

All Venues must re-apply each year. Both new and reapplying venues must answer all questions.

AMEB (NSW) will only assign an examiner to an external venue if a minimum of **four hours** (or six hours on a Saturday) of examining time per instrumental group is available and scheduled.

VENUE DETAILS

Venue name: _____ Venue code (if known): _____

Venue Address: _____

Venue owner (and teacher number if applicable): _____

Mobile Ph.: _____ Email: _____

1. PREVIOUSLY APPROVED EXTERNAL VENUES

	Yes	No	New venue application
Did you host exams in 2020?			

2. 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 (for non-piano exams)		
Power point		

3. 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: _____

4. COVID-19 REQUIREMENTS

Space requirements

Under rules from NSW Health (see <https://www.nsw.gov.au/covid-19/safe-workplaces>) you must have space for people to sit or stand 1.5m apart, and any indoor space must have at least two metres square per person.

Waiting area

	Yes	No
Is your waiting area large enough to place four or more chairs at least 1.5m apart?		

Using the [four square metre rule](#), how many people can fit in the room being used for the exam?

Examination room

	Yes	No
At least two (for piano, classical guitar, speech & drama or where recorded accompaniment is allowed)?		
At least three (for exams requiring accompanists)?		

As well as the four square metre rule, the examiner must be seated a certain distance away from the candidate and accompanist (where applicable).

Piano/Strings exams

	Yes	No	n/a
Can you ensure that the examiner can be seated at least 1.5m away from the candidate and/or accompanist?			

Woodwind/Brass or Speech & Drama exams

	Yes	No	n/a
Can you ensure that the examiner can be seated at least 3m away from the candidate and/or accompanist?			
I understand brass and woodwind students must bring their own towel and self-manage their own breath expirations.			

Flute or piccolo exams

	Yes	No	n/a
Can you ensure that the examiner can be seated at least 4m away from the candidate and/or accompanist?			

Singing and Musical Theatre exams

	Yes	No	n/a
Can you ensure that the examiner can be seated at least 4m away from the candidate and/or accompanist?			

5. HEALTH & SAFETY

	Yes	No		Yes	No	
Chairs in waiting room are at least 1.5m apart			The examiner's desk and chair, all doorknobs and bathroom will be disinfected before the exam timetable starts, during the lunch break and at the conclusion of the exam timetable.			
Hand sanitiser is provided for examiners, accompanists and candidates in the waiting room AND in every exam room.						
Piano keyboard will be disinfected between candidates				First aid kit available		
Studio is large enough to accommodate candidate, examiner and accompanist under four square metres per person rule				Emergency exits clearly marked		
			Studio and exits clear of obstacles and debris			

6. INSURANCE

	Yes	No
Public liability insurance (min \$20 million) for 2021		

7. Wi-Fi

	Yes	No
Wi-Fi available for examiner		

8. ELECTRONIC CONTACT TRACING REQUIREMENTS

It is a requirement that every external venue uses electronic QR codes for contact tracing of ALL attendees at the venue.	Yes
Have you put in place QR Code check-in arrangements in line with NSW Government requirements ? We will require evidence that this has been implemented.	

9. OTHER RELEVANT INFORMATION

	Yes	No
Will other teachers' students be permitted to use the venue?		

	Yes
I and/or the supervisor will ensure that ALL people (including owner and/or supervisor) maintain a 1.5 metre distance (family groups excepted).	
I understand that the examiner will bring their own food and drink.	

10. ADDITIONAL COMMENTS

Please let us know anything else that might be relevant regarding the scheduling of exams at your venue.

Please be aware that we will endeavour to provide exams as best we can, however the safety of candidates, examiners and staff will be the highest priority. There is a chance that we will not be able to accommodate all applications for face-to-face exams.

11. DECLARATION

I declare that the information I have provided above is true and accurate and all measures outlined above and all relevant [COVID-19 Public Health Orders](#) and [SafeWork Australia guidelines](#) will be adhered to. I understand that if the examiner feels that these measures are not properly in place, they have the right to refuse to examine and no refunds will be given. I understand that this is an annual application and **applies for 2021 only**.

Name	
Signature	
Date	

Please email the following to: office@ameb.nsw.edu.au

For all Venues	Attached
Completed form	
Copy of certificate of currency of Public Liability Insurance policy for minimum \$20 million	
Photos of both the studio space and waiting area to verify measurements provided in your form	
Evidence that QR code check-in arrangements have been implemented (eg Service NSW confirmation or QR code itself)	