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Enrolling a student in a Rockschool exam

1. Enrol in an exam

Enrol in a Rockschool exam through AMEB Connect

2. Purchase your grade books

Login to AMEB Connect to purchase your Rockschool grade books

3. Syllabus Information

Visit the Rockschool website for syllabus information

Before you start

Ensure you have all the information you need to enrol a student. Use our Pre-enrolment checklist to help avoid any issues after enrolment. Check who can submit an enrolment.

Step 1: Log in to AMEB Connect.

To enrol a student in an AMEB (NSW) exam, you will need an AMEB Connect login. If this is your first time you have used AMEB Connect, click 'Get Access' and follow the prompts. A temporary password will be emailed to you.

We strongly recommend you check your contact details are correct before you continue.

To check your contact details

- Click the 'My Contact Details' button in AMEB Connect
- Select the 'Addresses' tab
- Confirm the details are current

Need to change your address?

- Please contact the AMEB (NSW) office

Forgotten your AMEB Connect password?

- Click 'Request a new password' and follow the prompts
- You will receive a link via email to reset your password

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Step 2: Click on 'Enrol a Candidate.'

Students enrolling in AMEB (NSW) exams are referred to as 'candidates'. You may:

- 'Find a previous candidate'
- 'Select a previous candidate' or
- Add a 'New candidate'

Existing candidates

- Click 'Find a previous candidate'
- You can search for a candidate by name and date of birth

If you use the 'Find' function all fields, including middle name, will need to exactly match the information in our system.

If you cannot find a previous candidate please email the [AMEB (NSW) office](mailto:).

New candidates

- Click 'New candidate'
- Enter their name and date of birth

The name you enter will appear on the candidate's AMEB certificate. Please ensure the spelling is correct.

Step 3: Fill in enrolment details

- **Exam series:** Choose the Rockschool exam session you want. First session is held April – June, Second session is held October - December.
- **Subject:** Select from the drop down list or by typing in part of the subject name. For example, typing 'bass' will bring up a list of all bass subjects.
- **Preferred venue:** If you select 'Other Venue', an AMEB (NSW) venue number is required.
  - Only the owner of the private venue can provide you with this number.
  - You must have permission from the owner to use their venue.
  - AMEB cannot guarantee requested venues due high volume of exams and examiner availability.
- **Preferred exam day:** Select weekday, Saturday or no preference.
  - AMEB cannot guarantee the exam will be scheduled on the requested exam day due high volume of exams and examiner availability.
- **List any scheduling requests:** Examples of scheduling requests include:
  - Dates to avoid/Dates a candidate is not available to sit their exam. Please note, you cannot request an individual exam date.
  - Name of examiner if a student has been taught by an AMEB Examiner in the past 3 years.

Step 4: Add to basket and review

To submit the candidate enrolment:

- Click 'Add to Basket'
- **If you have additional candidates return to Step 2.**
- Once you have entered all the candidates that you wish to enrol click the green 'Basket' button on the top right of the screen.
- A list of your enrolments will be displayed. Check that all the information is correct.
- You can edit the details by clicking 'Edit enrolment' and then 'update enrolment', or
- Delete the enrolment by clicking 'Remove enrolment'.

Step 5: Agree to AMEB policies

Read and agree to abide by the AMEB (NSW) policies

Step 6: Pay exam fee

- Click 'Pay now with credit card'
- Enter your credit card details and press 'Pay'

We accept Mastercard, Visa credit, Visa debit and pre-paid cards.

Your enrolment reference number will be shown onscreen. Click OK to take you back to the AMEB Connect homepage

Note: all transactions paid by Mastercard or Visa incur a 0.4% surcharge. This is due to a government instruction for all agencies to recoup merchant interchange fees.

Step 7: Check your Confirmation of Enrolment

Once your payment has been processed, AMEB Connect will email you an automated Confirmation of Enrolment and reference number. This is also your tax invoice and your official receipt from the AMEB (NSW). You should keep this document for future reference.

Check your Confirmation of Enrolment details carefully! You must notify AMEB (NSW) within five business days of the issue date of the Confirmation of Enrolment email with any corrections.

Change requests after this period will incur a fee of $30 per candidate per examination. This grace period does not apply to scheduling requests or withdrawals.

Enrolment complete. What happens next?

If you have not received a Confirmation of Enrolment email within 24 hours, please contact us.

Provisional exam date

You can view provisional exam dates in AMEB Connect. Exam dates are subject to change until the Notice of Examination is issued.

Notice of Examination

AMEB uploads a candidate's Notice of Examination to AMEB Connect three to four weeks before the exam. This is the formal notification of the date, time and location of the exam.

The person who enrolled the candidate will receive an email to tell them it is available. The Notice of Examination can be emailed to the candidate via AMEB connect. It is the enrollers responsibility to forward the Notice of Examination to the candidate. This should be done as soon as possible.

The candidate must bring a printed copy of the the Notice of Examination to their exam. Electronic copies are NOT accepted.

Who can enrol

Students may be enrolled in AMEB (NSW) exams by a:

- teacher
- parent (or legal guardian)
- student over 18 years of age
- music school
- NESA school

All enrolments are completed online using AMEB Connect.

Responsibility of the enroller

The enroller handles all communication with the AMEB (NSW) related to the exam they have enrolled a student in. This includes receipt of the:

- Confirmation of Enrolment,
- Notice of Examination,
- Exam report and grade

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The enrolling person must ensure that all information supplied to AMEB is correct at the time of enrolment and agree to abide by AMEB (NSW) policies.

Only the enrolling person may request changes to the candidate's enrolment.

AMEB (NSW) uploads exam reports to AMEB Connect. The enrolling person will receive an email advising their student's report is available in AMEB Connect. They can view, print or email the report from AMEB Connect. Once the report is available in AMEB Connect the enrolling person must give the report to the student within 21 days.

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Pre-enrolment checklist

☐ Required enrolment information

To enrol a student in an AMEB exam you will need:

- Correct spelling of the candidates full name
- Candidate's date of birth
- Subject or subject code of the examination ("Piano Grade 4" or "1234")

☐ Scheduling the exam

Check the subject page for available exam periods. You will need to include dates that suit the candidate and any dates they are unable to sit the exam. Consider any:

- holidays
- school camps
- examinations or
- family commitments

that might conflict with the exam period. You can also list scheduling preferences such as:

- "Please avoid Wednesday afternoons"
- "A Saturday exam would be more suitable"
- "Prefer the AMEB studios venue".

Have the student advise the dates they cannot sit their exam.

☐ Conflicts of interest

You must declare if the candidate was taught by an AMEB (NSW) examiner in the past three years. **If so, the candidate cannot be examined by this examiner**. Please note this with scheduling requests.

☐ Non-English speaking students

Non-English speaking students may apply to the AMEB in writing to have an accredited interpreter present at their exam. The cost of the interpreter is the responsibility of the student.

Accredited interpreters may be contacted through Multicultural NSW.

☐ Venue Code

If the exam is to be held at a non-AMEB venue you will need to supply a venue code. AMEB (NSW) is unable to supply venue codes for non-AMEB venues. You should contact the venue owner for the venue code.