

CERTIFICATE OF PERFORMANCE VIDEO EXAM GUIDELINES

Information for Teachers, Enrollers, and Candidates

Video Exams are available for all Candidates who are unable to attend an exam centre in person. The following is required of all **Video Certificate of Performance (CoP) Exams**. If you are completing a Video *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 Video Exam. These are intended as compulsory reading prior to undertaking your Video Exam, and include required documents that accompany your exam recording. Please visit the AMEB Tasmania website for:

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

SPECIAL INSTRUCTIONS

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

In addition to the Video Exam Set Up Guidelines, the sound quality for Recorded CoP Exams should 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.

CoP EXAM RECORDING GUIDELINES

You are required to record the entire performance of all works in a single recording. A supervisor (who is 18 or over), 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.

Prepared by AMEB Tasmania 06/05/2020, Updated 22/01/2024.

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

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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 component, constituting the exam as a whole.

Before You Start

1. Complete your Repertoire Form. This can be done online in SCORE – score.ameb.edu.au – or you can find 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. Check the balance with your accompanist.
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 Enrolment 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.

Continue overleaf for Exam Recording Instructions

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Send Your Exam

Please check the [Submit Guidelines](#) for instructions on how to provide the following.

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 Enrolment 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)

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 Video 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 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 use both the online discussion and your recording to form your exam assessment. Following the assessment, 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 all successful Candidates will receive a certificate.

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