

How to Submit Your Recorded Exam

It is the responsibility of the Candidate to ensure the exam recording and required accompanying documents are received by AMEB by the exam due date. Any delays to this process must be communicated to the AMEB office immediately in order to avoid a “no show” result for the exam. Only digital files will be accepted.

These guidelines are provided to simplify the upload process for you, and to streamline the administration of recorded exams, including your assessment.

PREPARING YOUR EXAM RECORDING

A reminder to name your files so that we know which exam to attribute them to. This **MUST** include:

- Exam Key and/or Full Candidate Name
- The attachment title (eg Exam Recording, Repertoire Form, Supervisor Form etc)

For each piece of accompanying document, please ensure:

- Pages are in order and have the consistent orientation.
- All pages are within one document (not one page per document)
- Scans are legible
- File names identify the candidate and what the file is for.

Please ensure you provide all of the following in your complete exam submission:

- Exam recording file.
- Accompanying documents:
 - Supervisor Confidentiality Statement (signed by your Supervisor)
 - Repertoire Form (completed with your list of pieces)
 - An Examiner Copy of any relevant works (please check your syllabus requirements)
 - Copyright Declaration Form (if relevant)

PROVIDING YOUR ACCOMPANYING DOCUMENTS TO AMEB: SCORE

Please provide all files **OTHER THAN** your exam recording via Score.

Please do **NOT** provide a file or link of your exam recording via Score (see below for instructions).

1. Log into Score – both Account Holders and Candidates can do this – <https://tas.ameb.edu.au>
2. Go to *My Practical Exams*.
3. Find the Recorded Exam enrolment for which you are providing attachments and click the Actions button (blue cog). Select *Add Attachment* to open the file attachment pop up.
4. Click *Choose File* to open another pop up from which you can select the file to upload from your computer. (See overleaf)

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

Candidate Attachment x

File Choose File No file chosen

Link Link

Description * Attachment Description

Available to examiner * Yes
 No

Cancel
Upload

5. Click *Choose File* to open another pop up from which you can select the file to upload from your computer.
6. Find the file to upload, select it, and click *Open*.
7. For the *Description* box, please enter a brief description of your file. This could be:
 - “Own Choice: Beethoven” or
 - “Supervisor Form” or
 - “APRA form” etc.
8. For *Available to examiner*, select *Yes*. If your document is related to your exam but not your assessment (eg a medical certificate), you may select *No*.
9. Click *Upload*.
10. Repeat the process for all attachments EXCEPT for the exam recording itself.

PROVIDING YOUR EXAM RECORDING TO AMEB: DROPBOX FILE TRANSFER

This file transfer process is free and does not require any personal accounts to be created by candidates or parents. Both PC and Mac computers can follow the same instructions, on a standard web browser. Experienced users may be able to upload directly from a mobile device.

1. Click the following link to open our online file transfer folder:
<https://www.dropbox.com/request/NoD5CeCa4Y9G4CmieCtN>
2. Drag and drop (or click the big + button) to upload your recording file.
 Pro tip: If you’re already a Dropbox user, by signing in to your account, you’ll also have the option to upload directly from your Dropbox files.
3. Once you have uploaded your exam recording, enter your name (whoever is uploading the file) and email address for confirmation. (Dropbox users can skip this step).
4. Click Upload.
5. Stay on that page until the upload is complete – you’ll see “Finished uploading” appear, along with an image of a runner crossing the finish line.

Both you and AMEB will receive a confirmation of this file upload from no-reply@dropbox.com.

You’ll receive a separate email from the AMEB Tasmania team within the week to confirm that all the requirements have been met and that your exam is on the way to your Examiner. Thank you for your patience as we wade through all of the various files for everyone’s exams.

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