

AMEB (NSW) Policies

as at January 2019

Visit our website
www.ameb.nsw.edu.au



Australian
Music
Examinations
Board

Teachers and parents should familiarise themselves with the AMEB (NSW) policies as they form part of the conditions for enrolment in an AMEB (NSW) exam. When you enrol a student in an AMEB (NSW) exam you will be asked to agree to abide by the following policies.

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Privacy Policy

AMEB (NSW) and the NSW Education Standards Authority (NESA) are fully compliant with the provisions of the Privacy and Personal Information Protection Act 1998 (the Act). Information provided by teachers, candidates, examiners and other employees of NESA is collected, stored and administered in accordance with the Act.

Personal details supplied by teachers, candidates, examiners or other employees are not provided to individuals or organisations outside AMEB (NSW) or NESA without the express permission of those concerned.

For this reason you must ensure that you supply the AMEB (NSW) office with teacher and candidate numbers when requesting any information from our staff.

The only exceptions to this policy are when AMEB (NSW) is required by law to supply this information, for example, in response to a subpoena.

Transfer Policy

AMEB (NSW) offers exams from April to December each year. We divide the examination year into

- different sessions according to location and subject, and
- different periods according to the enroller's residential postcode.

It is possible to transfer candidates to different examination sessions, periods or dates within the same year. It is not possible to transfer exams to the following year under any circumstances.

Transfers from one session to another

Before enrolment closing date

If the request is made prior to the original exam session closing date, it is possible to transfer enrolments from one session to another without incurring a fee. This request needs to be made in writing, either by post or email.

Before exam notices are sent

If the request is made after the original exam session closing date, but before the exam notices are sent, it is still possible to transfer enrolments from one session to another. A fee of \$55 per candidate per exam will apply, with a maximum of \$330 per enrolment submission with 6 or more candidates.

You can see if your exam notices have been sent in AMEB Connect.

Please complete and submit the Request for Transfer form on the AMEB (NSW) website.

After exam date is notified

Once an exam date has been scheduled and notified, it is generally not possible to transfer the exam date to another session. Special consideration will be given in certain circumstances which are listed in the "Changes to scheduled exam dates" section below.

Transfers between postcode periods

The metro exam sessions in the second half of the year are divided into periods based on the enroller's residential postcode. Each enroller has a default postcode period. This is necessary to accommodate the large number of exams requested during this time.

This applies to:

- Metro Music - Second Session and
- Metro Speech & Drama - Second Session.

Enrollers must submit these change requests on or before the Period 1 closing date. This is regardless of the original default period. AMEB (NSW) will not consider transfer requests submitted after this date.

Enrollers may select an alternative exam period when enrolling the candidate using AMEB Connect. A fee of:

- \$55 per candidate per exam
- with a maximum of \$330 per enrolment submission with 6 or more candidates

will apply.

This feature is not available after the closing date for Period 1. No transfer requests submitted after this date will be considered.

See Postcode Policy on page 9 for more information.

Changes to scheduled exam dates

Once the "Notice of Examination" is available in AMEB Connect the exam time and date is final. Enrollers receive an email notification that the exam has been scheduled.

Once an exam is scheduled, candidates may only transfer to another exam date under the following transfer criteria:

- substantiated medical grounds
- day of religious observance
- compulsory school exams or excursions
- verified work-related grounds
- relevant generally recognised days of cultural significance.

AMEB (NSW) may offer the candidate an alternative date if:

- one of these reasons for transfer is applicable and
- venues and examiners are available.

AMEB (NSW) will not consider any other grounds for change of date. We can not guarantee a transfer to a new date and may offer transfer dates with minimal notice.

If AMEB (NSW) is unable to change a date for a regional exam while examiners are still touring that area, transferring candidates will need to travel to Sydney.

To request a transfer to a new exam date, the enroller must submit the:

- Transfer Request form from the AMEB (NSW) website
- transfer fee and
- an official letter, signed and on letterhead, from the school, workplace or relevant organisation supporting the request

no later than 5 business days after the scheduled exam date.

Scheduled exam transfer fees are:

- Level 1 (preliminary to Grade 4): \$55 for per candidate per exam
- Level 2 (Grade 5 to Certificate of Performance, all CPM): \$66 for per candidate per exam
- Level 3 (Associate only): \$140 for per candidate per exam
- Level 3 (Licentiate only): \$210 for per candidate per exam

It is not possible to transfer exams to the following year under any circumstances.

Documentation

Medical transfers

Medical transfers must include a medical certificate from a registered doctor stating:

- the candidate is not fit to attend their exam on the scheduled date
- an anticipated date when the candidate will be fit to sit their exam.

AMEB (NSW) reserves the right to contact doctors to clarify medical certificate information.

Other transfers

All other transfers must include an official letter from the:

- school
- workplace or
- relevant organisation

explaining the reason why the candidate is unable to attend the examination.

Refund Policy

Enrollers must request exam fee refunds by writing. Refunds are unavailable once the candidate's exam session or postcode period begins.

Full refund

AMEB (NSW) will issue a full refund less a \$30 administration fee if the request is submitted before the enrolment closing date of the exam session or postcode period in which the candidate has been enrolled.

50% refund

If the written notice of withdrawal is received:

- Written exams: at least four weeks before the date of the written exam, or
- Practical exams: at least seven weeks before the exam series or postcode period starts,

then AMEB (NSW) will refund 50% the exam fee.

AMEB (NSW) does not offer refunds once these time frames have passed. The enrolling person must ensure that students and their families are aware of these deadlines.

Private Studios Policy

From time to time AMEB (NSW) sends examiners to private studios to examine students. This policy ensures that examinations are conducted in a safe and suitable environment.

Before scheduling an examiner to a private studio or school, a timetable of four hours (or six hours on a Saturday) of examining per instrument category, or speech and drama, must be in place.

When using private studios

Candidates, accompanists, parents and visiting teachers must respect the facilities at the private examination studio. They should:

- wait quietly in the area directed by the host teacher or the host's representative
- leave the premises upon completion of examinations and
- not interrupt examinations in progress.

Studio inspections and feedback

AMEB (NSW) examiners submit a Private Studio Report to the AMEB (NSW) after each examination day. Private studio owners must address any issues identified before scheduling further examinations.

AMEB (NSW) reserves the right to inspect the studio to ensure that it continues to meet the criteria.

Protocols

- The studio must be set up at least 30 minutes before the start time of the first examination
- The host (or host's representative) will meet the examiner and escort them to the examination studio
- Teachers are not to discuss their students with the examiner
- Recording of any part of the examination is not permitted under any circumstances
- Notes, cards, gifts or other tokens are not to be offered to visiting examiners. They will not be accepted under any circumstances.

Timetables

- Timetables must not be changed on the examination day. An AMEB (NSW) examiner may mark a student 'absent' if they do not attend at their allocated time.
- If teachers need to rearrange a candidate's examination time, they must contact the AMEB (NSW) office at least five business days before the examination date.
- Teachers or studio hosts are NOT to make contact with examiners regarding timetables.

Criteria for use of private studios

Private studio owners/managers must:

- complete the Private Studio Application form on pages 12 - 13 and
- meet the private studio minimum standards.

Exceptions to the Private Studio Policy criteria may be considered if requested at the time of enrolment.

Private studio minimum standards

Examination room

Examination room must be:

- clean, tidy and comfortable
- well ventilated with suitable heating/cooling
- well lit
- free of disturbance from external sounds, such as students warming up in other rooms
- have no visible access from other rooms.

It must also have a performance space of adequate size for the syllabus being examined. For example, a piano studio must be at least 3 metres x 4 metres. Other instruments, voice and speech and drama examinations will require larger spaces.

Access

Easy access for disabled persons should be provided at the venue for the use of:

- examiners
- candidates
- accompanists

Venues should also have access to:

- onsite parking or free untimed parking within walking distance
- public transport for metropolitan studios

Facilities

- a separate waiting area with seating for candidates and accompanying persons
- clean and accessible toilet
- hand-washing/drying facilities including disposable paper towels or a separate hand towel for the examiner
- tea/coffee facilities for the examiner
- lunch venues nearby

Piano

Venues must be able to offer a piano:

- in good condition with an even and responsive touch
- with a standard size keyboard
- tuned within one month of the examinations to C=522

Digital pianos may only be used for Level 1 piano examinations:

- P Plate Piano
- Preliminary
- Grade 1-4

A firm, stable chair or piano stool, preferably adjustable, must also be provided.

Equipment

A solid desk/table for the examiner to write on:

- must be at a reasonable height and size (90cm x 60cm)

- have a clear working surface (free of table cloth, vases etc)
- card tables are not acceptable

A chair for the examiner:

- must be a suitable height to the desk/table
- preferably adjustable
- garden chairs are not acceptable

If required:

- a stable adjustable music stand for instrumental and voice candidates
- a suitable chair for the page turner
- a suitable chair for instrumental music candidates or Speech & Drama candidates
- a suitable sound system that has been tested and is in working order

Studio format

Furniture arranged appropriately for the instrument being examined:

Piano: examiner must have a clear view of the candidate's hands and the keyboard

Other instruments and Voice:

- candidate: must have eye contact with the accompanist
- examiner: must have a clear view of the candidate.

Speech and Drama: examiner must have an unobstructed view of the candidate/s.

Health and safety

- emergency exits marked and clear of any obstacles or debris
- provision of a First Aid kit

Insurance

Private studio owners are responsible for ensuring they have:

- current Public Liability Insurance policy
- for a minimum of \$20 million.

This may be included in their house insurance policy.

Practical Grade Exams Appeals Policy

AMEB (NSW) makes every effort to ensure that exams comply with published policies and procedures.

AMEB (NSW) welcomes and responds to queries and feedback on exams lodged using the Examination Queries and Feedback Form on page 14. Queries and feedback will not change an exam result.

There may be occasions when teachers, parents and/or candidates wish to lodge a formal appeal about how an exam was conducted and the exam result.

Formal procedures are available to appeal an exam result and to ensure:

- teachers, parents and/or candidates are treated with respect and equity and
- AMEB (NSW) staff and/or examiners are provided with the right of reply

All formal appeals to AMEB (NSW) are treated with sensitivity and confidentiality.

Correspondence is only accepted from the enrolling person. AMEB (NSW) will not accept or act upon anonymous appeals.

Grounds for appeal

Appeals against the exam result must be based on one or both of the following grounds:

- a clear discrepancy between the examiner's written comments and the result awarded in relation to exam criteria.
- a procedural error on the part of the examiner involving a breach of AMEB (NSW) regulations and/or syllabus requirements.

AMEB (NSW) tries to ensure that all exam venues and studio facilities meet minimum standards.

However, candidates may also appeal if the venue or studio facilities had a direct and substantially adverse affect on their performance. This must be supported by an examiner incident report from the examiner.

Appeals questioning the grade awarded to the candidate, without any specific grounds, will not be accepted.

How to appeal grade exams

The enrolling person must submit the Practical Grade Examination Appeal Form on pages 15 -16 to lodge an appeal.

The form must be signed by:

- the enrolling person
- the teacher, if they did not enrol the candidate and
- the candidate, if they over 18 years of age, or their parent/guardian if there are under 18 years of age.

Appeals must be submitted to the AMEB (NSW) office within ten (10) business days of receipt of the exam report to be considered.

Associate Diploma exam appeals must be submitted on the Associate Diploma Examination Appeal Form on pages 17 - 18 and must follow the Associate Diploma Appeal Policy.

Licentiate Diploma exam appeals must be lodged with the Federal AMEB office.

Management procedure

- Appeals are initially addressed by the State Manager.
- Examiners who are the subject of an appeal receive a copy of the correspondence with enroller identifiers removed. Examiners must provide a written response within ten (10) working days.
- Issues that need further consideration are referred to the AMEB (NSW) Examinations Committee
- The AMEB (NSW) Board may further consider matters of a legal and more serious nature.

Response

After due consideration of the issues raised and in consultation with AMEB (NSW) examiners, advisors, administrators and/or Board members, as appropriate, a written response will be provided.

Due to the nature of these procedures, it takes 4 to 8 weeks to finalise the matter and provide a response.

The decision of AMEB (NSW) is final. No further correspondence will be entered into.

Associate Diploma Appeals Policy

AMEB (NSW) makes every effort to ensure that exams comply with published policies and procedures.

AMEB (NSW) welcomes and responds to queries and feedback on exams lodged using the Examination Queries and Feedback Form on page 14. Queries and feedback will not change an exam result.

There may be occasions when teachers, parents and/or candidates wish to lodge a formal appeal about how an exam was conducted and the exam result.

Formal procedures are available to appeal an exam result and to ensure:

- teachers, parents and/or candidates are treated with respect and equity and
- AMEB (NSW) staff and/or examiners are provided with the right of reply

All formal appeals to AMEB (NSW) are treated with sensitivity and confidentiality.

Correspondence is only accepted from the enrolling person. AMEB (NSW) will not accept or act upon anonymous appeals.

Grounds for appeal

Appeals will be considered when the examination report is:

- not consistent with the result of non-award
- not consistent with syllabus objectives or
- there is a procedural error in the exam process.

AMEB (NSW) tries to ensure that all exam venues and studio facilities meet minimum standards. However, candidates may also appeal if the venue or studio facilities had a direct and substantially adverse affect on their performance. This must be supported by an examiner incident report from the examiner.

Appeals will be upheld by the AMEB (NSW) if any one of the conditions is deemed to have been breached.

If an appeal is upheld, the candidate may retake the examination at no cost. Where possible, a different examiner will examine the candidate. At least one of the examiners must be different.

Appeals are available to Associate Diploma candidates in relation to Award versus Non Award.

It is not possible to appeal to change the grade from Award to Distinction.

How to appeal Associate Diploma exams

The enrolling person must submit the Associate Diploma Examination Appeal form on pages 17 - 18 to lodge an appeal.

The form must be signed by:

- the enrolling person,
- the teacher, if they did not enrol the candidate and
- the candidate if they are over 18 years of age.

Appeals must be submitted to AMEB (NSW) within 10 business days of receipt of the exam report.

Practical Grade exam appeals must be submitted on the Practical Grade Examination Appeal Form on pages 15 - 16 and must follow the Practical Grade Exam Appeal Policy.

Licentiate Diploma exam appeals must be lodged with the Federal AMEB office.

Management procedure

The AMEB (NSW) will appoint an appeals tribunal comprising:

- Chief Examiner for the instrument concerned
- An AMEB (NSW) Board member
- A member of the Examinations Committee

to review the appeal.

Response

After due consideration by tribunal of the issues raised a written response will be provided.

Due to the nature of the appeals procedure, Diploma exam appeals can take up to three months to finalise.

The decision of the tribunal is final. No further correspondence will be entered into.

Teacher Awards Policy

Each year in March AMEB (NSW) presents fourteen awards that recognise excellence in teaching.

Awards

Private Teachers

- Preliminary to Grade 6 - Keyboard
- Preliminary to Grade 6 - Woodwind
- Preliminary to Grade 6 - Strings
- Preliminary to Grade 6 - Brass
- Preliminary to Grade 6 - Vocal
- Grade 7 to Licentiate - Keyboard
- Grade 7 to Licentiate - Instrumental/Vocal
- Preliminary to Licentiate - Speech and Drama
- CPM/Percussion (all grades)
- Preliminary to Licentiate - Written subjects

Music Schools/Studios

- Preliminary to Grade 6 (all subjects)
- Grade 7 to Licentiate (all subjects)

Schools

- Most outstanding accredited school

Lifetime Achievement

Awarded by the AMEB (NSW) Board from time to time at their discretion for:

- Music Education
- Speech and Drama Education

Definitions

- **Private teacher:** A solo teacher (does not employ or work with other teachers) who works from home or a private studio.
- **Music School/Studio:** A studio, regional conservatorium or music/speech and drama school with more than one teacher.
- **School:** Government or non-government schools, registered by the NSW Education Standards Authority (NESA), that provide basic primary or secondary education.
- **Lifetime Achievement:** An individual demonstrating outstanding achievement in music/speech and drama education over their lifetime.

Eligibility

Music teachers

Must have enrolled:

- at least ten candidates
- under their teacher number
- in one category

in the year of calculation.

Speech and Drama teachers

Must have enrolled:

- at least ten candidates
- under their teacher number
- with a minimum of two in the written section and
- two in the practical section

in the year of calculation.

Music Schools/Studios

Must have enrolled:

- at least ten candidates
- under the school/studio's teacher number

in the year of calculation

Schools

Must have enrolled:

- at least ten candidates
- under the school's teacher number

in the year of calculation.

Lifetime Achievement Awards

Music Education

A teacher who has:

- enrolled candidates in AMEB (NSW) music examinations and
- made a significant contribution to music education

as deemed by the AMEB (NSW) Board.

Speech and Drama Education

A teacher who has:

- enrolled candidates in AMEB (NSW) Speech and Drama examinations and
- made a significant contribution to speech and drama education

as deemed by the AMEB (NSW) Board.

Child Protection Policy

Amendments introduced by the NSW Government in October 2014 affect all people working with children.

These amendments are the:

- Child Protection Legislation Amendment Act 2014
- Child Protection (Working with Children) Amendment Regulation 2014

The existing laws and these amendments make up the Working with Children Check (WWCC) policy.

All employees who come into contact with children must complete a WWCC. The goal of these laws is to keep children safe and protected.

AMEB (NSW)'s procedures fully comply with the legislation. This ensures that all examiners and supervisors are suitable to work with children.

Postcode Policy

AMEB (NSW) divides

- Metro Music - Second Session and
- Metro Speech & Drama - Second Session

into different periods. This is due to the large number of candidates.

The candidate's exam period is determined by the enrolling person's residential postcode.

This is the case even if a private studio is being used that is in a different postcode. Enrollers may not use post office boxes as their residential address.

The original enrolment postcode will apply if:

- the enrolling person changes their address or
- the candidate changes teacher

between the time of enrolment and the examination date.

Enrollers may only have one enroller number. AMEB (NSW) may ask for proof of address and/or identity to maintain accurate postcode records.

Copyright policy

Unauthorised photocopying is illegal and:

- composers
- authors
- playwrights and
- AMEB

depend on royalty income from sales of their publications to a significant extent.

Photocopies of AMEB publications must not be taken into AMEB (NSW) examinations. Those using photocopies of printed materials should ensure that the copies do not contravene the Copyright Act 1968.

For more information please refer to the following documents:

- AMPAL guide to print music at www.apraamcos.com.au/media/6289/ampal-guide-to-print-music_final.pdf.
- AMEB Manual of Syllabuses (General Requirements, Practical Examinations)
- NSW Education Standard Authority copyright statement.

Special provisions policy

AMEB (NSW) strives to provide quality examinations for all candidates. This includes candidates with disabilities. We aim to ensure that all candidates:

- have access to exams and
- are able to showcase their skills to the best of their ability.

Examination standards are the same for candidates with or without disabilities. No concessions are made to the assessment criteria. However, AMEB (NSW) will make special assessment provisions to candidates who provide medical documentation of disability.

Requesting special provisions

Enrollers should inform AMEB (NSW) of the candidate's special assessment needs:

- by completing the Application for Special Provisions on page 19
- at the time of enrolment

or as soon as a condition becomes apparent or worsens.

Attach all recent medical documentation of the candidate's disability to the [special provisions request]. The applicant or their guardian must give permission for details of the candidate's special needs to be relayed to the examiner.

The AMEB (NSW) Office Manager and Senior Information Officer assess requests. Applicants are advised of the AMEB (NSW)'s decision within one month of lodging their request.

Applicants may lodge an appeal within 14 days of the AMEB (NSW)'s decision. Appeals must include additional medical documentation. Appeals are assessed by the State Manager.

Once special provisions have been granted the same candidate number should be used for each enrolment. This ensures that the special provisions are provided in each exam.

Types of special provisions

Below are examples of special provisions that candidates with disabilities may request.

Visual impairment (blind or partially sighted)

Written exams

- Transcription of Theory, Musicianship and Speech and Performance Theory papers into Braille
- Large print versions of papers to a specified enlargement ratio
- Extra time to complete the exam
- A scribe may be used, providing that he or she is neither the candidate's teacher nor a relative of the candidate. Their role is to read the questions and transcribe the candidate's answers: they may not answer the questions themselves. The scribe is to be provided by the candidate. If a scribe is used, separate supervision will be arranged.

Practical exams

- Enlarged sight reading tests to a specified ratio
- Braille sight reading
- Substitute aural tests from the grade above for sight reading

Candidate may request to sight read "from memory". The examiner plays the sight reading example for the grade in two bar sections. Each phrase is played twice. Then the candidate plays it back, also in two bar phrases.

Candidates may make large print versions of their music without breaching copyright. General

knowledge exam questions are generally taken from the piano part. It is the responsibility of the candidate to provide an enlarged version if required. They must own the original music and which is still controlled by an AMCOS publisher. For copyright information, please refer to the AMPAL guide to print music at www.apraamcos.com.au/media/6289/ampal-guide-to-print-music_final.pdf.

Electronic organ exams involve a melodic improvisation test in the “Creative Work” section. Candidates improvise a melody over an accompaniment pattern and rhythm supplied in writing. Examiners may instead:

- tap the rhythmic pattern and
- tell the candidate the chord progression required

to ensure that candidates can complete this section of the exam.

Dyslexia

Written exams

- Specified paper colour
- Extra time to complete the exam or a reader

A medical practitioner or psychologist must provide certification that a reader is required. The candidate supply the reader and they may not be a relative or teacher of the candidate.

AMEB (NSW) can notify written assessors when a candidate’s written expression may be affected by their condition.

Practical exams

- Sight reading music on specified paper colour
- Extra time to prepare for sight reading

Sometimes candidates find it easier to read from paper of a particular colour. It is their responsibility to bring a photocopied, coloured paper version of their music to the exam. To comply with copyright regulations they must also bring the original music.

Hearing impairment

Written exams

- Seating near the front of the room
- An oral/sign interpreter provided by the candidate and separate supervision where appropriate

Practical exams

- Higher grade sight reading instead of aural tests
- Waive the rule for the candidate to face away from the examiner during aural tests
- An oral/sign interpreter provided by the candidate

Mobility disabilities

The AMEB (NSW) studios and the Sydney Conservatorium of Music are wheelchair accessible.

Candidates with mobility issues taking exams at Conservatorium High School should request studios on the ground level. The lifts at this venue are not always operational on Saturdays.

Teachers using private studios should ask the venue owners about access provisions for their candidates. AMEB (NSW) is not responsible for lack of wheelchair accessibility at private venues.

Acquired brain injury

Candidates who experience mental processing difficulty or delay may apply for:

- extra time in written examinations and
- a scribe (provided by the candidate, where applicable).

Separate supervision may be provided where appropriate.

Psychiatric disability

Candidates who experience:

- anxiety
- difficulty with concentration or cognition as a result of:
- depression
- obsessive-compulsive disorder or
- other documented psychiatric conditions

may apply for extra time in written exams. Separate supervision may be provided where appropriate. Requests for examinations early or later in the day may be taken into consideration.

Other disabilities

Each case:

- is considered on its merits and
- must be supported by current medical documentation.

In some cases, such as behavioural problems, candidates may not need special provisions. The examiner may still be made aware of the condition and how it may affect the examination.

VENUE DETAILS

Venue name: _____ Venue code: _____

Venue address: _____

Venue owner (and teacher number if applicable):

Mobile Ph: _____ Email: _____

STUDIO DESCRIPTION

Diagram (please include dimensions of room as well as location of piano, desk, door/s and window/s)

Piano make and model: _____

Studio:	Yes	No
Piano will be tuned/regulated prior to examination date		
Well lit and ventilated		
Air conditioning in studio		
Free from external noise disturbance		
Clean & accessible toilet facilities		
Tea & coffee facilities available		

Studio equipment:	Yes	No
Firm and stable piano stool/chair		
Adjustable piano stool/chair		
Large table for examiner use		
Chair suitable for examiner use		
Music stand (if used for instrumental)		
Power point for recorded accompaniment		

ACCESS

	Yes	No
On-site parking for examiner		
Untimed & free street parking within 200 metres		
Easy access for disabled/restricted mobility		

Public transport details: _____

Options for purchasing lunch nearby: _____

HEALTH & SAFETY

	Yes	No
First aid kit available		
Emergency exits clearly marked		
Studio and exits clear of obstacles and debris		

INSURANCE

	Yes	No
Public liability insurance		

ADDITIONAL COMMENTS

Please email this completed form with an attached photo/s of the studio and a copy of current Public Liability Insurance policy to: office@ameb.nsw.edu.au

In processing this appeal, the AMEB (NSW) will correspond with the candidate's teacher, as appropriate.

TEACHER / PRIVATE ENROLLER DETAILS

Teacher/Private Enroller Name: Teacher/Private Enroller Number:.....

Phone: Mobile:

Email:

Are you the candidate's teacher?

Yes

No - please provide teacher's name and teacher number

CANDIDATE DETAILS

Candidate Name: Candidate Number:

Date of Examination: Location:

CRITERIA FOR APPEAL

Please complete details on page 2 which may be forwarded to the examiner.

Signature of Teacher/Private Enroller:

Date: / /

Signature of Candidate:

Date: / /

If the candidate is under the age of 18, this form must be counter-signed by the parent or guardian.

Signature of Parent/Guardian:

Date: / /

Please return to AMEB (NSW) by email or post within 10 working days of receipt of examination report.

In processing this appeal, the AMEB (NSW) will correspond with the candidate's teacher, as appropriate.

ENROLLER DETAILS

Teacher/Private Enroller Name: Teacher/Private Enroller Number:.....

Phone: Mobile:

Email:

Are you the candidate's teacher?

Yes

No - please provide teacher's name and teacher number

CANDIDATE DETAILS

Candidate Name: Candidate Number:

Date of Examination: Location:

CRITERIA FOR APPEAL

Please complete details on page 2 which may be forwarded to the examiner.

Signature of Teacher/Private Enroller:

Date: / /

Signature of Candidate:

Date: / /

If the candidate is under the age of 18, this form must be counter-signed by the parent or guardian.

Signature of Parent/Guardian:

Date: / /

Please return to AMEB (NSW) by email or post within 10 working days of receipt of examination report.

CANDIDATE DETAILS

Candidate Name: Candidate Number:

Date of Birth:

Subject and Grade:

Condition requiring provisions:

- | | |
|--|---|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Mobility issue | <input type="checkbox"/> Psychiatric disability |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Autism Spectrum Disorder |
| <input type="checkbox"/> Other: | |

Recent medical documentation on specialist letterhead must be attached to this application (eg vision report, auditory report, detailed letter from medical practitioner) describing the nature and extent of the candidate’s condition or disability. Documentation verifying the provision in place at the candidate’s NESA-accredited school may also be submitted.

Describe the special assessment needs which the teacher feels that this candidate requires. This may involve information for the examiner only, or a request for the adjustment of the exam format.

INFORMATION ONLY:

.....

.....

.....

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EXAM ADJUSTMENT SOUGHT:

- Sight reading requirement to be replaced by higher grade aural tests
- Aural test requirement to be replaced by higher grade sight reading
- Enlarged sight reading to be provided
- Brailled sight reading to be provided
- Extra time required for written music exams
- Other:

Please note the following information regarding allowable adjustments:

- The adjustments made to an exam will be designed to facilitate access rather than remove the requirement to demonstrate a skill being tested by the exam.
- Access arrangements are intended to increase access to assessments but cannot be granted where they will directly affect performance of the skills that are an objective of the exam.
- The same academic standards must be applied to all candidates. Any adjustments or access arrangements made must maintain the academic rigour of the exam and the integrity of the credential.
- Adjustments and access arrangements must not confer an advantage on the candidate. If a required adjustment is considered to confer an unfair advantage an alternative adjustment may be offered depending on the circumstances. The nature of an adjustment need not be made if it would cause unjustifiable hardship to AMEB (NSW). The principle of non-discrimination must be balanced with the maintaining of rigour and integrity and equity for all candidates.

Signature of Teacher/Enroller: Date: / /

Signature of Candidate/Parent/Guardian :Date: / /

If the candidate is under the age of 18, this form must be counter-signed by the parent or guardian

Please return the completed form by post or email.