner will have this information prior to the candidate entering the room. Candidates may alternatively bring the hard-copy Practical Form of their list pieces on the day.



### ARRIVAL TIME

Please arrive at the examination centre 10 minutes (piano) and 15 minutes (instruments other than piano) prior to your examination start time.



### CHECK IN

Report to the supervisor to check in. The supervisor will check documentation and escort the candidate to the waiting room. **Documentation:** Examination Notification letter; Repertoire Information (uploaded) OR Practical Form - Music/Speech; AMCOS form for photocopied works.

# 2022 AMEB (WA) EXAMINATION TIMETABLE

Piano and Piano for Leisure Examinations will be conducted every week, except Week 50. All diploma, instrument, voice and speech examinations will be conducted during the weeks indicated below.

APRIL	MAY	JUN	JUL	AUG	SEP	OCT	NOV
ENROLMENTS CLOSE 1 MARCH	ENROLMENTS CLOSE 1 APRIL	ENROLMENTS CLOSE 1 MAY	ENROLMENTS CLOSE 1 JUNE	ENROLMENTS CLOSE 1 JULY	ENROLMENTS CLOSE 1 AUG	ENROLMENTS CLOSE 1 SEPTEMBER	ENROLMENTS CLOSE 1 OCTOBER
WEEK 15 * A	WEEK 20	WEEK 25	WEEK 29	WEEK 33	WEEK 38	WEEK 42	WEEK 47
28 Mar - 3 Apr Brass Clarinet, Saxophone *Split Week	2 - 8 May Speech Violin	6 - 12 June No Exams on Monday WA Day Holiday Flute	4 - 10 July School Holidays Flute, Recorder, Harp	1 - 7 August Classical Guitar Brass	5 - 11 September Classical Guitar, Brass and Kalgoorlie Exams*	3 - 9 October School Holidays Harp, Flute	7 - 13 November Speech, Violin, Viola, Rockschool
WEEK 16	WEEK 21	WEEK 26	WEEK 30	WEEK 34	WEEK 39	WEEK 43	WEEK 48 - 49
4 - 10 Apr	9 - 15 May Violin, Viola, Violincello, Double Bass	13 - 19 June Voice, Brass	11 - 17 July School Holidays Clarinet, Saxophone	8 - 14 August Flute, Rockscool and Esperance Exams *	12 - 18 Sept Speech, Flute, Recorder, Voice and Port Hedland Exams*	10 - 16 Oct Oboe, Basson, Violin, Viola	14 - 27 November Piano Only
WEEK 17	WEEK 22	WEEK 27	WEEK 31	WEEK 35	WEEK 40	WEEK 44	
No Exams on Good Friday or Easter Sunday School Holidays Violin, Viola	Classical Guitar	Violin, Viola	Speech, Voice	15 - 21 August Voice and Albany Exams *	19 - 25 September Violin, Viola, Violincello, Double Bass	17 - 23 October Speech, Classical Guitar, Clarinet, Saxophone	
WEEK 18	WEEK 23	WEEK 28	WEEK 32	WEEK 36	WEEK 41	WEEK 45	WEEK 50 A
18 - 24 April Flute, Recorder, Brass No exams on Easter Monday School Holidays	23 - 29 May Clarinet, Saxophone, Oboe, Basson	29 June - 3 July Classical Guitar * Split Week	25 - 31 July Violin, Viola, Violincello	22 - 28 August Violin, Viola, Violincello and Geraldton Exams *	26 September - 2 Oct No Exams on Queen's Birthday Holidays School Holidays Percussion *Split Week	24 - 30 October Speech, Voice, Brass and Bunbury Exams *	28 November - 4 December AMEB Examinations Only *Split Week
WEEK 19	WEEK 24	Country Exams Subject to sufficient enrolments Closing dates as for Metropolitan Exams		WEEK 37 * A	Enrolments for October Exams close 17 August 2022		WEEK 46 *
25 Apr - 1 May No Exams on Monday ANZAC Day Holiday and Bunbury Exams * Split Week	30 May - 5 June Rockscool * Split Week			29 Aug - 4 Sept Clarinet, Saxophone, Oboe, Basson and Bunbury Exams* * Split Week			Enrolments for November exams close 14 September 2022

## Week Numbers

The AMEB week numbers above do not correlate with calendar, school or university term weeks. Please use the week numbers exactly as they appear in this timetable.

A split week eg Week 19 (25 April - 1 May) is deemed to belong to the earlier months, ie April, so the closing date for April enrolments will apply

## Associate Diplomas

- Music (AmusA) will be held in the weeks marked with an "A" above
- Speech (ASPA) will be held in the weeks allocated for speech examinations

## Federal Diploma Exams

Closing Date, Friday 27 March 2022, One Session of Exams will be held late September or early October. Contact State Office for further details.



**Australian Music**



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