

RECORDED COMPREHENSIVE 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 Comprehensive Exams**. If you are completing a Recorded *Repertoire* Exam, 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 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.
- Link to APRA Copyright Declaration Form
- Recorded Exam Terms and Conditions

COMPREHENSIVE EXAM RECORDING INSTRUCTIONS

Candidates are required to record the entire performance of all works and technical work 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 Section III component will be undertaken separately online, with an AMEB Examiner.

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

How Will This Work?

- Candidates may record their “performance” component 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 must be done completely in one sitting.
- The Section III 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 will be recorded.
- Both the exam recording, and the Zoom recording will be provided to a separate Examiner to assess the exam as a whole.

Prepared by AMEB Tasmania 23/02/2021.

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

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ORCHESTRAL EXCERPTS

Please check your syllabus requirements. Where you are required to perform all orchestral excerpts as part of your exam, please present them as individual pieces and disregard the instructions in this section (this applies to Harp, Double Bass, Diploma Bassoon, and Diploma Horn Candidates).

If you have chosen to prepare a selection of excerpts, and the syllabus states that the Examiner will instruct you on a selection to play in your exam, you will not be required to perform all excerpts in your exam recording. However, you must have prepared all of the required excerpts in accordance with the syllabus.

For your exam recording, please adhere to the following:

1. Ahead of your exam, prepare even-sized pieces of paper and write a number on each from 1 to the total number of excerpts you are required to prepare. These numbers must correlate to the order of excerpts in the syllabus list (please also specify these numbers on your repertoire form).
2. Show the camera each piece of paper so that the numbers can be seen clearly, BEFORE folding each paper, and placing them in a bowl or hat.
3. While still in view of the camera: Shuffle the pieces of paper, then withdraw the designated number of pieces of paper at random (see below).

Horn and Trumpet: The selection of excerpts must include at least one transposition. If the numbers drawn do not include this, the Candidate must select an alternative to the last excerpt drawn.

4. Perform the excerpts correlating to the drawn numbers, announcing titles and composers.

Flute, LMusA: select five excerpts to perform.

Oboe, Grades 6 to 8: select two excerpts to perform.

Clarinet, Grades 6 to 8: select two excerpts to perform.

Horn, Grades 5 to 8: select two excerpts to perform. (one **must** be transposed)

Trumpet, Grades 5 to 8: select two excerpts to perform. (one **must** be transposed)

All Lower Brass, Grades 5 to 8: select two excerpts to perform.

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 works 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. If you are using recorded accompaniment, 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.

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RECORD YOUR EXAM

1. Start your recording.
2. Announce to the camera:
Your name
Your Exam key (this will start with TAS followed by numbers)
3. Perform all of your pieces and technical work (including Orchestral Excerpts, if relevant). You may do this in any order (this is your choice) but you must announce what each thing is.
For pieces, please state: Title of the work, Composer
For technical work, please state: name of the scale or exercise
For orchestral excerpts, please state: Title of orchestral work, Composer, relevant section
4. Once all pieces are performed in their 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 Section III component.

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)
2. Provide to AMEB Tasmania:
 - a. Exam recording
 - b. Repertoire Form (completed with your list of pieces)
 - c. Signed Supervisor Declaration
 - d. If the syllabus requires an Examiner copy of Own Choice or Extra List repertoire, these must also be provided
 - e. APRA Copyright Declaration Form (if providing copies of music, and if relevant)

Section III Online Component

1. We'll email you link to access a Zoom meeting – provided upon confirmation of the discussion time.
2. Have your music on hand and your instrument warmed up prior. You may be asked to hold your music up to the camera for the Examiners' benefit so please ensure your set up supports you to do this.
3. The Examiner will play an audio track for the aural test and share their screen so that you can view the sight-reading (as applicable). Please ensure that you can perform comfortably from the screen.
4. Review the Recorded Exam Set Up Guidelines and prepare your online meeting space, specifically considering sound levels, frame, background, and minimising interruptions.

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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 Examiners and run very much like it would in a 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.

An AMEB Examiner will then be provided with the recordings of your performance and Section III, which they will view and assess before providing your official report and result. The result will have the same status as the result of a face-to-face exam and, where applicable, we will issue a certificate.

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