

RECORDED DIPLOMA & CERTIFICATE OF PERFORMANCE EXAM GUIDELINES

Information for Teachers, Account Holders & Candidates

Recorded Exams are available for all Candidates who are unable to attend an exam centre in person. The following is referred to as *Recorded Diploma Exam* but encompasses Certificate of Performance, AMusA, and LMusA. The following is required of all such Candidates. If you are completing a Recorded Grade Exam, please see the relevant guideline for either Comprehensive or Repertoire exams. Please note that these requirements must be met to ensure your exam is eligible to be assessed.

SUPPORT DOCUMENTS

PLEASE READ THESE FIRST

We have lots of resources to help you get set up, and put your best foot forward, for your Recorded Exam. These are intended as compulsory reading prior to undertaking your Recorded Exam, and include required documents that accompany your exam recording. Please visit the AMEB Tasmania website for:

- Tips for setting up your Recorded Exam.
- How to submit a Recorded Exam recording file.
- Supervisor Statement of Confidentiality.
- Link to APRA Copyright Declaration Form
- Recorded Exam Terms and Conditions
- Advice for LMusA Candidates

SPECIAL INSTRUCTIONS

Accompanists for Recorded Diploma Exams must be live – no recorded accompaniment will be accepted. The Accompanist may act as the Supervisor.

In addition to the Recorded Exam Set Up Guidelines, the sound quality for Recorded Diploma Exams must be of a higher standard to appropriately represent the Candidate's abilities and translate the nuances of the performance. An external microphone is recommended. The Candidate is permitted to provide an audio file in addition to the video of the exam, recorded at the same time.

Piano Candidates must perform on an instrument that enables you to demonstrate the required elements of the syllabus. In the case of LMusA, this must be 6ft grand piano of a reputable brand, quality and tuning. For more information on LMusA preparation, please see the advice on our AMEB Federal website: ameb.edu.au/lmus-a-practical.

Flute LMusA Candidates: please see the instructions for performing Orchestral Excerpts.

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The AMEB in Tasmania is administered by the Conservatorium of Music, University of Tasmania

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DIPLOMA EXAM RECORDING GUIDELINES

You are required to record the entire performance of all works in a single recording. A supervisor, over 18, will be required to confirm that the exam performance was recorded in one take without teaching/coaching assistance. The viva voce component will be undertaken separately online, with an AMEB Examiner.

The program of works must adhere to the relevant Syllabus. The number of works and the duration of the recording must fit within the specified performance times listed for the particular instrument and grade.

How Will This Work?

- Candidates may record their performance component of the exam any time from point of enrolment up to the exam due date. Due dates will be advised with a minimum of two weeks' notice. This must be done completely in one sitting.
- The viva voce component will be undertaken via Zoom with the AMEB Examiners. This will be scheduled at a time within two weeks of the exam recording due date. This portion may be recorded in case of service disruption. The Examiners will have listened to the performance recording prior to the online discussion.
- The Examiners will assess both the exam recording and the Zoom recording, constituting the exam as a whole.

FLUTE ONLY: ORCHESTRAL EXCERPTS

Please check your syllabus requirements. Where you are required to perform all orchestral excerpts as part of your exam, please present them as individual pieces and disregard the instructions in this section (This does not relate to other instruments: Harp, Double Bass, Bassoon, and Horn Candidates must perform all Orchestral Excerpts prepared).

If you have chosen to prepare a selection of excerpts, and the syllabus states that the Examiner will instruct you on a selection to play in your exam, you will not be required to perform all excerpts in your exam recording. However, you must have prepared all of the required excerpts in accordance with the syllabus.

For your exam recording, please adhere to the following:

1. Ahead of your exam, prepare even-sized pieces of paper and write a number on each from 1 to the total number of excerpts you are required to prepare. These numbers must correlate to the order of excerpts in the syllabus list (please also specify these numbers on your repertoire form).
2. Show the camera each piece of paper so that the numbers can be seen clearly, BEFORE folding each paper, and placing them in a bowl or hat.
3. While still in view of the camera: Shuffle the pieces of paper, then withdraw five pieces of paper at random.
4. Perform the excerpts correlating to the drawn numbers, announcing titles and composers.

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Before You Start

1. Download and complete your Repertoire Form from [Score](#) – this on the last page of the exam notification, where you list the works prepared. Scan and/or Save this in preparation for submitting your exam recording.
2. Review the supporting documents as provided on the AMEB Tasmania website.
3. Start by checking your set up and that you are ready to commence recording your exam performance. If you are using recorded accompaniment, check that this is at hand and the playback volume is appropriate.
4. Have your Supervisor (aged 18+) standing by so that they can attest that the exam performance was recorded in one take without teaching/coaching assistance.

RECORD YOUR EXAM

1. Start your recording.
2. Announce to the camera:
Your name
Your Exam key (this will start with TAS followed by numbers)
3. Perform all of your pieces (including Orchestral Excerpts, if relevant). You may do this in any order (this is your choice) but you must announce what each thing is.
For pieces, please state: Title of the work, Composer
For orchestral excerpts, please state: Title of orchestral work, Composer, relevant section
4. Once all pieces are performed in their entirety, stop the recording. Congratulations! You've just completed your performance component. Don't forget to get it to us and to attend your online viva voce discussion.

Send Your Exam

1. Save your Exam and edit the file title so that we know it's yours. This **MUST** include the Candidate's name and, ideally, the Exam Key.
(eg Joan Sutherland TAS123456)
2. Provide to AMEB Tasmania:
 - a. Exam recording
 - b. A scan of ALL repertoire for the Examiners to refer to.
 - c. Repertoire Form (completed with your list of pieces)
 - d. Signed Supervisor Declaration
 - e. APRA Copyright Declaration Form (for relevant copies of music)

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Viva Voce

1. We'll email you link to access a Zoom meeting – provided upon confirmation of the discussion time.
2. Have your music on hand for the discussion You may be asked to hold your music up to the camera for the Examiners' benefit so please ensure your set up supports you to do this.
3. Review the Recorded Exam Set Up Guidelines and prepare your online meeting space, specifically considering sound levels, frame, background, and minimising interruptions.
4. At the appointed time, click the link to launch Zoom. You'll automatically be placed in a "waiting room" and will be admitted to the discussion when the Examiners are ready.
5. The discussion will be led by the Examiners and run very much like the General Knowledge or viva voce section of face-to-face exams.
6. As an estimate, this session will take approximately 10 minutes.

If the Candidate is aged under 18, an adult supervisor is permitted to attend in the background, however they may not interact during the assessment discussion.

The AMEB Examiners conducting the viva voce interview will also be provided with your recording and assess your performance, following which you will receive your official report and result. The result will have the same status as the result of a face-to-face exam and, where applicable, we will issue a certificate in due course.

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