



A*ustralian*

M*usic*

E*xaminations*

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HANDBOOK FOR TEACHERS

Fun Facts and Helpful Hints

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GET IN TOUCH

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Please note that our AMEB Tasmania office building remains closed to public for the time being due to the pandemic. Please reach out via phone or email – we’re here to help.

DISCLAIMER

This publication is intended as a guide to AMEB exams in Tasmania and is to be used as a teaching resource. It is complementary to the current AMEB Syllabuses and should not be used in place of it.

Information is correct at time of printing. Please refer to the AMEB Tasmania website for any updates, changes or corrections – utas.edu.au/ameb.

WELCOME

Welcome to the Teachers' Handbook for AMEB Tasmania. This resource is for teachers across the state, emerging to established, and familiar to undiscovered with AMEB. You will find in this document information about the support we provide to teachers and students of all levels, as well as syllabus updates, and an overview of all that we offer across music, speech and drama, dance, and performing arts education and accreditation.

The pandemic continues to present challenges that we will continue to face for some time. We aim to ensure ongoing exam opportunities for your students and are working to return to as much normality as the situation permits. Pandemic-specific information has been included in this edition, denoted in maroon but please ensure you read up on our Pandemic Processes and other updates as they come to hand – the situation continues to be in somewhat of a flux!

We have some exciting new syllabuses available in 2022, including the revised and refreshed syllabus for Violin, new repertoire for Rockschool Vocals, as well as new technical work for *Piano for Leisure*. We continue to refine and expand Recorded Exam options for those who still need to avoid exam venues. Rockschool Performance Arts Awards have now landed, and we'll soon be offering a new suite of exams under the banner of Rockschool Creative Qualifications for students who are looking to learn and develop their techniques in Vlogging and Podcasting.

Speech and Drama syllabuses continue to be a fantastic resource for developing thespians, orators, and those general life-skills of confidence and presentation. There are now two new syllabuses to consider – Rockschool Acting and Rockschool Screen Acting. All five syllabuses offer something slightly different so there's sure to be something that will match the goals and aspirations of your students.

Our Theory exams are almost fully online now, increasing accessibility and convenience to take them at any time, from anywhere. All theory exams for all syllabuses, at all grades (except Diplomas) are now available through SCORE. Diplomas and Theory of Music exams can still be done with pencil and paper, and at a time that suits your teaching studio. We have plenty of information on our website for the process involved, minimum numbers, venue and supervision requirements, and so on so please have a look out for Paper-Based Theory Exams if you're keen.

We've been doing a lot of work on SCORE, and will be launching some very exciting changes later this year. These will include a unique ID feature to enable you to link parents to an enrolment (and vice versa), a total facelift (no more beige!) and a much more streamlined and user-friendly interface. To get all of these new things up and running, there will be a short, one-week closure of SCORE but don't worry – you won't lose any details, enrolments, history or anything. And we'll get you more details in plenty of time so you know what to expect.

A personal thanks to all of you for working with us to get so many exams back on track last year. It was so wonderful to see so many happy young faces and to feel the support across the community. The team and I are so excited to be forging ahead with this year's plans.

I encourage you to stay in touch. Explore our websites, connect with our socials, read our ENews but, most importantly, reach out if there's something we can help with. We offer our support to our community of arts learners and educators. Please stay safe, healthy, connected, and with an abundance of music and artistic flair. We look forward to seeing you and your students soon!

All very best wishes,
Michelle Forbes
State Manager, AMEB Tasmania

ABOUT AMEB – A BIT OF HISTORICAL CONTEXT

Programs of music exams were initiated in Australia in 1887 by the University of Adelaide and in 1901 by the University of Melbourne, with other states soon to follow. Subsequently the Australian Music Exams Board (AMEB) emerged in 1918 as a national body with the purpose of providing graded assessments for achievement in music.

We aim to offer a whole suite of exam options that have been developed to stay fresh and relevant to the different ways students learn and achieve. Syllabuses have now expanded to include Speech and Drama, Contemporary Music, Musical Theatre, and Dance.

AMEB Syllabuses provide a tiered learning structure aimed at examinable criteria. That criteria is designed to support the wholistic development of aspiring artists. This includes relevant styles and genres, general knowledge, and technical skills.

The Tasmanian office has a terrific relationship with the University of Tasmania – our state founding body. We continue to be supported by a grant provided by the Minister for Education, which is administered by UTAS. In 2018, the state branch became part of the Federal AMEB Ltd and now has access to even greater resources and support for our community.

Based in the Hobart office, Kirsty Whittaker (Exams Coordinator) and Michelle Forbes (State Manager) work to deliver exams across Tasmania and support teachers and learners in their pursuit of quality arts education.

AIMS, OBJECTIVES & ACTIVITIES OF THE AMEB

Our values

Inclusion

Excellence

Leadership

Community

Creativity

AMEB is primarily an examining body in the fields of music, speech and drama, and the performing arts. Through an Australia-wide (and now international) system of accredited exams, AMEB aims to develop arts education by promoting the highest possible levels of attainment in examining and teaching.

The AMEB system is designed to provide the means and incentives for raising standards of proficiency, and to support and encourage teachers and institutions across arts education.

Further to exams, we are also involved in a range of related activities, including publishing, special research projects, nation-wide inclusive activities, and the development of new and revised syllabuses based on evolving educational principles and practices.

Through our ongoing relationship with University of Tasmania, we work to link the community of teachers and candidates to the influence and expertise of the UTAS School of Creative Arts and Media.

THE AMEB TEAM

For your exams, you'll have regular contact with the AMEB Tasmania team, Kirsty Whittaker (Exams Coordinator) and Michelle Forbes (State Manager). We're here to help, whether that be to provide technical assistance with enrolments, advice about a Syllabus, or just a curiosity about how exams "work".

Our team of Examiners are experts in their field across both performance and teaching. They are all specialists in their field, offering a unique assessment experience unlike other examining bodies. They are trained to provide an assessment against our national AMEB accreditation standards and thoroughly enjoy hearing young artists perform at their best.

On the day of exams, you'll also meet our Exam Supervisors – a team of dedicated, supportive, kind, and welcoming individuals who attend exams to support the flow of the day and assist candidates to feel at ease with the process.

The Federal Team are based in Melbourne and include our CEO, Bernard Depasquale, Head of Examining, Fiona Seers, Head of Theory, Andrew Raiskums, and lots of other terrific people who look after syllabus revisions, finance and payroll, IT support and SCORE development, customer service, marketing, and so many things.

CONTACT AMEB

We welcome you to get in touch but we do recommend starting with our website as we've worked hard to include lots of the details you're likely to be searching for. If you can't find it there, we are here to help. We are on hand to provide information about syllabuses, and enrolment support. Essentially, the Tassie office administers all Tasmanian exams.

If you'd like assistance with the online shop, or technical support with online Theory exams, our Federal team are the best people to speak to. The Federal team includes the syllabus department and our SCORE development team, who are best equipped to help you with those areas. Our online platforms also feature a help desk and FAQs to help you trouble shoot.

Where are we?

Our Tasmanian office can be found in the UTAS Centre for the Arts at 37 Hunter Street (office 115). **During the Pandemic, our building (along with most of UTAS) remains closed to the public.** We encourage you to reach out as we can still be contacted by phone or email.

Where are the exams?

We hold exams in both the north and south of the State, with main exam centres across Hobart, Launceston, Devonport, and Burnie. We also offer bonus brass sessions in Ulverstone and Candidates can now undertake Recorded Exams if they can't make it to a physical location. In addition to our regular venues (and thanks to our supporters for making these available!), we offer the flexibility to examine students within personal teaching studios – just get in touch if that's of interest.

WHAT IS THE MANUAL OF SYLLABUSES?

It's your one-stop-shop, your go-to place to find out about what you need to prepare for an exam. We have a few different Manuals that are collations of the individual Syllabuses for each genre:

Music Manual of Syllabuses

This includes all "classical" practical and theory exams for instruments and voices. You can purchase the book, a PDF version, or select PDF sections of the full manual from the online shop through the AMEB Federal website.

Some syllabuses, such as Accordion, exist only as separate, downloadable publications.

Individual syllabuses

Accordion and Ensemble syllabuses are digitally published separately to the Music Manual. And did you know that you can buy select sections of the full manual for either individual instruments or the family of syllabuses? These digital reductions are fantastic for the teacher on the go and are available from the AMEB Online Shop.

Rockschool syllabuses

Each instrument has its own free, downloadable syllabus. There are additional, separate resources, such as for Free Choice, Diplomas, and Popular Music Theory. These are available from our AMEB Federal Rockscool website.

PAA syllabuses

These are also free to download from our AMEB Federal Rockscool website. Other free resources are in abundance with demos, tracks and teaching tools available for most syllabuses.

Creative Qualifications syllabuses

Being another Rockscool suite of exams, these are also free to download.

Speech & Drama Manual of Syllabuses

This includes all practical and theory exams for the Speech & Drama Syllabuses: Speech and Performance, Drama and Communication, and Voice and Communication. This document can also be obtained as a PDF download from the online shop through the AMEB Federal website.

Navigating your Manual

The Manual is the book that collates all the individual, instrument/specialty-specific Syllabuses. It also includes all of the regulations and important information that relates to all syllabuses and exams. We recommend you read this general information at the beginning of each manual. This section includes information that is relevant to all syllabuses contained therein and may not be reiterated under each instrument or specialisation. There are important things like additional Theory requirements for senior grades, the general expectations of musicianship for each level, non-performance exam aspects such as General Knowledge, accreditation processes, exam procedures, additional reference material and lots of other useful things.

The main chapters then go into detail for each specialisation. This starts with a general overview of that specialisation before breaking down what must be prepared for each level and then each grade. For almost all Syllabuses, you'll find a list of required works to choose from – this is a great resource if you're looking for new repertoire inspiration for your students.

Don't forget to double check which exam type you're looking at – Syllabuses such as Comprehensive vs Repertoire (music) will have slightly different requirements and it's important that you don't overlook preparing your student for a component of the exam.

Fun fact: a vertical line next to a paragraph is an indication that the information is new or amended.

The following sections provide an overview of some of the more significant changes in our syllabuses this year.

SPEECH & DRAMA NEWS

Speech and Performance Theory

All Theory exams are now available online. Online Exams use the same syllabus as the paper-based exams. The Phonetic Symbols are provided for candidates in all grades in online exams, unlike paper-based exams where they are provided in Grades 1 through 3 only. The Phonetic Symbols appear on a palette for Candidates to select from.

Written Diploma Exams

All ADPA, ASPA, LDPA, and LSPA Diploma Candidates are able to undertake their written exam at any time, subject to enrolling at least six weeks prior. The exam date, venue and supervision arrangements are negotiable and need to be agreed between the enroller and AMEB Tasmania.

All LDPA and LSPA Candidates are able to enrol for the Section III component at a time of their choice, subject to submitting their dissertation within six weeks of enrolling. A reminder that the dissertation topic requires approval by AMEB prior to its commencement.

The Dissertation and any supportive evidence may be submitted in either digital or hard-copy format.

Similarly, APCA Candidates are able to enrol for the *Part Two: Written* component at a time of their choice, subject to submitting their folio within six weeks of enrolling. A reminder that the folio topic requires approval by the AMEB prior to its commencement.

From 2021, the Dissertation and any supportive evidence may be submitted in either digital or hard-copy format.

MUSIC THEORY NEWS

Online Theory Exams

All exams are now available online, with the exception of Diploma theory exams – these will continue to be taken as Paper-Based exams, as are Theory of Music exams. All others will be available only as Online Exams.

A reminder that we strongly recommend that smaller devices are not used for Online Exams as the screens may not provide the breadth of information needed to excel in your learning and assessment.

Theory of Music

The new Grade 4 Theory Course, including both the Online Course, and the integrated course and workbook, is now available. Both are fantastic resources for teachers and learners alike. And we've started working on Grade 5...

Online Theory Courses are a great learning tool in preparation for an exam. Courses provide lots of examples and practice questions and Online Exams offer unlimited practice exams until either you take your exam or the purchase expires.

Online Exam extensions

Once you purchase an exam, you have 12 months to complete it, with unlimited practices in between. We do recognise that unforeseen circumstances may arise before you manage to undertake your exam so you can now purchase an extension directly through SCORE, which will provide you with an extra 28 days before your exam expires.

Popular Music Theory

This syllabus is a great companion to the Rockschool contemporary music syllabuses. You can enrol and take your exam online at any time. Our AMEB Federal team administer these exams so please head to the website to find out more or enquire.

Paper-Based Exams On Request

Our suite of Online Theory Exams now supports learning any time, anywhere, any syllabus, at any grade. If you'd still prefer to do a paper-based Theory of Music exam, you can apply for your own exam day, at a time convenient to you.

This model allows you to host your own exam session in your school or studio, at a time of year that best suits your students. An On Request process has been developed to provide greater flexibility for teachers and learners, and in response to feedback and requests for more session dates.

Please note that Diploma Theory exams will only be available on the annual August date (17th in 2022).

Your Theory of Music Candidates may also undertake their exam on the August Diploma day or you can plan for much earlier or later in the year to fit the learning trajectory of your students.

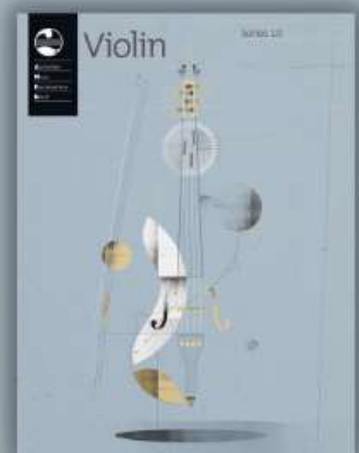
We have set the minimum number of candidates to five, however individuals or studios with fewer candidates are encouraged to register and we'll aim to pair you with a local venue and host.

We're still working on how best to manage these On Request enrolments through SCORE so we're currently asking you to complete a separate application form to get us all the details we need. Once your exam day is confirmed, we'll pop everything into SCORE so that you can track your enrolments and their reports. You can also set up and manage your own venue in SCORE.

Please visit the AMEB Tasmania website for more details and the On Request registration form.

New Violin Series 10 Publications

Available now at ameb.edu.au and at music retailers



CLASSICAL MUSIC NEWS

Syllabuses Currently under review

- Viola
- Teaching

Want to contribute? Head to the AMEB Federal website to get involved – we value your input!

Violin

The new Violin syllabus is here, with completely overhauled Manual Lists to remove some of the less common and harder to source works, and bring in a heap of exciting new additions. Other than a comprehensive review of the Manual Lists, the new syllabus includes revised Technical Works to complement the Manual Lists, and has brand new publications to support students' learning including Grade books, recorded accompaniments, Technical work, Sight-reading, and brand new handbooks (which are also available as digital versions).

This new syllabus will be examined concurrently with the old version of the Violin Syllabus (last published in the 2021 Manual) until the end of 2023. It should be noted that candidates must prepare entirely one or the other syllabus and are not permitted to select elements of each.

Horn

The new Horn syllabus has been launched. The comprehensive review features new repertoire in the Manual Lists (plus a bit of a clean up), plus a revised set of Technical work and orchestral excerpts to match the new parameters of the syllabus.

Your students now have an even better pathway of learning with the new inclusions of Preliminary and Certificate of Performance exams. To support this syllabus, new publications are now available including Grade books, recorded accompaniments, Technical work & orchestral excerpts, and Sight-reading & transposition.

This new syllabus will be examined concurrently with the old version of the Horn Syllabus (last published in the 2021 Manual) until the end of 2023. It should be noted that candidates must prepare entirely one or the other syllabus and are not permitted to select elements of each.

Piano For Leisure Technical Work

The Technical work has now been revised to better align with the current Piano (2019+) syllabus. The 2022 syllabus (and onwards) now publishes a subset of technical work that Piano for Leisure Candidates must prepare for their Comprehensive exams (and would, of course benefit from learning for their Repertoire exams, too). The Manual Lists remain unchanged (excepting corrections).

This new syllabus will be examined concurrently with the old version of the Piano for Leisure Syllabus (Technical work last published in the 2021 Manual) until the end of 2023. It should be noted that candidates must prepare entirely one or the other set of Technical work and are not permitted to select elements of each.

Lower Brass: Trombone, Bass Trombone, Euphonium

Following the recent release of the new Technical work and orchestral excerpts, new Grade books have just been added to the list of available resources for Level 1 exams. There's also a new sight-reading book that aligns with the revised TW – this includes exercises for Bass Trombone, Level 2. Candidates can now enrol in a Certificate of Performance exam to help with their pathway to Level 3 exams.

Comprehensive and Repertoire exam options

A repertoire-only exam option was introduced in 2019 and has now expanded to include all syllabuses (except Band). To differentiate the two exam options, the traditional exam familiar to most teachers and candidates is now known as the Comprehensive exam. Repertoire exams allow candidates to present a program comprised only of repertoire, using works selected from the AMEB Syllabus Lists along with an Own Choice option. There are no Technical Work, General Knowledge, Aural Test or Sight Reading requirements for a Repertoire exam, however these tests will continue to be components of the Comprehensive format.

Trumpet withdrawal

The introductory overlap has now concluded and only the “new” (ongoing) syllabus will be available for enrolment. Please ensure you are referring to a Manual from 2020 onwards (and it’s always best to have the most up to date version to hand).

ENSEMBLE NEWS

Recorded Exams

Ensemble exams may be undertaken as Recorded Exams. This was introduced as a temporary solution for pandemic purposes but may also assist schools in keeping costs down, such as an exam excursion may create.

Choirs

While it is not explicitly stated, choirs are very welcome to undertake the ensemble exam. No repertoire is provided but please ensure all selected works adhere to syllabus requirements.

ROCKSCHOOL NEWS

Vocals

The new Vocals Syllabus is here. It includes a newly added Debut grade, and a complete overhaul of repertoire, which has removed the gender split.

Both old and new syllabuses will be examinable until the end of 2022, after which only the new (2021+) syllabus will be available. It should be noted that candidates must prepare entirely one or the other syllabus and are not permitted to select elements of each.

Ukulele

The old Ukulele syllabus has now been withdrawn. Candidates must prepare their exam material from the 2021+ syllabus.

A reminder that the current syllabus has expanded grades available, including everything from Debut to Grade 8. Both Grade and Performance Certificate are available as face-to-face and Video exams.

Backing tracks and accompaniment

Rockschool Candidates will now be allowed to work with a live accompanist in their exam. The report criteria of “sync” will remain as an examinable area but it will evolve to include the Candidate’s ability to maintain pulse and work with their associate artist.

Performance Diplomas

The old Performance Diplomas have now been withdrawn. But the new Professional Diplomas are an exciting alternative, being available in three streams: Performance, Teaching, and Creative Enterprise. They're available year-round and study is self-paced and online. You get to choose from a bunch of great elective subjects, and can do an exam at Associate or Licentiate levels.

PERFORMANCE ARTS AWARDS (PAA) NEWS

PAA exams area available in [Jazz Dance](#), [Street Dance](#), and [Musical Theatre](#). And we've just added [Acting](#) and [Screen Acting](#) to the offering!

Syllabuses are free to download from the [Federal PAA website](#) and no teacher registrations are required. Resources online also include tracks and examples of steps.

These exams are great for schools and studios as the Examiner comes to you and can assess all your students in the one performance. This can be a studio (internal) show for the Examiner alone, or during of your fully-staged performance. The former is recommended as the Examiner does require the ability to ask for a section to be repeated but, if your audience is willing to see more of your production, that's totally fine!

These exams are administered by the AMEB Federal Office so please contact our team there for more information and to enrol.

Musical Theatre

The Musical Theatre Syllabus differs from our existing Voice exams in that it assesses the "triple threat": singing, dancing, and acting.

Acting and Screen Acting

If you're familiar with our Speech & Drama syllabuses, you'll probably want to check these out. They are something new and different again so you now have even more avenues to support your students' learning goals. With [Acting](#), you'll focus on bringing a scene to life and exams can be taken solo, or in groups of two or three. [Screen Acting](#), as the name suggests focuses on acting to camera and includes the industry-specific elements of working with framing and technical equipment. These exams can be taken individually or in pairs.

All PAA exams are administered by our AMEB Federal team and can be enrolled at any time. Please head to our website or get in touch to find out more.

Our [AMEB Online Shop](#) has many great resources and publications including:

- grade books
- technical workbooks
- recordings and handbooks
- aural and sight-reading books
- Manual of Syllabuses
- accompaniment CDs
- theory analysis and resources
- practice exams



CREATIVE QUALIFICATIONS NEWS

As part of our ongoing partnership with the Rockschool publishers (RSLAwards UK), we now have a brand new stream of exams and qualifications under the umbrella of Creative Qualifications. The inaugural syllabuses support exams in Vlogging and Podcasting. You'll see these appear in SCORE and elsewhere under the title of "Media".

All of these exams are fully online and can be enrolled and completed at any time. Exams include a portfolio of work, plus an accompanying reflection. Syllabuses are free to download and super flexible to engage and support any student. With topics to suit any individual taste, it makes for a very handy format for classroom assignments.

These exams will be administered by the AMEB Federal Office so please contact our team there for more information and to enrol.

IMPORTANT EXAM INFORMATION

Exam requirements

It is essential that teachers and candidates consult the current year's Syllabus for details of AMEB exam requirements and are familiar with what is required.

Exam types

We have a great variety of options for your students. We have provided a thorough comparison on our Tasmanian website to help guide you to the best syllabus and exam type for each individual personality.

Whether your student wants a comprehensive study of music, or if they are just learning pieces for fun, there's a syllabus to support and an exam type to suit.

Music and copyright

Even if playing from memory, you will need to have all the music with you to answer your general knowledge questions.

A reminder that photocopies are not acceptable in exams. In general, the Copyright Act prohibits the use of photocopied music. If you are using photocopied music, it is the candidate's responsibility to ensure that a Copyright exception applies, or the relevant music publisher has granted permission for the copy. Even if playing from memory, you will need to have all the original music with you to answer your general knowledge questions. If an extra copy is required for the Examiner, a photocopy is fine as that music is not being performed.

Remember to obtain permissions for any photocopied material, which should be accompanied by the [APRA AMCOS Copyright Declaration Form](#). Teachers are recommended to familiarise themselves with Copyright Law. A teacher handbook is currently under review however the APRA AMCOS website has a lot of information, or teachers can email schools@apra.com.au.

What to expect in the exam

Examiners really want every candidate to do well. They are listening for what a candidate CAN do, not what they can't. Examiners really don't want to give any candidate a failing grade so please make sure you've checked the syllabus and that your students are prepared.

Trainee Examiners

To ensure that the AMEB's high examining standards are maintained there may be a Trainee Examiner present during Level 1 and 2 exams. Candidates should be aware that they will only receive their Report from the Supervising Examiner. We'll let you know on the day of the exam that an Examiner in Training will be present. If you feel your candidate will require more notice or it will be a serious issue for them, please contact the office.

Exam warm up and practice

Access to venues prior to the day is available guaranteed for Level 3 Candidates. We greatly appreciate the support of our partners for the use of their venues but it should be noted that AMEB does not own these premises. Access for exams is by negotiation and warm up rooms are never guaranteed – they are a bonus, rather than an inclusion. We also aim for a standard venue offering across the state and, in fairness to candidates who may not be able to access the venue ahead of time in some locations, we are unable to offer such a service anywhere.

If such a room is available, it should be noted that the time each Candidate has in the room is brief – it's for the purposes of WARM UP, and not rehearsal. Please ensure that your student and their accompanist have had ample time to prepare ahead of exam day.

SCORE INFORMATION

Coming this year...

We've done a LOT more work than just developing the Unique ID feature. There will be a new look to the front of SCORE that will make life easier for newcomers, your dashboard area will also have a facelift and be streamlined to make enrolments and exam management much easier, you'll also have the ability to quick-fill details for your students with the support of the new Unique ID feature. We'll be providing more information closer to the launch date so please stay tuned to our ENews.

How to get started

Head to Score at <https://tas.ameb.edu.au/>. We recommend adding it to your browser favourites but, if you lose this web address, we'll always have a direct link on the home page of our website. Register as an Account Holder. This could be as a teacher, parent, or adult learning (ie candidate aged 18+). If you fall under two of those categories, we recommend selecting "Teacher" as your main profile. Once you've entered your details, you'll receive an email to confirm it all – click to confirm and you can begin enrolling.

Creating an enrolment

Once you've logged in, you'll be greeted with a Dashboard. The large buttons will update to reflect your exam enrolments but, to begin, the shortcut menu on the left includes *Buy Exams and Courses*. This will then give you the option to choose either *Practical and Theory* or *Online*.

Once you've selected the exam you're looking for, enter your candidate's information. Please ensure their name and details are entered correctly. This is the name that will appear on their certificate and other details enable us to cross-reference other accreditation.

Please do enter teacher and parent information – it's really helpful for when we have questions about availability, accompanists and other occasional variables of the scheduling process.

Candidates with special needs should include some information regarding their situation, what assistance would be of use on the day, and anything else that we should be aware of in order to best support them.

You can add multiple candidates in one sitting and pay for them all at the end. Please note that you only be able to enter candidates for one syllabus at a time. If you want to enter candidates in a different syllabus, confirm the first set. Before proceeding to payment, go back to the dashboard and start the process again with the next syllabus. Don't worry – all your enrolments are saved and waiting for when you're ready in the shopping cart.

Once you've entered all your candidates, click the little shopping trolley or *Cart* button. You can double check all the details here and edit anything that needs to be changed before proceeding to payment. Please note that payment is required at this point, prior to the enrolment being confirmed.

What happens next?

You'll receive an automated email, confirming the enrolment/s. This will be accompanied by an invoice (with \$0 balance).

When your exam has been scheduled, you'll receive an email to let you know. Log into Score again and click on *My Practical Exams* to view and download the exam time, venue, and other information. You'll find a link to this in the little, blue, actions cog next to each exam. You'll also need to print this notification (single-sided) for the candidate to take on exam day.

Once the exam has been completed, we'll upload the Examiner's Report. Again, you'll receive an email to let you know that it's ready for you. Log in and go to the same place – *My Practical Exams*. A new option in the blue Actions list will have appeared so you can view your results.

We'll then post out (eligible) certificates as normal.

Did you know...

- If you're a teacher or a parent, there is a quick-fill button on each candidate's enrolment that you can use so you don't need to complete the same details again.
- You can manage your own details through Score, such as to check the enrolment or change information (eg new address) at any time. Please make sure you keep your address up to date so your certificates reach their destination. Some details need to be brought to the attention of the AMEB Tasmania Office so, if you are unable to change them, please just get in touch.
- You can request a refund through SCORE any time prior to enrolments closing.
- There's a shortcut to re-enrol your candidates in *My Practical Exams*. Use the selection tick box for the candidate to enrol in a new exam and then click *Re-enroll Candidates*.
- There is a help desk where you can lodge a query or a request for help. This can be found in the side menu under *Support*.
- There are more SCORE fun facts on our website on the Exam Information page.
- We are here to help. If you're having difficulty navigating your way through Score, can't find the session or specialty you're looking for, or perhaps are just nervous using it for the first time – give us a call and we'll happily walk you through it.

New feature: Private venues

If you're requesting paper-based Theory of Music exams, or want to hold an exam day at your own studio, you can set up your own venue within SCORE. Head to the Venues section of the menu and pop in your details.

SCHEDULE AND FEE UPDATES

We made a few adjustments to the exam session dates last year and, with the exception of the school terms shifting on us, these have worked very well. 2022 exam dates are largely based on the previous year, with a few adjustments to work around holidays (including Session 1 moving back to April) and our scheduled Score changeover in July. Please note that the final week of Session 5 will now be prioritised for our Candidates undertaking TCE exams.

You'll be able to enrol in two main sessions for any and all practical exams. Furthermore, there are two weekend-long sessions for which the following syllabuses and grades can enrol:

Piano: all grades, all syllabuses (except Rockschoo!)

Associate Diploma (all specialties)

Licentiate Diploma (all specialties)

Each of these weekends will be available in both Hobart and Launceston.

Non-piano Diploma candidates will need to contact the AMEB Tasmania office to enrol.

We set our enrolment closing dates with the intention of scheduling exams and providing confirmation 4 to 6 weeks in advance of your exam day. If you happen to miss the closing date for a session, please do give us a call as we may be able to slot you in. Please just be aware that this will attract an admin fee due to the manual and slightly fiddly nature of this process.

Enrolments for the shorter (weekend) sessions will close as close as possible to the session itself – we appreciate your feedback on this, and the knowledge that you don't need quite as much of a heads up as to your scheduled exam time.

Some syllabuses and grades, such as Teaching, may be assessed in discussion with the Tasmanian office – please get in touch to chat about your options.

If you're interested in any of the following exams, please note that they're managed by our Federal office:

- FMusA
- Rockschoo! Popular Music Theory
- Rockschoo! Music Production
- Rockschoo! Professional Diplomas
- Rockschoo! PAA
- Rockschoo! Creative Qualifications

All of these exams are available year-round and most can be done online at your own pace. Head to our website to find out how to enrol or find out more.

Our full schedule of session dates is available in a downloadable version from our website and can be found at the back of this handbook. Annual exam fees are also listed on the website. Fees vary depending on the duration of the exam and contribute to administration and the related costs of Examiner, Supervisor, and venue fees.

TEACHING AND LEARNING RESOURCES

The Syllabus is our number one source of information and thoroughly outlines all that you need to prepare for an exam.

Apps for learning

The re-designed [*MyTempo App*](#) is conceived to work with AMEB Recorded Accompaniments and enables the user to change the speed of the recording for enhanced practice. The new MyTempo app features a range of new and enhanced functions to better support students and is available for both Apple and Android devices.

The [*REPLAY App*](#) supports Rockschool specifically and allows learners to change the tempo of their backing track, select bars to loop repeatedly, change the key and more. The App can be downloaded via the [Rockschool UK website](#).

Publications

We support teaching and learning with our range of highly regarded publications, including carefully graded repertoire books, technical work books, handbooks, sight reading examples etc.

Recorded accompaniment

CDs of recorded accompaniment have been developed (in some instruments) for students in remote communities or difficult financial situations. These recordings may be used in exams but the student must provide the device to play them. Available through the [AMEB Fed website](#). If you're just looking for one or two tracks, or simply prefer digital, they're available on a number of platforms, such as iTunes and Google Play.

Workshops, seminars and masterclasses

We aim to curate workshops and seminars on topics of interest to teachers and students. Please let us know if you would like support with a particular teaching topic, or if you have an idea for a workshop.

Open Day take 2!

While these plans didn't quite go as we hoped in 2020, we're committed to bringing you the latest, and making sure you can ask all your burning questions to ensure you're up to date and across what you need. So we're remaining optimistic about this year. Join us for a day of AMEB-inspired info, syllabus updates, and examiner panels in both Launceston and Hobart. There'll also be various workshops across the year as we begin to better understand the "new normal". Make sure you're subscribed to our ENews and Facebook page to find out the latest about those events, and how we're working to keep everyone safe.

Facebook

Like us on Facebook ([/AMEBTasmania](#)) to stay up to date with all sorts of things – events, PD opportunities, sales and discount offers, research that supports the case for more arts for everyone, and so much more.

Theory

Practice exams are available as downloadable PDFs from the AMEB Federal website and the online courses have excellent walkthroughs and demonstrations of how to use the software. Online Exam purchases include unlimited practice exams. If you enrol your students, you can track their practice exams, and identify those areas that you might need to continue to work on. Analytical notes and prepared scores are also available through the AMEB Federal website.

GENERAL EXAM PREP POINTERS

We have a section on our [website](#) with lots of helpful hints for your students, and we strongly recommend you (and they, and their parents) have a read as part of your exam preparation. You can also have a look at our News items on our website to read a summary of our Examiners' observations from last year. They have identified some common areas that might help with your exam preparation.

When preparing for Comprehensive exams, include aural, sight reading, and general knowledge as integral parts of your normal lesson routine. These are equally important for Repertoire exams – despite not being examined separately in the exam, they're still fundamental elements of musicianship and will be assessed through the pieces presented.

Encourage students to be calm at and during their music exam. Nerves can manifest in all manner of ways so, where possible, arrange performances for groups of your students before the exam so that they have some opportunities to present to an audience (eg Eisteddfod, studio soiree, mock exam). And be mindful of the stressors that parents and you can inadvertently place on them – kids in particular are really great at picking up when someone else is nervous or concerned.

Instil a measured preparation before commencing each requirement, rather than commencing as soon as invited.

Suggest students ask politely for clarification if they are unsure about the requirement or question being asked of them by the examiner.

Remind students that pauses during the exam are probably because the examiner is making their assessment notes and is an indication of neither positive nor negative progress.

Instruct students to wear appropriate clothing that is also neat and comfortable, including shoes (eg suitable for pedalling or heels won't disrupt breathing).

After the exam

We appreciate that you and your student will be very anxious to hear of their results. These can take up to a few weeks to get to you (especially in longer sessions). A number of things can delay getting reports issued: Examiners may hold onto a batch of reports until they've completed all of their exam days; the admin team might need to prioritise ongoing exam days; there may have been an error in an enrolment that needs clarification before reports can be issued; and so on.

Please help us to manage expectations by letting students and parents know about this timeline and rest assured that we're not withholding reports just because we want to.

When reading the report, be receptive to comments and suggestions after the music exam. Read your students' exam reports with an understanding that you were not present in the exam itself. Be aware that what you covered in preparation may not have translated to the day.

Interpret your students' results as one person's opinion on one day of a student's learning life, not as a definitive statement of their potential or ability. Use comments and suggestions to reflect upon your own ideas and teaching strategies and as a guide for continued growth of the student.

EXAM PREP CHECKLIST

Double-check all technical, repertoire and other requirements against the relevant Syllabus you've enrolled in (do not mix old and new syllabus material). Grade Books, Manual List repertoire and other details do change from time to time.

Prepare your repertoire form. We have a new system in SCORE that will allow you to do this ahead of the day but please remember to complete this a minimum of 72 hours ahead of your exam. If you're not able to do that, please print the form, and complete it manually to bring with you on the day. We'll have more detail in the Exam Notification.

Write the titles of the pieces by referring to the current syllabus as your guide, rather than referring to the music books being used. This is a handy double-check of the repertoire you've selected.

You no longer need to print out your Exam Notification but the Exam Supervisor on the day will need to sight it – this could be on a device or the printed paper.

Have all music/text ready.

For Music, this includes:

- Originals or photocopies accompanied by permissions;
- Put tabs on the pages to make the pieces easy to find;
- Page turning has been included in lessons and rehearsals (eg memorising or photocopying relevant pages);
- Erase any general knowledge references on the music well before the exam so that they get used to the appearance of the presentation copy in preparatory practice.

For Speech & Drama, this includes:

- Any memorised interpretations should be accompanied by one copy of all passages presented in the program (bringing a copy is optional for original talks in senior grades);
- Two copies of reading material, including prose, poetry and drama readings – one for the student, and one for the examiner, including anthology poems in Drama & Performance, and any reading task for Voice & Communication (Note: it is not necessary to bring a second copy of the candidate's choice of consecutive reading pages from a prose text. The prose text itself will be sufficient to enable the examiner to choose a short passage to be read);
- Drama & Communication Folios should include the words of all the texts and self-devised dialogue used in the performance;
- Any edited passages should either be copied or re-typed so that only the character and/or words the candidate is presenting are shown
- Written material should be neat, accurate and easily accessible – place tabs on pages of text to find easily and quickly.
- Help the Examiner by presenting all material in a display file or similar, in order of presentation.

Check the venue address and assist your students with instructions on how to get there. Consider where to park ahead of the day.

Remind students to arrive at the exam venue at least fifteen minutes before their allocated exam time. Have a strategy you can suggest for parents to use if they arrive too early, or if the exam start is delayed unexpectedly.

Remind all visitors (including teachers and parents) that they are required to follow the directions of Exam Supervisors.

Remember that waiting rooms (and warm up room, if available) are not a teaching studio.

MUSIC CANDIDATE PREPARATION TIPS

Observe and include minimum speeds for technical work in your preparatory lessons. Exceeding these tempi a little in practice is a useful strategy to ensure that students achieve the minimum tempo with comfort.

SPEECH & DRAMA CANDIDATE PREPARATION TIPS

Appropriate choice of clothing can aid in the overall impression a Speech candidate makes in the exam. Encourage candidates to select one outfit that is functional and can accommodate all the various characterisations, eras and styles of delivery being presented, and is suited to the movements, gestures or props supporting their delivery. Clothing should not be distracting either to candidate or to Examiner. School uniforms are acceptable.

TEACHERS' RESPONSIBILITIES

Communication

If you're the enroller, whether you're under a school or registered as a teacher, it is your responsibility to ensure all exam notifications, reports, and other communiques are provided to your students and/or their parents.

We will do all we can to keep you up to date with new opportunities, changes to the Syllabuses, and important things you might need to know. You can stay in the loop through our [ENews](#), and our [AMEB Tasmania Facebook Page](#).

Exam sessions

Please be prepared for an exam to be scheduled at any time during the selected session. Yes, this does include all seven days of the week.

Conflicts of interest

Many of our Examiners hold their position due to their excellent teaching capabilities and we recognise that Tassie's a small place. For this reason, there is a section on the enrolment form for you to let us know of any Examiners we should avoid assigning to your exam. Please note that requests for specific Examiners are viewed as potential conflicts of interest and will not be indulged.

Can't make an exam

There is a section in the enrolment form for you to note compulsory school activities and religious holidays. Please note that we can not be held responsible for scheduling an exam at a time your student isn't available if you haven't provided this information.

If something comes up and availability changes, please get in touch – the sooner the better! Shifting an exam time has many flow on effects, but we will certainly take a look at the options for you. The earlier you let us know, the more likelihood of an alternative being available, especially if it's before the exam has been scheduled. Also, check our policies to know where you stand regarding refunds and transfer fees.

Last minute situations preventing a candidate from attending their exam, may be eligible for special consideration, IF we're aware ahead of time. Operationally, advanced warning also allows us to get the message to the Examiner, Supervisor, and anyone else who needs to know, and there may even be a hopeful candidate waiting in the wings for your timeslot.

We appreciate that life happens and, from time to time, a change may be needed to your scheduled exam time. There are a lot of considerations that go into setting these times and many factors at play that may mean a change can not be accommodated. As such, we have listed the main scenarios, possible alternatives, and associated fees on our website.

Policies

Our policies sit on our website and are complemented by our social media Code of Conduct (available on our Facebook Page). The majority of our candidates are under 18 and, while we take everyone's welfare seriously, we pay special care to ensure that those who are more vulnerable are protected. If, at any time, a member of the AMEB team requests you to modify your behaviour or leave a venue, you must comply.

We respect the privacy of candidates, and all those for whom we store personal details, and use our best endeavours to maintain confidentiality and respect. All AMEB communication about exams is normally with the enrolling account holder, who might be the teacher, parent or guardian or (in the case of 18+ years) the candidate themselves. Please note that we may ask you to provide information that will allow us to confirm your identity before we can discuss a candidate's exam details.

COVID-19 UPDATES

Safety and wellbeing

Keeping our team, candidates, and community safe is our first priority. We continue to take guidance from the health and Government advice, and we aim to remain agile in response to this continually changing environment. Thank you for your support and cooperation with these measures and understanding through all the challenges.

If you feel that you should not attend a face-to-face exam, Recorded Exams remain an option for all syllabuses (except Diplomas). Please have a read of the options on our website, on our *Syllabuses* page.

Please ensure you remain up to date with your responsibilities for exam day. Our website has our Pandemic Processes, which outlines what we're doing to keep you safe, and how we need your help.

Vaccination requirements

Please note that some venues are now mandating that any visitors, which includes all AMEB exam day attendees, must be fully vaccinated or hold a valid medical exemption. We will provide full details ahead of your exam, including the venue requirements and any evidence that may need to be supplied. We greatly appreciate your help with ensuring all exam day attendees are fully aware and able to comply with those requirements.

Accompaniment and copyright licencing

A reminder that the Screen Sharing Licence has now expired.

We're here to help

Wondering what options might be available to you? Worried about your personal circumstances? Unsure if you should turn up on exam day?

Please get in touch. We're humans, too, and we want to see you safe and your students thriving through this craziness.

CONTACT US

Quick reference contacts:

infotas@ameb.edu.au

03 6226 7337

The team in the AMEB Tasmania State Office is here to help. Please note, however, that UTAS buildings remain closed to public so please get in touch to chat or catch up elsewhere. Our office is located in the Centre for the Arts, UTAS:

37 Hunter Street

Hobart

Level 2, Room 115

Exams Coordinator – Kirsty Whittaker

kwhittaker@ameb.edu.au

03 6226 7337

Please note that Kirsty works part time, with hours shifting slightly in 2022 to:

Monday, 9am to 2:30pm,

Tuesday, 9am to 2pm

Wednesday, 9am to 2:30pm

Friday, 9am to 5pm

State Manager – Michelle Forbes

mforbes@ameb.edu.au

03 6226 7337

AMEB Federal team

Federal exam enrolments: 03 8660 5800

Federal exam enrolments: rockschool@ameb.edu.au

AMEB Online Shop: ameb.edu.au

SCORE and other Federal support: 1300 725 709 or online@ameb.edu.au

Please remember to keep us updated with any changes to your contact details either via Score or by contacting the office.



2022 EXAM SESSIONS



UNIVERSITY of
TASMANIA

| Session Date | Exams Available | Closing Date |
|--------------------------------|--|----------------|
| Session 1 2-3 April | Piano (All Grades) Diplomas (All instruments*) Hobart and Launceston | 7 March, 2022 |
| Session 2 11 Jun - 1 Jul | All Grades and Associate Diplomas All instruments* All locations | 11 April 2022 |
| Session 3 20-21 August | Piano (All Grades) Burnie | 1 August, 2022 |
| Session 4 10-11 September | Piano (All Grades) Diplomas (All instruments*) Hobart and Launceston | 15 August 2022 |
| Session 5 22 Oct - 27 Nov** | All Grades and Associate Diplomas All instruments* All locations | 15 August 2022 |

* All instruments includes all specialisations across all syllabuses under Music and Speech & Drama.

** TCE students will be prioritised for scheduling in the final week of exams

Please note the exceptions of PAA, and Rockschoo Theory, Music Production, and Diploma exams - these are delivered by our team in the Federal Office and can be enrolled at any time.

Exams will be scheduled across any date within the session and are subject to venue and Examiner availability.

Enrol

To enrol for an exam, head to Score on tas.ameb.edu.au. Exam fees are listed on the AMEB Tasmania website.

Locations

Exams will be held in Hobart, Launceston, Devonport, Burnie and (brass only) in Ulverstone, and can be undertaken via recording.

Want to enrol for a Recorded Exam outside of these sessions? Please get in touch as we may be able to accommodate a group of enrolments at another time.

Theory Exams

Our suite of Online Theory Exams includes Theory of Music, Musicianship, Music Craft, and Speech and Performance. Please contact the AMEB Federal team for Rockschoo Contemporary Music Theory exams

Paper-based Music Theory exams will be available on request for groups, details of which can be found on the AMEB Tasmania website.



[Facebook.com/AMEBTasmania](https://www.facebook.com/AMEBTasmania)



ENews and more utas.edu.au/ameb