

RECORDED DRAMA & COMMUNICATION 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 required of all **Recorded Voice & Communication Exams**. If you are completing a Recorded Exam in another Speech and Drama Syllabus, please see that separate guideline.

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.

SPECIAL INSTRUCTIONS

- Candidates are required to provide a digital copy of all texts for the Examiner.
- Any objects (or representations of objects) used as a basis for presentation should be clearly presented to the camera.
- Group enrolments will be accepted via Recorded Exam, however the Candidates are responsible for:
 - adhering to any physical distancing requirements;
 - ensuring that the recording adequately captures the whole presentation frame;
 - ensuring that the discussion component is also attended by all Candidates, who are all clearly visible throughout the entirety of the online discussion.
- It is recommended that the Supervisor be seated behind the camera and the performance be presented to them as the audience.

DRAMA & COMMUNICATION EXAM RECORDING GUIDELINES

You are required to record the entire performance of the whole program 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 discussion component will be undertaken separately online, with an AMEB Examiner. This will include any un-prepared conversation element

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

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

How Will This Work?

- Candidates may record all performance components 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 recording must be done completely in one take.
- The discussion component will be undertaken via Zoom with an AMEB Examiner. 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 Examiner will have listened to the performance recording prior to the online discussion. This online component will include the Discussion and any other relevant interactive or impromptu parts of the exam.
- The Examiner will assess the exam recording and the discussion, both of which will constitute the exam as a whole.

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 texts 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.
 - a. Props and other presentation materials may be set up prior to your exam.
 - b. If you are using an audio-visual and/or technological aid, 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 (per Candidate):
Your name
Your Exam key (this will start with TAS followed by numbers)
3. Proceed with your performance.
4. If relevant: Present your Documentation Talk/Presentation
5. Once your performance is concluded, recording the all sections in one take, stop the recording. Congratulations! You've just completed your performance component. Don't forget to get it to us and to attend your online discussion component.

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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)
If this is a group enrolment, only one version of the file is required, with one Candidate's details nominated.
2. Provide to AMEB Tasmania:
 - a. Exam recording
 - b. Program Order (Repertoire) Form (completed with your prepared texts)
 - c. A copy of all texts presented (must be a digital file)
 - d. Signed Supervisor Declaration
 - e. APRA Copyright Declaration Form (if relevant)

Discussion Component

1. We'll email you link to access a Zoom meeting – provided upon confirmation of the discussion time.
2. Have your performance materials on hand for the discussion You may be asked to hold a portion 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. Group Candidates may "attend" the zoom meeting: individually; in a group from one device; or in smaller groups with multiple devices. Provided all Candidates are visible and can contribute equally, there is no specific requirement for this.
5. 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 Examiner is ready.
6. The discussion will be led by the Examiner and run very much like the discussion section of face-to-face exams.
7. 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 Examiner conducting the discussion component will also be provided with your recording and assess your performance. Both of these components will contribute to your official report and result, which will be provided after both are completed. 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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