

## **ON REQUEST, PAPER-BASED THEORY EXAMS VENUE AGREEMENT TERMS AND CONDITIONS**

We're looking forward to supporting your students to complete their next theory exam. In order to provide flexibility, while maintaining integrity and the very important responsibility of protecting vulnerable people, all venues are expected to adhere to the following.

Venues should be provided to include:

- A table and chair for each candidate;
- Enough space between candidates to prevent cheating, and/or candidates with like exam grades separated by different grades/syllabuses.
- A safe environment conducive to undertaking the exam.
- Any electrical equipment used for exam purposes should be tested and tagged.
- An internal assessment of health and safety standards should be undertaken and any hazards minimised or mitigated. These could include trip hazards (carpet edges or cables), poor lighting, a comfortable temperature etc.
- Be covered by Public Liability Insurance

We recognise that a lot of venues will be private teaching studios and already adhere to the above. We further request, where possible, that the venue is accessible for any mobility impaired candidates.

The Account Holder is responsible for organising an Invigilator for the day. This could be the candidate's teacher, parent, or another responsible adult. The Invigilator must hold a current Working With Vulnerable People Check and be at least 18 years of age.

The Invigilator's responsibilities on the exam day include:

- The security of exam papers to the point of distribution;
- Checking the identity of the exam candidates;
- Distributing exam papers to the appropriate candidates;
- Announcing the commencement of the exam, the 15 and 5 minute reminders prior to the end of the exam, and the conclusion of the exam itself;
- Collecting all exam papers at the conclusion of the exam and enclosing them in the envelope supplied;
- Maintaining the integrity of the exam by enforcing relevant behavioural expectations (eg no talking during the exam).

It is a condition of registering your venue for paper-based exams that the above is complied with to ensure the health, safety, and wellbeing of candidates, and to provide them with the best possible chance of excelling in their exam.

The exam papers will be provided (in a sealed envelope to open on the day), along with a timetable for each exam type, and a briefing sheet for the Invigilator. This briefing sheet will include the requisite protocols for maintaining integrity and instructions to support both them and the candidates.

Any questions should be directed to [ameb.music@utas.edu.au](mailto:ameb.music@utas.edu.au) as early as possible so that we can get you all the support and information required.