

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:

- Enrolment 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.
- Are either PDFs or image files.

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 and any requests on your Exam Notification)
 - Copyright Declaration Form (if relevant)

PROVIDING YOUR EXAM RECORDING TO AMEB: DROPBOX FILE TRANSFER

This file transfer process is free and does not require you to create any personal account. Both PC and Mac computers can follow the same instructions, on a standard web browser. More 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 *Add files* 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.

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

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 take the time to check and verify all of the various files for everyone's exams.

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 Enrollers and Candidates can do this – <https://score.ameb.edu.au>
2. Go to *My Enrolments*.
3. Find the relevant enrolment and, from the *Options* menu, select *Attachments*.
4. Click *Add Attachment* to upload your document. (See overleaf)
5. Give the document a short name so we know what you're providing.
6. Click *Attachment type* and select *File*.
7. Click *Select file to upload*.
8. Find the file to upload in your own computer/device, select it, and click *Open*.
9. For the *Description* box, you can enter a brief description of your file if necessary.
10. Click *Submit*.
11. Repeat the process for all supporting documents. Please do NOT upload the exam recording itself as the file size will be too large.

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