

VIDEO VOICE & COMMUNICATION 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 Voice & Communication Exams**. If you're completing a Video Exam in another Speech and Drama Syllabus, please see that separate guideline. 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.

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 Video Exam, however the Candidates are responsible for:
 - 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 acknowledged that live delivery requires a very different skill set to film/TV performance. Candidates are reminded that this recording is intended as representing a live performance. Filming should be static and is not a technical aspect of the assessment.
- It is recommended that the Supervisor be seated behind the camera and the performance be presented to them as the audience.

VOICE & COMMUNICATION EXAM RECORDING GUIDELINES

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

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.

Prepared by AMEB Tasmania 24/04/2020, Updated 22/01/2024.

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 Online 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 viewed 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. 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. If you’re not entering this into SCORE, 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 Enrolment 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 in its 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 discussion component.

Prepared by AMEB Tasmania 24/04/2020, Updated 22/01/2024.

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

School of Creative Arts
37 Hunter Street, Hobart
ABN 30 764 374 782

Post Private Bag 57, Hobart 7001
Phone 03 6226 7337
Email infotas@ameb.edu.au

UNIVERSITY of
TASMANIA 

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)
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 (or Repertoire Form)
 - 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 Video Exam Set Up Guidelines and prepare your online meeting space, specifically considering sound levels, frame, background, and minimising interruptions.
4. Group Candidates must all attend the same zoom session however, this could be done: 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 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 all successful Candidates will receive a certificate.

Prepared by AMEB Tasmania 24/04/2020, Updated 22/01/2024.

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