Welcome to the AMEB(WA) Handbook produced as a service to readers in Western Australia. It is intended to supplement the current AMEB syllabuses and help with meeting all the examining requirements and conditions pertinent to and as set out in those syllabuses and the AMEB(WA) Schedule and Fees document.

The Schedule and Fees document contains all music and speech practical and written enrolment fees, week numbers, closing dates and conditions of enrolment. Copies are available from the office on request and can be downloaded from the AMEB(WA) website under the Examinations Page. Click on the Schedule and Fees option and scroll down to the documents. All music written examination dates and times can be found near the front of the current music Manual of Syllabuses. Contact the office for Speech written dates and times on request and can be obtained from the website Schedule and Fees page or obtained from the office on request.

Familiarity with any new initiatives, the enrolment process, examination dates and closing dates will assist teachers, parents and students in making AMEB exams a positive experience. Important information is contained in this Handbook and the Schedule and Fees document, especially all conditions of enrolment. This can be passed on to students and parents. Requested dates/times are not always possible and therefore cannot be guaranteed. Parents must be made aware that the candidate is required to be available anytime in the week nominated. Remember to write ‘for Leisure’ on your enrolment form if you are enrolling for any of the ‘for Leisure’ syllabuses which are currently Piano for Leisure, Saxophone for Leisure and Singing for Leisure. Also write (N) for New or (O) for Old if you are enrolling for a syllabus where both new and old syllabuses are available which in 2015 are Double Bass and Percussion.

Information regarding current and new syllabuses is provided in the Handbook. Note that the ‘Old’ Flute syllabus has been withdrawn and only the syllabus in the 2015 Manual is examinable. Series 17 in Piano is now available and included in the 2015 Manual of Syllabuses. For more information check the ‘News’ section of the WA website.

Written examinations in music consist of three syllabuses: Theory, Musicianship and Music Craft. All grades of Theory, Musicianship and Music Craft Grades 5 – 6 continue to be examinable via traditional delivery in August. Grades 1 – 6 Theory and Musicianship and Preliminary – Grade 4 Music Craft are available online. Online written exams for speech and Grades 5 – 6 Music Craft are in development. Refer to the current Manual of Syllabuses for all requirements, dates and times. For online written exam information, go to the AMEB(WA) website and click on the Online Written Exams page. There is also information on online written exam instruction courses for grades 1 and 2.

The State Office continues to provide support to the metropolitan and country Teachers of WA via workshops, master classes and information sessions. The AMEB(WA) Academic Development Officer, Mr Barry Palmer, oversees the ongoing organisation of various types of presentations to promote all music and speech written and practical syllabuses including any new syllabuses and Contemporary Popular Music. For information on Workshops organised for the current year, please see the appropriate page on this website or contact the AMEB(WA) Office.

The AMEB has a comprehensive list of programs endorsed by the School Curriculum and Standards Authority of Western Australia for use by students towards the WACE secondary school graduation. Information is contained both in this Handbook and on the website.

The AMEB holds an Annual Awards Concert and Presentation Evening in March to reward candidates who have excelled in the previous year. Details, eligibility and the current year’s Program are posted on the website.

The WA website continues to be updated on a regular basis. There are links to the Federal Office, the School of Music, the WA Music Teachers’ Association, the Speech and Drama Teachers’ Association of WA and the Australian Strings Association WA. There is now a news page to highlight the achievements of our talented young musicians.

AMEB(WA) is continually looking to expand its services to teachers and students. Our aim is to make the process of enrolling and being examined a satisfying and rewarding experience by providing friendly and efficient professional services. We value your comments and suggestions on all aspects of our operations.

We look forward to a continuing productive relationship with you now and in the future.

Anne Winterton
State Manager
AMEB(WA)
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AMEB(WA) CONTACT DETAILS:
Postal: AMEB(WA), M421, LB500, PERTH WA 6001
Office: Building 1, Large Stone Heritage Building (East Entrance)
The University of Western Australia, Claremont
Corner Goldsworthy and Princess Roads, CLAREMONT
Phone: (08) 6488 3059
Fax: (08) 6488 8666
Email: amebwa@uwa.edu.au
WA Website: www.ameb.uwa.edu.au
ENROLMENT FORM CHECKLIST

Before sending in your Enrolment Form:

- Check that your teacher details are correct; include any changes from previous entries if applicable. Add your email address if you haven’t already done so.
- Check that the candidate details are correct including name, date of birth, phone number, subject code, subject, grade and requested week number as per the current AMEB(WA) Schedule and Fees document.
- Check that the requested examination dates are suitable to your candidates and check for any special requests.
- Attach a letter detailing any special requests (ie to avoid school exams, school excursions, family commitments, days of religious observance, etc).
- Advise candidates and parents of the conditions stated in the current Schedule and Fees document and in this Handbook, especially regarding late and transfer fees.
- Attach cheque/money order or fill out the credit card authorisation including expiry date in full and correct payment of the examination fees.
- Sign and date the Enrolment Form.
- Send in by the Closing Date for the nominated week/month.

***NOTE THAT THE CLOSING DATE FOR NOVEMBER EXAMINATIONS IS ALWAYS LATE SEPTEMBER – REFER TO THE CURRENT SCHEDULE AND FEES DOCUMENT FOR THE EXACT DATE

CONFIRMATION OF ENROLMENT CHECKLIST

When you receive your Notice of Examination:

- Check that each student’s details are correct, including accurate spelling of names.
- Check that the instrument and grade are correct.
- Check the venue, date and time carefully.
- Double Bass and Percussion teachers make sure that new or old syllabus is stated correctly.
- Piano teachers make sure that Piano or Piano for Leisure is stated correctly.
- Saxophone teachers make sure that Saxophone or Saxophone for Leisure is stated correctly.
- Singing teachers make sure that Singing or Singing for Leisure is stated correctly.
- Fax, telephone or email any requests for change immediately to AMEB(WA).
- Mail, phone, email and fax contacts are given under the Table of Contents near the front of this Handbook.

Ensure that the candidate is aware that they need to be at the examination venue at least 15 minutes before the scheduled starting time of their examination.
SPECIAL SYLLABUS ANNOUNCEMENTS

IMPORTANT INFORMATION FOR TEACHERS OF DOUBLE BASS AND PERCUSSION

In 2014 the AMEB released the new Double Bass and Percussion syllabuses and associated publications.

During 2015, candidates in Double Bass and Percussion may continue to present for examination using either the new syllabus as printed in the 2014 Manual of Syllabuses or the old syllabus as printed in the 2013 AMEB Manual of Syllabuses.

You may not combine or mix 2013 and 2014/5 syllabus requirements. For examination presentation, either the new 2014/5 syllabus or the old 2013 syllabus must be chosen in its entirety. Repertoire and Technical Work differ between the 2014/5 and 2013 syllabuses and cannot be mixed.

IN SUMMARY During 2015 you may present for examination playing Technical Work & Repertoire as stated in the 2014/5 syllabus OR Technical Work & Repertoire as stated in the 2013 syllabus. To avoid incurring a regulation penalty, use one syllabus or the other exclusively.

Enrolment Forms submitted for Double Bass and Percussion candidates must clearly state NEW (2014/5) SYLLABUS OR OLD (2013) SYLLABUS.

SYLLABUS WITHDRAWALS

IMPORTANT INFORMATION FOR TEACHERS OF FLUTE

The old syllabus for flute (version last printed in the 2012 Manual of Syllabuses) has now been withdrawn. There is only one syllabus available for use and that is the one that currently appears in the 2015 manual. There is no longer any new or old syllabus in flute. N or O does not need to be written on the enrolment form.

SYLLABUS WITHDRAWALS AT THE END OF 2015:

The Board gives one year’s notice of its intention to withdraw the following syllabus from examination:

From the beginning of 2016, the following syllabus will no longer be available for examination:

Percussion (last printed in 2013 Manual of syllabuses).

Once these syllabuses are withdrawn, only the form of these syllabuses printed in the most current Manual of Syllabuses will be able to be presented for examination.

***

ALL SYLLABUSES AND AMEB PUBLICATIONS ARE NOW AVAILABLE FOR PURCHASE FROM THE AMEB FEDERAL OFFICE WEBSITE ONLINE SHOP.
Go to http://www.ameb.edu.au. Click on SHOP and follow the prompts.

IMPORTANT INFORMATION FOR ALL TEACHERS REGARDING ENROLMENT FORM PROCEDURES

To make it clear which syllabus a student is enrolling for, the AMEB(WA) enrolment form has these two columns: Subject code and New (N) or Old (O) syllabus.

Subject Codes are found in the syllabus. Go to the subject/instrument. Go to the Grade Banner. The code is the number on the right hand side of the grade banner. Eg Theory First Grade 0001

It is now mandatory to include the Subject Code and (N) or (O) on the enrolment form.
(In 2015 ‘N’ or ‘O’ only needs to be added for Double Bass and Percussion).
The Subject Code Booklet is also included on this website under Examinations: Go to Subject Codes.
POLICIES

CANCELLATIONS and TRANSFERS

No refunds are given in the case of cancellations. Once an enrolment has been made, a transfer may only occur subject to space availability and payment of the Transfer Fee. Transfers from one examination year to the next are not possible.

Candidates who are unable to present themselves for their exams must notify the AMEB(WA) office forthwith, and at least 48 hours before the exam, in order to be eligible for transfer concessions. A transfer fee of $40 will apply to all grade transfers including medical with the exception that: for lower grades where half the grade fee is less than $40, then the medical transfer fee will be deemed to be half the grade fee.

Transfers for Diploma exams incur a $50 Transfer Fee.

Where a cancellation is undertaken on medical grounds, a credit note for half the grade fee will be issued if a current medical certificate (maximum two weeks old) is supplied to the AMEB office within five working days of the scheduled exam date. The candidate will have 12 months in which to use the credit note.

A late fee is incurred if an envelope containing (an) enrolment(s) is postmarked after the closing date. Please refer to the AMEB(WA) Schedule and Fees document for details of all conditions and service charges.

NONDISCLOSURE of PERSONAL DETAILS

Personal details supplied by teachers, candidates, examiners or other employees are not provided to individuals or organisations outside the AMEB without the express permission of those concerned. The AMEB does not supply ‘teacher lists’ to those who request them.

ISSUES and CONCERNS

AMEB(WA) has established procedures for addressing issues or concerns raised by teachers, parents and candidates. If you have an issue or concern, write to The State Manager, AMEB(WA), M421, 35 Stirling Highway, Crawley, 6009. If it is about a particular examination, please include a copy of the report. All issues and concerns will be investigated in a confidential and professional manner. AMEB(WA) will attempt to resolve them to the satisfaction of all parties concerned. A set of Guidelines is available on request from the WA office.

CANDIDATES with SPECIAL NEEDS

The AMEB aims to provide the optimal conditions for all candidates presenting for examination. For candidates with special needs, WA has established practices and policies. When a teacher enrols a candidate who requires special consideration in the examination room for whatever reason, we request that the teacher or parent attach to the enrolment form a detailed letter including any documentation outlining the specific need or disability of the candidate and how best the AMEB can accommodate the candidate in the examination.

Attaching a letter to the Enrolment Form allows the office to have further discussion with the teacher/parent/candidate and then the examiner regarding providing those optimal conditions. It also means that the office has time to allocate a specific time on the exam session (ie start or finish), schedule extra time for the examination or provide any specifically tailored tests.

Please do not have parents or candidates hand a letter to the supervisor or examiner on the day of the examination.

If a candidate, parent or teacher has difficulties negotiating stairs, please request a ground floor examination. There is no lift available in the building.
OFFICE and FACILITIES

ACCESS and PARKING

The AMEB(WA) office and examining rooms are located at The University of Western Australia, Claremont. We are situated at the eastern end of the large stone heritage building with the office and main examining area on the ground floor and another examining area on the first floor.

PARKING: UWA Claremont parking is under the aegis of The University of Western Australia. The AMEB has no control over or say in how parking areas/bays are allocated and apologise for any inconvenience.

Car Park 3: There is no longer any 30 minute short term parking in Car Park 3 off Bay Road and there is no long term pay parking. There is only Red Staff and Yellow Student permit parking as well as two Disabled Bays.

Car Park 2: The small area of parking bays on the right as you enter Car Park 2 is 30 minute short term parking only even though it is marked on the map as visitor parking. The two lines of dark bays in Car Park 2 are long term paid visitor parking as marked on the map. You now need to pay $3 for the whole day. You can no longer pay less than $3 for set minutes/hours. The line of clear bays on their right are staff permit parking bays only.

If the ticket machine is not working, come to the AMEB Centre and inform the supervisor who will give you a note to put on the dashboard.

Car Park 1: The small set of bays is staff permit parking only with two disabled bays at the end. The line of bays noted as Car Park 1 is long term pay parking.

Please observe and comply with all signs.

If you park in Car Parks 1 and 2 you can enter the building either at the west entrance and make your way inside to the other end of the building, or continue round the front of the building to the east entrance and enter the building there.

Please pass this information on to parents/candidates.

The Notice of Examination indicates whether the examination is to take place on the ground floor (for most of the year) or the first floor (for the end of the year and selected times during the year). For examinations held in rooms on the first floor, stairs are situated both centrally and at the eastern entrance.

If climbing stairs is an issue for a student, parent or teacher, please write a letter to accompany the enrolment form requesting a ground floor room for the examination.

There is no lift in the building. Lift access is only available from Taylor’s College which is not part of UWA. Lift access can be organised at certain times during the week but not on a Saturday. Contact the office if you need to use this facility.

Our Claremont environment provides for our clients and users the best possible facilities, access and ambience.

Maps showing the Claremont location are not sent out with Notices of Examination.

Refer to the AMEB(WA) Website for a map of our location.

NB: For exams at Claremont in the last week of November (Week 48):

Because it is the first week of the university student holidays all bays with a yellow Student Parking Only sign are free and clients may park in these bays without penalty. There are a number of these bays in Car Park 3 at the entrance end to the Car Park.
PIANOS

AMEB(WA) uses 5 Kawai pianos in its examination rooms at Claremont.

They are:  
1 x SHIGERU KAWAI SK2 GRAND PIANO  
3 x KAWAI K6 UPRIGHT PIANOS  
1 x KAWAI K3 PIANO

In August 2013, the four upright pianos were replaced with new ones and we have so far had very positive comments particularly about the ‘touch’ of these new pianos.

The grand piano and a K6 upright piano are housed in Examination Room 1, providing candidates with a choice of instrument for their examination, to reflect their preference and experience. Keyboard examinations are also scheduled in Examining Room 3 upstairs and in the Mulberry Room (mainly in November) where there are K6 upright pianos.

In the last week of November only, the room which houses the K3 and is used as a warm-up room for instruments is used as an examination room for preliminary to grade 3 examinations in keyboard. This avoids the necessity to book rooms at the School of Music.

The AMEB schedules the majority of its Perth exams at Claremont. However, November is the busiest examining month for metropolitan AMEB practical examinations and we need to have simultaneous examinations taking place at Claremont and occasionally elsewhere at this time. Therefore our advice to teachers is to submit piano candidates for their examinations prior to November if you wish to maximise your chance of having their examination scheduled in our main examining room at Claremont with its choice of pianos.

OTHER METROPOLITAN VENUES

Please note that in the last weeks of November it is sometimes necessary to conduct some examinations at the School of Music at UWA Crawley, in which case a map will be supplied, as well as at Claremont. Please check your Notice of Examination and map (if applicable) carefully to ensure candidates attend the correct venue.

We are also aware that there are occasions when travelling to the central AMEB(WA) office or to Crawley is a problem for those living in the Mandurah/Rockingham areas, south of the river and some suburbs north of the river where there is a large amount of time involved in travel. As there are schools which often have quite a number of candidates enrolled for the same instrument, it may be more convenient to send an examiner to the school rather than take the students out of the school environment, especially where there may be a large number of boarders.

For these reasons, AMEB(WA) is keen to develop liaisons with any schools that are willing to offer their facilities as a venue for their own students (and possibly some outside candidates as well), or any private teacher who may like to put forward their own studio or is aware of any school or other suitable location north or south of the river that may be available as an alternate venue.

AMEB(WA) has recently developed a set of guidelines for the use of venues other than the AMEB Centre. Please contact the AMEB on 6488 3059 if you would like to offer your studio/school as an examination venue or have any other suggestions.

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ASSESSMENT SERVICES

STANDARD PRACTICAL AND THEORETICAL (WRITTEN) EXAMINATIONS

The following publications are available for purchase from the Federal Office website:

- AMEB Manual of Syllabuses – Music (Practical and Written) – hard copy only
- AMEB Music Discipline (eg Woodwind) and Individual Instrument (eg Clarinet) Syllabuses – digital download only
- Accompanying suites of AMEB books – refer to the back of the Manual of Syllabuses for titles – hard copy only
- AMEB Manual of Syllabuses - Speech (Practical and Written) – digital download only

COUNTRY PRACTICAL MUSIC EXAMINATIONS

Bunbury practical examinations are held in weeks 19, 37 and 45 each year. Each week includes Pianoforte and all instruments. Closing dates for each week are the same as for metropolitan exams.

NB: From 2014 the Bunbury November week changed from 46 to 45.

Albany practical exams are held twice during the year; generally in week 35 (Monday 25 – Saturday 30 August in 2015 / to be confirmed) and week 48 (closing date for 2015 Monday 5th October / confirmed)

Practical examinations are held in other country centres once per year and may include the following Centres: Esperance, Geraldton, Kalgoorlie, Narrogin, Port Hedland and Christmas Island. The closing date for all country centres other than Bunbury and the Albany November session is noted on the current Schedule and Fees document. Session and closing dates for all Centres are posted on the AMEB(WA) Website once confirmed.

For all teachers in country areas, please attach a letter with your enrolment form for any special requests where travel time is an issue for students/parents or where candidates (eg siblings, or all students of one teacher) need to be scheduled together.

FEDERAL EXAMINATIONS

AMEB(WA) conducts one session of Federal examinations (Licentiate and Fellowship) per year. It is generally scheduled in late September or early October depending on the availability of the venue and Federal examiner(s). The closing date for enrolments is noted on the current Schedule and Fees document. For information regarding these examinations, contact the office. If an LMusA List D own choice piece or an FMusA program approval is needed, submit to the AMEB office prior to enrolment and in accordance with the syllabus requirements.

P PLATE PIANO / ONLINE WRITTEN EXAMS / ONLINE WRITTEN EXAM INSTRUCTION COURSES

For full details on these exciting products, navigate to the Programs and Syllabuses page on the WA website.

INDUCTION TESTS

In WA, Induction Tests are offered as pre-examination experiences for young children. These tests are presently available for Keyboard (Piano), Violin, Viola, Guitar, Flute and Recorder. Suitable for students in their early stages of learning and aged four and over, the tests comprise basic Technical Work, Aural Tests and General Knowledge, plus any two pieces in simple triple time and simple quadruple time. There are two Tests: Test 1 and Test 2 for each instrument, each of slightly differing standard.

The tests are carried out individually except in Recorder where two candidates may present together. All tests are conducted in a non-threatening environment by experienced examiners. Every candidate receives a report and a participation certificate. No grade/mark is awarded.

PERFORMANCE EVALUATION

The AMEB offers a service to music and speech teachers and students under the title of Performance Evaluation. This service is available to anyone including candidates with special needs. The Performance Evaluation program (PEP) enables a candidate to have his or her prepared work evaluated by an examiner and to receive a constructive written report. It provides a benchmark against which to measure progress and an opportunity to perform for a receptive listener. In this respect it is suitable for all standards as there is a free choice of repertoire. In the music PEP there is no technical work, sight reading or aural tests. A written report is provided. No grade/mark is awarded.

For Induction Test and Performance Evaluation brochures, fees and enrolment procedures contact the WA office or access the WA website under Programs and Syllabuses.
EXAMINATION ENROLMENT INFORMATION

INTRODUCTION

Be prepared for your students’ examinations to be scheduled at any time during the chosen week, so make sure that they are available. To allow for any irregularities in the postal service it is best to allow a few extra days before the due closing date of enrolments to ensure that the forms reach us in time.

Envelopes postmarked after the closing date mean that the enclosed enrolments incur a late fee and may be subject to the availability of a timeslot. Incorrect or missing fees or enrolment details also hold up the scheduling process.

Some candidates are still being enrolled for standard classical exams in Piano, Saxophone and Singing when they are meant to be enrolled in for Leisure exams on these instruments. Please be mindful of the fact that if a candidate is enrolled for a classical syllabus, all paperwork supplied to the examiner will reflect that syllabus.

Also, extra work is created for the office in changing paperwork, contacting teachers to establish the correct syllabus and writing to teachers to inform them of the problem. A change of instrument fee of $15 will continue to apply each time a Piano, Singing or Saxophone enrolment is actually meant to be ‘for Leisure’. Therefore you are urged to mark your Enrolment Form ‘for Leisure’ – either Piano for Leisure, Saxophone for Leisure or Singing for Leisure as appropriate.

FILLING OUT EXAMINATION ENROLMENT FORMS

AMEB(WA) has one generic Examination Enrolment Form for all practical and theory examinations (music and speech) except CPM. However, as diploma examinations, practical grades, and theory entries are all scheduled and thus filed differently, they must go on separate Enrolment Forms.

Make sure you complete all required sections of the Enrolment Form. All information is essential for ease of scheduling, accurate records, correctly produced documentation (including certificates) and the computerised history of the candidate’s results. Guidelines as follows:

EXAMINATION REQUIRED

Complete the appropriate Written or Practical boxes.

- Only fill out the Preferred Exam Centre section for Theory and Country enrolments. Metropolitan venues for practical examinations are allocated by the office and we will take into account your location and the availability of examining venues.

TEACHER DETAILS

- Fill out ALL details including your preferred title.
- New teachers will have a teacher code allocated after enrolment.
- Tick if you have changed your address. If you have changed your name since your last enrolment, indicate separately. A new teacher code is allocated where a change of name has taken effect.
- The AMEB(WA) system cannot accept two addresses for each teacher (for example, home address on one enrolment and c/- a school address on another). Please tick either “a School” and fill in the School details or tick “Private Teacher” and fill in the teacher details.
- If you know your teacher code, fill in this section. The teacher code is always included on the candidate’s Notice of Examination above the teacher name and address.

FEES

- Full payment must be included with the Enrolment Form. Failure to do so will result in the form being returned. Please refer to the current Schedule and Fees document.
- Payment by post (with Enrolment Form) to: AMEB, M421, 35 Stirling Highway, Crawley 6009.
- Payment in person to the AMEB(WA) Office: Cnr Princess & Goldsworthy Roads, Claremont.
- Cheques and money orders payable to “UWA”.
- An enrolment form may be faxed so long as full payment is made by filling in and signing the credit card details. Fax: (08) 6488 8666. Check this fax number carefully. Faxed Enrolment Forms will not be accepted without payment. If you fax an Enrolment Form, DO NOT send the original by post.
- If you fax an Enrolment Form the office recommends that you contact the office to make sure it has been received.
CREDIT CARD INFORMATION

- If paying by credit card, make sure you include its expiry date, together with the other details and signature of the card holder as required on the Enrolment Form.

CANDIDATE NAME, GRADE, SUBJECT and PREFERRED WEEK DETAILS

- The date of birth and gender (M/F) form the basis of the candidate number and must be provided for all candidates, including mature age.
- Write the full name exactly as you would like it to appear on the certificate.
- Consistently use the same candidate name and spelling each time they are enrolled for an examination. Failure to do so may lead to the candidate being entered twice and issued with a new candidate number. This in turn separates enrolment records.
- For music practical examinations write the instrument name and grade in full.
- Piano teachers please make sure to write PIANO or PIANO FOR LEISURE.
- Singing teachers please make sure to write SINGING or SINGING FOR LEISURE.
- Saxophone teachers please make sure to write SAXOPHONE or SAXOPHONE FOR LEISURE.
- Where a new syllabus is available in parallel with an old one, please indicate ‘New’ (N) or ‘Old’ (O) in the space provided. (In 2015 this applies to Double Bass and Percussion).
- Please enter a Selected week number from the current AMEB(WA) Schedule and Fees document. This document may use week numbers that are different from schools and other organisations. Do not write a date, day, time of day or a month or school term week number as this slows down the scheduling process considerably and creates the possibility of incorrect information being keyed into the computer.
- Ensure that candidates are available any time in the selected week. Avoid school camps, examinations and your students’ private holiday dates in choosing the examining week.
- For instrumental exams make sure the accompanist is available in the selected week.
- Religious Observances:
  - The avoidance of Holy days, festivals and other days of religious significance must be requested in writing at the time of enrolment.
- Special scheduling requests:
  - Special requests may be made concerning examination dates and these should be lodged on a separate piece of paper and attached to the Enrolment Form. Whilst we will do our best to accommodate such requests, please understand that this is not always possible and no request is guaranteed to be met.
    - State a reason for your request.
    - Attach a separate letter if you wish siblings to be examined consecutively.
    - Attach a separate letter if you wish to have specific candidates examined consecutively (e.g., for reasons of transport, same accompanist, teacher accompanying candidates, etc.).
    - Requests for a candidate to be examined by a particular examiner will not be accepted.

SIGN and DATE the FORM

The Enrolment Form may be signed by someone other than the teacher so long as whoever signs it is aware that they are signing the declaration which certifies:

- awareness of the conditions of enrolment.
- agreement to abide by the conditions and the examining requirements in the current AMEB Manual of Syllabuses, the AMEB(WA) Schedule and Fees document and the AMEB (WA) current Teachers’ Handbook.
- awareness of the responsibility to inform candidates and parents of these requirements including the refund and transfer policies (refer to page 6 of this Handbook and also to the current AMEB(WA) Schedule and Fees document).

If you give the Enrolment Form to the parent to send in for any reason, make sure that they are aware of:

- the closing date for that enrolment.
- the current correct fees and AMEB(WA) week numbers.
- fees incurred for late entries or transfers.
- the fact that requests cannot be guaranteed.
OTHER THINGS TO CONSIDER

Candidates with Special Needs
The AMEB(WA) policy states that provisions may be made for candidates with special needs.

Advising Office/Examiners of a Candidate’s Special Needs or Circumstances
Inform the office in writing with supporting documentation before or at the time of enrolment, making note of any special requests that may need to be accommodated. It is not appropriate to hand the examiner a note on the day of the examination or give one to the supervisor with the request to give it to the examiner. All such information must go through the office so that the examiner and supervisor are alerted beforehand and the office can put in place any measures to make the examination experience the best it can possibly be for the candidate (e.g., giving the candidate extra time, placing the candidate at the beginning or end of a session, changing the physical environment, preparing the examiner and supervisor in the best way to engage the candidate/situation etc).

Candidates Taught by AMEB Examiners
Provide written advice on the Enrolment Form if any of your students are or have previously been taught by an AMEB(WA) examiner so that we can avoid scheduling them to examine that student.

Change of Teacher
It is not possible to change the enrolling teacher on an Enrolment Form once it has been received. If for some reason a candidate changes teacher during the scheduling process of an examination, AMEB(WA) requires written confirmation from the enrolling teacher that someone other than themselves is to receive any information issued by the AMEB in relation to the examination. This is to safeguard the interests of all parties.

Examination Session Dates
- THEORY: Refer to the front section of the current Manual of Syllabuses
- PRACTICAL: for examination dates and times refer to the current WA Schedule and Fees document
- No practical examinations are held on the Monday, Tuesday, Wednesday and Thursday of the August Written Exam week. Do not request these days/dates. Piano exams will be held on Friday and Saturday only of the August written exam week.

CONFIRMATION of ENROLMENT

- You will receive a computer-generated confirmation of your enrolment as soon as practicable (between one to two weeks) after the closing date for the examination week you have chosen. Contact the AMEB office as soon as possible after this time if you feel your notification may be overdue
- While every effort is made to give you as much advance notice of examination dates as possible, it should be noted that AMEB(WA) is not responsible for delays caused by postal services
- The Notice of Examination provides the opportunity for teachers to double check that all information relevant to their candidate/s has/have been accurately recorded. Check the details carefully and advise the office of any errors immediately (e.g., if a Piano enrolment should be Piano for Leisure, incorrect spelling of candidate’s name, wrong grade, wrong syllabus (new when it should be old etc.))
- Failure to identify an anomaly on the Notice of Examination will result in errors on all subsequent documentation concerning the candidate
- The spelling of the candidate’s name on the Notice of Examination is as it will appear on their certificate. Any error which is not corrected will remain on record as shown
- Note that requests for alteration to the certificate after it has been produced will incur an amendment fee of $15 irrespective of the type of amendment and how the error occurred
EXAMINATION PRESENTATION INFORMATION

WHAT TO BRING TO THE EXAMINATION
(See below for “What Music Must AMEB Candidates Bring to an Examination”)
Candidates must present at the correct examination venue with their Notice of Examination filled out on the reverse, plus their required materials and, where appropriate, their instrument and accompanist.

For music teachers, please note that when completing the information for Practical Exams – Music on the Notice of Enrolment, it is essential that teachers fill in the section entitled Prepared List by copying down the information exactly as stated in the syllabus and not just from the title on the published music being played.

Teachers presenting candidates for ‘for Leisure’ examinations (Piano for Leisure, Singing for Leisure, Saxophone for Leisure) must indicate with a tick on the back of the Notice of Examination if the candidate has chosen Aural or Sight Reading.

Music teachers also need to read the section in this Handbook on page 15 which gives information about Copyright and what music must be brought to an AMEB examination.

NOTATING/CLARIFYING EXAMINATION MATERIAL
• If a teacher supplies a candidate with an AMEB Series Book piece that is presented in a different book, we urge teachers to write on the music which Series Book piece it is from and which list (eg List A Series 16)
• If a piece is to be presented from an old series book that is now listed in the syllabus as a Manual List piece or relisted in any other way, we urge teachers to write on the book where the piece appears in the syllabus (ie List C Manual List) and bring photocopies accompanied by the AMCOS Form
• Clarifying where the piece is situated in the syllabuses helps to avoid confusion in the examination
• Downloaded pieces must be notated as such and with the name of the piece as it appears in the syllabus. Refer the page xii of the 2015 Manual for information re Downloaded Musical Scores

BOOKING EXAMINATION ROOMS for Practice Sessions for Grade Examinations
A practice session is only available to 7th and 8th grade candidates and is subject to room availability. Contact the office for more details as a fee is payable. (Diploma candidates will be allocated practice times by the office. This information will be sent with the Notice of Examination.)

EXAMINATION VENUES
• Check carefully the venue on your Notice of Examination. As a general rule, a venue map will accompany the Notice of Examination where the exam is at a venue other than UWA, Claremont
• For instrumental exams away from the AMEB(WA) Centre, inform your accompanist of the venue
• Advise parents to read the Notice of Examination carefully to note the venue and allow time to find suitable parking

ACCOMPANISTS
Refer to the General Requirements for Practical Examinations in the current Manual of Syllabuses re the requirement to provide accompaniment (either a live accompanist or AMEB recorded accompaniment):
• Accompaniment is essential wherever the pieces presented are provided with piano accompaniments, with the exception of Extra List pieces
• Where AMEB recorded accompaniments are available, candidates may perform with those recordings in examination. If using recorded accompaniments or backing tracks, it is the candidate’s responsibility to provide and operate suitable equipment for the examination.
• Refer to Regulation 24 in the current Manual which details the ramifications and penalties of not providing accompaniment where required. Parents must also be made aware of this requirement

AMEB(WA) provides a list of accompanists on our website. However, the list has been compiled according to the wishes of the accompanists. It does not reflect an accreditation by the AMEB of the persons listed, nor does it verify their capabilities. The AMEB does not recommend particular accompanists. It is also the responsibility of anyone wishing to access any accompanist on this list to validate their credentials and that they have a current Working With Children Check Card. It is the responsibility of the parent/teacher/candidate to source and provide the accompanist. The AMEB does not provide this service.
PARKING FOR EXAMINATIONS
- We advise candidates scheduled for Claremont to park in the Visitors Car Park in Car Park 2 (off Goldsworthy Road) from Monday to Friday. Advise your parents and accompanists that this is pay parking.
- When bringing candidates to Claremont for examinations on a Saturday, please note that the Yellow Student and Red Staff Parking areas in Car Park 3 off Bay Road are available as no restrictions apply to them on the weekend. However restrictions still apply to the Reserved Bay Parking Area (Blue sign).
- For all exams at The University of WA School of Music in Crawley, a map is provided with the Notice of Examination and shows suitable parking.
- Maps are not supplied for exams at Claremont. They are available from the AMEB(WA) website with more detailed information about parking.

RESULTS
- AMEB(WA) processes reports as soon as practicable after a candidate’s examination. The turn around time varies due to different circumstances. Please allow one to two weeks and advise parents/candidates that results are not given over the phone or email.
- Results and all paperwork are sent to the person deemed to have lodged the entry. For AMEB(WA) purposes, this is the person who has filled in the Teacher details, not the person who has paid for the examination (if different).

EXAMINERS IN TRAINING
To ensure that the AMEB’s high examining standards are maintained there may be an Examiner in Training present during grade examinations. In such an instance, the candidate will receive the Supervising Examiner’s written report only. Candidates will only be notified 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 an issue, please contact the office.

ELECTRONIC REPORTING
Some AMEB examiners have taken up the option of electronic reporting. This means that some examiners will have a laptop or other similar device in the examination room. Examiners have been advised to type quietly and we trust that this new method of reporting will not impact in a negative way on the examination experience for the candidate. The office invites feedback from candidates/teachers. So far the issue of the tapping noise has only been raised twice in 2013 and the AMEB office is exploring various options for cutting this down.

* * *
WHAT MUSIC MUST AMEB CANDIDATES BRING TO AN EXAM?

All candidates attending AMEB music practical examinations are required to bring their examination performance repertoire in published editions of the pieces they are presenting. Published editions include AMEB Series Grade Books and other AMEB publications, standard sheet music, music books or compilations of pieces that are not photocopied. Any authentic published edition of a piece is acceptable for an AMEB examination.

In addition a photocopy is required of any piece that is not presented from a current AMEB publication (unless playing from memory in which case the published edition only is required). A current AMEB publication is any AMEB Grade Book that is referred to in either the 2015 AMEB Manual of Syllabuses or if using an ‘old’ syllabus that is currently available with a ‘new’ one, then any Grade Books available for presenting in conjunction with that ‘old’ syllabus. Such photocopies will be used as reference during the examination and destroyed at the conclusion of the exam. Pieces which are presented from a current AMEB publication do not require an additional photocopy to be supplied.

Photocopies of any published music used in an examination must be accompanied by an AMCOS Form. A sample Form is available on request from the office or from the AMEB(WA) website and you are legally entitled to make additional photocopies of it for your use should you wish. Alternatively, any of the standard AMCOS forms may be downloaded from their website [http://www.apraamcos.com.au]

In summary, students presenting for an AMEB music exam must bring:
1) published editions of all their pieces;
2) a photocopy of any piece not from a current AMEB publication; and

COPYRIGHT and MUSIC REQUIREMENTS for EXAMS

COPYRIGHT LAW

As a music or speech and drama teacher, you have a professional responsibility to ensure that both you and your students are acquainted with the Copyright law as it affects the use of printed music or the written word. The following applies to print music copyright.

To make it easy for teachers and other users of print music to obtain an easy grasp of this subject, AMCOS (the Australasian Mechanical Copyright Owners Society) produced a booklet entitled A Practical Copyright Guide to the Use of Print Music in Australia. A second edition of this publication was produced in 2001. It was written in response to a demand from musicians and teachers to have an easy to read guide to copyright, to assist users to better understand copyright issues as they affect the practical day to day use of print music in Australia.

The guide is written in non-legalistic question and answer format. The questions themselves were compiled from a survey of musicians and teachers who were asked to submit questions relevant to their circumstances for inclusion in the document. As a result, a very wide range of practical questions was received. The answers to all these questions are presented in A Practical Copyright Guide. Here are a few examples:

- How do I obtain a copy of an out-of-print piece of music?
- Can I go to the library and photocopy music?
- How do I obtain permission to make an arrangement of a piece of music?
- Can I make a photocopy for a difficult page turn?
- Am I allowed to make a photocopy for an examiner (if this is required for an exam)?
- Am I potentially liable for copyright infringements if my student borrows my music and photocopies it?

The answers to these and other important and practical questions are answered in the Practical Copyright Guide. Hard copies are available from the WA state office. It is no longer available digitally on the AMEOS website but here is an alternative document: [http://static.squarespace.com/static/5097543ae4b0aqat99q278f788e/it/s473fc28e4b07bc06344f699/1416887336203/ampal-guide-to-print-music_final.pdf]
GUIDELINES TO ASSIST TEACHERS PREPARING MUSIC CANDIDATES

PREPARE CANDIDATES THOROUGHLY BEFORE THEIR MUSIC EXAM

- Double-check all technical, repertoire and other requirements against the AMEB Manual of Syllabuses you are preparing from (do not mix old and new syllabus material). Grade Books, Manual List repertoire and other details do change from time to time.

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

- It is a good idea for you (not your student) to fill in the back of your student’s Notice of Examination form required for presentation at the examination venue. Write the titles of their pieces by referring to the current syllabus as your guide, rather than referring to the music books being used. This helps you double-check the repertoire selection, to be sure it corresponds with the current syllabus requirements.

- Use small self-adhesive labels to identify in each book where pieces can easily be found.

- Ensure that page turning has been fully covered in preparatory lessons, either by memorising appropriate passages or photocopying the relevant page to minimise turning problems.

- Be sure to include Aural Work and Sight Reading as integral parts of your normal lesson routine.

- Accustom your students to answer questions about their pieces as part of normal lesson procedure so that they develop the skill of talking about their pieces, characteristics, terms and other relevant details.

- Do not leave it until the last minute to erase General Knowledge references you may have written on students’ pieces. Do so well before the exam so that they get used to the appearance of the presentation copy in preparatory practice. This also eliminates eraser remnants falling on the keyboard during the examination. Always keep your own fully annotated teaching copy with all requirements for the grade written on it, as a reference for yourself and also as one that your students can access.

- Where possible, arrange performances for groups of your students before the examination so that they have some opportunities to present to an audience. Many teachers also access the numerous eisteddfods that are arranged in various metropolitan and country communities.

- Conduct a mock exam yourself or by a colleague. Run through appropriate Technical, Repertoire, Aural, Sight Reading and General Knowledge requirements with each student one week or so before the examination. Write a report using the Grading Descriptors and the Objectives for the instrument/grade that are published in the current AMEB Manual of Syllabuses.

ENCourage STUDENTS TO be calm when presenting for their music exam

- Instruct students to wear appropriate clothing that is also neat and comfortable. Pay careful attention to shoes that are suitable for pedalling if pedal is being used.

- Be sure students take a published edition of each piece, plus photocopies if required, together with their appropriate AMCOS Form (see Copyright and Music Requirements in this Handbook).

- Ensure students present for examination with their Notice of Examination, or they may be refused examination. All pieces to be performed at examination must be listed on the reverse of the notice. Please put full details of each piece as they appear in the syllabus. For Piano for Leisure, Singing for Leisure and Saxophone for Leisure candidates, please tick either Aural or Sight Reading on the back of the form.

- Check the venue address and assist your students with instructions on how to get there and where to park.

- Remind candidates to present at the examination venue at least fifteen minutes before their allocated examination time, and to be prepared to start the examination during this period. Have a strategy that you suggest parents use if they arrive too early, or if the examination start is delayed unexpectedly.
• Remember that the waiting room is not a teaching studio
• Remind all visitors (including teachers and parents) that they are required to follow the directions of examination supervisors who will advise them where to wait during their candidate’s examination
• Suggest that your students ask for the name of the examiner. Most students are comfortable addressing the examiner by name during the examination and this is a useful communication strategy
• Recommend that candidates place music books on the table provided near the piano
• Encourage appropriate response patterns for performance. An invitation to commence does not require an instantaneous start, though undue delays are to be avoided. A measured preparation before commencing each requirement should reflect appropriate training
• 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 in the examination flow are probably because the examiner is writing/typing
• Remind instrumental candidates that their General Knowledge questions will be asked from the candidate’s part for Level 1 and from the accompaniment part for Level 2 - 3.

BE RECEPTIVE TO COMMENTS AND SUGGESTIONS AFTER THE MUSIC EXAM
• Read your students’ examination reports with an understanding that you were not present in the examination. What you covered in preparation may not have translated into practice on the day
• Be aware of the Assessment System used by the AMEB which publishes its Grading Descriptors in its Manual of Syllabuses where the requirements for the awarding of all grades from High Distinction (A+) to Not Satisfactory (D) are stated
• 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

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MUSIC & PERFORMING ARTS LIBRARY SERVICES
This facility has an extensive range of sheet music and has recently been identifying and adding to the collection, items listed in the AMEB syllabus. The services provided would be of value to all music teachers and students.

Membership of the Music and Performing Arts library is available free of charge to all residents of the Perth metropolitan area and provides access to a collection of more than 46,000 catalogued scores and librettis and 20,000 indexed song sheets. Choose from a range of opera, jazz, folk, rock and classical music. Books, journals, and electronic resources provide other music related information. These collections are also available via interlibrary loan from your local public library.

Music & Performing Arts Library, State Reference Library
State Library of Western Australia
Phone: (08) 9427 3244
Email: music@slwa.wa.gov.au  Website: http://www.liswa.wa.gov.au

AUSTRALIAN MUSIC CENTRE
Ph: (02) 9247 4677 Toll free: 1300 651 834 Fax: (02) 9241 2873 Email: info@australianmusiccentre.com.au

The Australian Music Centre is dedicated to increasing the profile and sustainability of Australian composers and creative artists. Their website includes biographies of Australian composers and their library holds a catalogue of scores and recordings. Many works are available for sale.
GUIDELINES TO ASSIST TEACHERS PRESENTING SPEECH CANDIDATES

These guidelines are to help teachers interpret syllabus statements when presenting candidates for various Speech Syllabus examinations. The guidelines are compatible with syllabus requirements and have been approved by local Speech and Drama examiners.

PRESENTATION of MATERIAL in the SPEECH EXAM

To facilitate the smooth and efficient progress of an examination within the allocated time limits:

- the candidate is required to bring ONE copy of all passages from texts being presented as memorised interpretations in the program (bringing a copy is optional for original talks in senior grades)

- the candidate is required to bring TWO copies of reading material, including prose, poetry and drama readings - one for themselves and one for the examiner. This reading material also should include anthology poems in Drama and Performance and any reading task from the Voice and Communication syllabus like feature articles, reports and information texts. (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)

- the folio presented as part of a Drama and Communication examination also should include the words of all the texts and self-devised dialogue used in the performance

- it is suggested that all material for the examination be presented in a display file or similar and follow the order of presentation, in order to make the material more accessible to the examiner

Please also note that

- where passages are edited, they 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 to ensure the most efficient use of examining time

Additional comment regarding ATTIRE

Appropriate choice of clothing can aid in the overall impression a speech candidate makes in the examination. Selecting suitable clothing and footwear to wear is important. Candidates need to be encouraged to choose one outfit that can accommodate all the various characterisations, eras and styles of delivery being presented, and suited to the movements, gestures or props supporting their delivery. Therefore, clothing should be functional. It should not be distracting either to candidate or to examiner. School uniforms are acceptable.

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SYLLABUS INFORMATION - SPEECH

The AMEB produces a Manual of Syllabuses – Speech. It is now only available by purchasing it from the AMEB Federal Website – http://www.ameb.edu.au

Teachers are reminded that no combinations of syllabuses may be presented for examinations. This applies to old and new syllabuses, and Teacher and Performer diplomas.

Current Practical Syllabuses
Drama and Performance, Voice and Communication and Drama and Communication.

Prerequisites
Refer to the current Manual of Syllabuses – Speech for all prerequisites for Diploma examinations.
SPEECH WRITTEN EXAMINATION DETAILS

Exam centres for speech written examinations will be allocated by the office.

Speech and Performance and Drama and Performance Diploma Written examinations are now held on the Wednesday of the written exam week. From 2014 there will only be one week of traditional delivery written exams each year and that will be in August. Refer to the current Schedule and Fees document for dates.

Before the commencement of all written examinations 10 minutes reading time is allowed. No writing is permitted. **The following finish times include the ten minutes reading time.**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>TIME FROM</th>
<th>TIME TO</th>
<th>TOTAL MINUTES</th>
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<tbody>
<tr>
<td>First</td>
<td>9.30 am</td>
<td>10.25 am</td>
<td>45 minutes</td>
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<tr>
<td>Second</td>
<td>2.00 pm</td>
<td>3.10 pm</td>
<td>60 minutes</td>
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<tr>
<td>Third</td>
<td>2.00 pm</td>
<td>3.40 pm</td>
<td>1 hour 30 minutes</td>
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<td>Fourth</td>
<td>2.00 pm</td>
<td>4.10 pm</td>
<td>2 hours</td>
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<td>Fifth</td>
<td>9.30 am</td>
<td>12.10 pm</td>
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<td>Sixth</td>
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<td>12.40 pm</td>
<td>3 hours</td>
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<td>Seventh</td>
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<td>3 hours</td>
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<tr>
<td>Associate Section 2</td>
<td>9.30 am</td>
<td>12.40 pm</td>
<td>3 hours</td>
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<tr>
<td>Licentiate Section 2</td>
<td>2.00 pm</td>
<td>5.10 pm</td>
<td>3 hours</td>
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</tbody>
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WRITTEN EXAMINATIONS – TRADITIONAL DELIVERY

INTRODUCTION
Written examinations are conducted in accordance with syllabus requirements set out in the current AMEB Manual of Syllabuses and in accordance with AMEB(WA) procedures as set out in the current Schedule and Fees document and in this Handbook.

Music written examinations are made up of three syllabuses which are all current and examinable: theory, musicianship and music craft. Refer to the current manual for applicable requirements for each syllabus.

NB: Music Craft grades 1 – 4 are only examinable online: www.amebexams.edu.au

THERE IS NOW ONLY ONE SESSION OF TRADITIONAL DELIVERY MUSIC AND SPEECH WRITTEN EXAMS AND THAT WILL BE IN AUGUST. SEE THE CURRENT MANUAL FOR DATES AND TIMES.

ENROLMENT INFORMATION
Use separate Enrolment Forms for candidates who are to attend different venues.

If you are a private teacher but your candidate attends a private school at which the AMEB normally holds theory exams, note this on the Enrolment Form and indicate the school as the preferred exam centre.

If submitting a country enrolment, indicate the requested country centre and you will be notified as to whether an AMEB or a voluntary centre will be established.

Written Examinations are conducted throughout Australia on the same date. It is not possible to reschedule any Written Examination to an alternative date or time.

Allow around 4 - 6 weeks in August for theory results to be sent out. Pass this information on to the parents and ask them to refrain from ringing the office. Results are not given over the phone.

Candidates may enrol for two grades of written examinations in the same session providing the examinations are not scheduled at the same time.

NOTICE OF WRITTEN EXAMINATION
A Notice of Written Examination for each candidate, a map of the venue and an information sheet are dispatched to the teacher prior to the examination. Read the information sheet carefully and note all details on the Notice regarding time, date and location for the examination. The Notice must be given to the candidate to present at the examination venue. Please remove the section at the top of the Notice relating to the teacher name and address. Please also pass on the map to the parents.
READING TIME
Before the scheduled commencement of all written examinations (except for the Aural component of the Music Craft and Musicianship examinations), ten minutes reading time is allowed. No writing will be permitted during this time. At the commencement of Aural Musicianship examinations, candidates will be given a short listening time, in order to become familiar with the sounds used on the examination CD. At the conclusion of Aural Musicianship examinations candidates will have ten minutes’ checking time during which writing is permitted. The supervisor will give the candidates the appropriate instructions regarding the Aural component of the Music Craft examinations.

CANDIDATES WITH SPECIAL NEEDS
Refer to page xv of the 2015 Manual of Syllabuses for Regulations (Special Services) covering:

- 14. Use of Dictionaries by students whose first language is not English
- 15. Disabled Candidates
- 16. Non English-Speaking Candidates

CANDIDATES/TEACHERS/PARENTS WHO CANNOT NEGOTIATE STAIRS
If the candidate cannot negotiate stairs, request a ground floor room with your enrolment form.

If the person bringing the candidate to the examination cannot negotiate stairs, please alert the office. If we are not able to change the room to a downstairs room we will make arrangements to ensure that the candidate is accompanied by a supervisor at all times.

DATES
All Music Written examination dates and times appear at the front section of the current Manual of Syllabuses. In WA practical exams are only held on the Friday and Saturday of the written exam week – and only Piano and Piano for Leisure are examined.

VENUES
Written venues can change from year to year. Indicate on your Enrolment Form a preference for area; i.e. North of River, South of River, Central (for those who would have normally asked for UWA), Mandurah and Midland. We will do our best to find venues that will cut down on travelling time for parents and teachers but cannot guarantee that this will be possible and apologise in advance for any inconvenience this may cause.

ADDITIONAL REQUIREMENTS
Refer to the current Manual of Syllabuses for all information regarding the practical additional requirements for Diploma Theory examinations.

PAST WRITTEN EXAMINATION PAPERS (MUSIC)
Past music Theory, Musicianship and Music Craft papers are available from the office at a cost of $2.30 each. We also have a selection of old papers which are available at no cost to those who come to the office and select the papers personally. Office staff are not available to select and post these papers or give information over the phone as to which specific papers are being given away. Past papers are also now downloadable from the Federal Office website.

MUSIC CRAFT
Music Craft is a comprehensive approach to the teaching of music theory and aural training.

The AMEB has developed a full suite of support materials for teachers and students. Each grade level has a Student Workbook and CD containing progressive written and aural exercises equivalent to 40 active lessons to correspond with the teaching year. Each lesson is focussed and short, with written and aural components. Extensive drilling and repetition occur at regular intervals.

A corresponding Teacher’s Guide relates directly to the Student Workbook following it lesson by lesson, providing further information, valuable guidance and teaching suggestions, as well as complete answers to the student exercises. The Teacher’s Guide provides an invaluable resource and support for teachers as they guide their students on their journey of musical discovery. A question map for each lesson enables selective topic focus and a content table traces the thematic outline of the course for easy topic reference.

GRADES 1 – 4 MUSIC CRAFT ARE ONLY EXAMINABLE ONLINE: www.amebexams.edu.au
For more information, contact the AMEB(WA) state office.
SCHOOL CURRICULUM AND STANDARDS AUTHORITY ENDORSEMENT of 
AMEB EXAMS

USING AMEB RESULTS FOR SECONDARY SCHOOL WACE GRADUATION FOR THE PERIOD 2015 - 2019

All students graduating from senior secondary school in WA receive the Western Australian Certificate of Education (WACE) from the School Curriculum and Standards Authority (SCSA). All students leaving secondary school, including those who do not graduate, also receive a Statement of Results which records all Subjects, Courses, Endorsed Programs and Vocational Education and Training credited to them during Years 10, 11 and 12.

AMEB practical and theoretical music and speech examinations are recognised by SCSA as providing worthwhile learning experiences. So all AMEB higher grade music and speech practical and theory exams are officially approved as Endorsed Programs that can contribute towards a student’s school graduation requirements.

AMEB practical music examinations (SCSA refers to them as AMEB Practice of Music exams) from Grade 5 upwards for every instrument and voice, and AMEB music theory exams from Grade 3 upwards, can be used as part of the requirements for graduating from secondary school with a WACE. Students may learn out of school with a private teacher to qualify.

Specific AMEB practical speech examinations for individuals (SCSA refers to them as AMEB Solo Speech Performance exams) from Grade 4 upwards, and AMEB speech theory exams (SCSA refers to them as AMEB Speech and Performance Theory exams) from Grade 2 upwards, can be used as part of the requirements for graduating from secondary school with a WACE. Students may learn out of school with a private teacher to qualify.

Teachers, parents and guardians need to be aware of the following with regard to Year 10, 11 and 12 students receiving WACE Unit credits from AMEB examination results:

- A parent, guardian or the student should notify their school before the end of Term 2 that an AMEB examination is likely to be taken during the year, so that it can be recorded as part of the student’s course of study for that year and registered with the School Curriculum and Standards Authority.
- For Year 12 students only, the AMEB exam must be taken no later than the first week of October so that their result can be processed in time for their WACE. Year 10 and 11 students may take an exam at any time during each year.
- AMEB WACE Units can be earned only when a student is enrolled at school in Year 10, Year 11 and Year 12.
- AMEB WACE Units can be claimed and credited only in the year that the AMEB examination is passed.
- Students must take their ORIGINAL AMEB REPORT to their school as soon as possible, to verify their successful examination result. If students sit online written examinations, they must remember to print off their results from the website.

WACE UNITS for ENDORSED AMEB MUSIC EXAMS FOR THE PERIOD 2015 – 2019:

- The Points System that operated until the end of 2014 has been replaced by Unit equivalents. From 2015, each AMEB music grade examination listed below qualifies for EITHER ONE OR TWO UNITS for WACE purposes.
- WACE code numbers have been restructured. One single WACE code number now covers every practical instrument and voice exam of the same grade (eg. the WACE code for Violin Grade 5, Singing for Leisure Grade 5 or CPM Keyboard Grade 5 is PAMP5).
- A maximum of 4 of these Units in total may be used for the WACE, with no more than 2 Units in any one year. Exams may be taken during Years 10, 11 and 12.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>WACE UNITS</th>
<th>WACE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice of Music exams</td>
<td>Grade 5</td>
<td>1</td>
</tr>
<tr>
<td>cover every instrument and voice that is included in the current</td>
<td>Grade 6</td>
<td>1</td>
</tr>
<tr>
<td>AMEB Manual of Syllabuses (Music) - including Leisure Syllabuses</td>
<td>Cert. of Performance</td>
<td>2</td>
</tr>
<tr>
<td>AMusA</td>
<td>2</td>
<td>PAMPA</td>
</tr>
<tr>
<td>LMus</td>
<td>2</td>
<td>PAMPL</td>
</tr>
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</table>
### WACE UNITS for ENDORSED AMEB MUSIC EXAMS FOR THE PERIOD 2015 – 2019 cont:

<table>
<thead>
<tr>
<th>Practice of Music exams also include Contemporary Popular Music (CPM) Keyboard exams</th>
<th>Grade 5</th>
<th>1</th>
<th>PAMP5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grade 6</td>
<td>1</td>
<td>PAMP6</td>
</tr>
<tr>
<td></td>
<td>Grade 7</td>
<td>1</td>
<td>PAMP7</td>
</tr>
<tr>
<td></td>
<td>Grade 8</td>
<td>1</td>
<td>PAMP8</td>
</tr>
<tr>
<td></td>
<td>Cert. of Completion</td>
<td>2</td>
<td>PAMPC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Practice of Music exams also include AMEB Contemporary Popular Music (CPM) exams for Guitar, Bass, Drums and Voice</th>
<th>Advancing Step 1</th>
<th>1</th>
<th>PAMPA1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advancing Step 2</td>
<td>1</td>
<td>PAMPA2</td>
</tr>
<tr>
<td></td>
<td>Advancing Step 3</td>
<td>1</td>
<td>PAMPA3</td>
</tr>
<tr>
<td></td>
<td>Advancing Step 4</td>
<td>1</td>
<td>PAMPA4</td>
</tr>
<tr>
<td></td>
<td>Cert. of Completion</td>
<td>2</td>
<td>PAMPC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Theory of Music exams come from the AMEB syllabuses for Theory, Musicianship and Music Craft</th>
<th>Grade 3</th>
<th>1</th>
<th>PAMT3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grade 4</td>
<td>1</td>
<td>PAMT4</td>
</tr>
<tr>
<td></td>
<td>Grade 5</td>
<td>1</td>
<td>PAMT5</td>
</tr>
<tr>
<td></td>
<td>Grade 6</td>
<td>1</td>
<td>PAMT6</td>
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<tr>
<td></td>
<td>Grade 7</td>
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<td>PAMT7</td>
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<td></td>
<td>Grade 8</td>
<td>1</td>
<td>PAMT8</td>
</tr>
<tr>
<td></td>
<td>AMusA</td>
<td>2</td>
<td>PAMTA</td>
</tr>
<tr>
<td></td>
<td>LMusA</td>
<td>2</td>
<td>PAML</td>
</tr>
</tbody>
</table>

### WACE UNITS for ENDORSED AMEB SPEECH EXAMS FOR THE PERIOD 2015 – 2019

- The Points System that operated until the end of 2014 has been replaced by Unit equivalents. From 2015, each AMEB speech grade examination listed below qualifies for EITHER ONE OR TWO UNITS for WACE purposes.
- WACE code numbers have been restructured. One single WACE code number now covers both the Drama and Performance and Voice and Communication practical syllabuses for the same grade (for example, the WACE code for Drama and Performance Grade 6 or Voice and Communication Grade 6 is PAM6).
- A maximum of 4 of these Units in total may be used for the WACE, with no more than 2 Units in any one year. Exams may be taken during Years 10, 11 and 12.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>WACE UNITS</th>
<th>WACE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solo Speech Performance exams come from the AMEB syllabuses for Drama and Performance and Voice and Communication</td>
<td>Grade 4</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 5</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 6</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 7</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 8</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CVCA</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>APCA</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CDPA</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>APDA</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>LDPA</td>
<td>2</td>
</tr>
<tr>
<td>Speech and Performance Theory exams come from the AMEB syllabus for Speech and Performance Theory</td>
<td>Grade 2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 3</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 4</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 5</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 6</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 7</td>
<td>1</td>
</tr>
</tbody>
</table>
SYLLABUS INFORMATION – MUSIC

REFER TO THE FRONT OF THE CURRENT MANUAL OF SYLLABUSES FOR ALL SYLLABUS AND PUBLICATION NEWS

SPECIFIC SYLLABUSES

1. CONTEMPORARY POPULAR MUSIC (CPM)

The Contemporary Popular Music Keyboard (CPM) syllabus was revised in 2005. This syllabus replaces the previous Keyboard syllabus.

The CPM Keyboard Course Books (Allans Publishing) of Fundamental and Advancing are still needed in order to fulfil the requirements for examination. However, candidates are now also referred to the revised CPM Keyboard Syllabus (2005), which should be read in conjunction with these publications. CPM Keyboard examinations are now available from Preliminary to Certificate of Completion.

The full CPM Manual including a summary of the major changes to the CPM Keyboard Syllabus can be purchased from Federal Office website shop.

CPM - Keyboard Advancing Step 2

PLEASE NOTE: “I just called to say I love you” has been omitted from the CPM Manual in error and is examinable.

Use of the CPM enrolment form is essential for enrolling the candidate in a CPM assessment as it gives all information relating to equipment supplied by the AMEB and required by the candidate at the venue and gives the candidate the opportunity to be assessed at their own nominated venue or school.

The CPM Schedule and Fees document and CPM Enrolment Form are available from the Office or may be downloaded from the AMEB(WA) website http://www.ameb.uwa.edu.au

Click on the Examinations page, then click on the Schedule and Fees page and scroll down.

All examination entries must be received by the AMEB no later than 4.30pm on the closing date.

AMEB(WA) is keen to talk to any teachers who teach or would like to teach CPM, particularly in the school environment and would like support from the AMEB(WA) office to do so.

2. ORCHESTRAL BRASS

The AMEB has created a series especially for the orchestral brass player. There is a Series of Grade Books with exciting repertoire selected by symphony orchestra players for each orchestral instrument. The emphasis is on Australian compositions.

The following AMEB publications are now available:
Orchestral Brass Series 1 Grade Books Grade 1 to 4 for Trumpet, Trombone, Tuba, Euphonium and Horn.
Orchestral Excerpts Grades 5 to 8 for use with orchestral instrument syllabuses.
Brass Sight Reading for use with all orchestral brass syllabuses and Band.
A Technical Work Book for users of the Trombone, Tuba, Euphonium and Bass Trombone syllabuses. Also for Band syllabus users who read bass clef.

To accompany the release of the Trombone, Tuba and Euphonium Technical Work Book, the existing Trumpet and Horn Technical Work Book have been given a cover matching that of the new series. However, the contents remain the same.

3. ENSEMBLE PERFORMANCE

An ensemble exam can be a useful alternative for candidates who prefer to be assessed in a group situation. There are five syllabuses: Brass, Mixed Ensemble, Percussion, Strings and Woodwind. Each is a separate entity and ranges from Level 1 (First to Fourth Grades), Level 2 (Fifth to Eight Grades) and Level 3 (AMusA and LMusA).

You can find more information and download the syllabuses from the Federal website: www.ameb.edu.au
PROFESSIONAL ASSOCIATIONS and SERVICES

WEST AUSTRALIAN MUSIC TEACHERS ASSOCIATION

For details on joining, professional development, courses, events, finding a teacher and much more contact WAMTA on:
Tel: 9470 5595
Email: <info@musicteacherswa.org.au>
Website: http://musicteacherswa.org.au

THE AUSTRALIAN STRINGS ASSOCIATION (AUSTA) WA

The Australian Strings Association (AUSTA) WA runs a variety of events throughout the year catering for the needs of string students, teachers and performers.

Details of these and other events as well as contact details can be found by visiting the AUSTA(WA) website at:
http://www.austa.asn.au/1_Public/chapter_template-1.php?chapter=WA

SPEECH AND DRAMA TEACHERS’ ASSOCIATION OF WA

The Speech and Drama Teachers’ Association of WA members provide training in all aspects of Voice, Communication and Dramatic Performance. For all information regarding membership, events, festivals, contact details etc go to the SDTAWA Website:
www.sdtawa.com.au

AUSTRALIAN NATIONAL ASSOCIATION OF TEACHERS OF SINGING INC

ANATS WA Chapter.
A professional association dedicated to serving those who teach singing in Australia.
For information contact:
President: Maureen Furr Tel: 9381 9196 <maureenfurr@hotmail.com>
Secretary: Megan Sutton Tel: 9384 3826
Website: www.anats.org.au

THE WA FLUTE SOCIETY

For contact details and information on coming events go to the Flute Society website:
http://www.australianflutesociety.org.au/new/societies.html#wa

CLASSICAL GUITAR SOCIETY WESTERN AUSTRALIA

Email: contactus@guitarwa.com.au
Website: http://www.guitarwa.com.au/

A newsletter and comprehensive list of activities is available on the website.

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