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# AMEB SA & NT PAPER-BASED THEORY EXAM APPLICATION FORM

## Important information:

A school or teacher with a group of five or more candidates may apply to host paper-based Theory of Music examinations on any convenient date from March through to November. A group may comprise candidates undertaking any **Theory of Music grade** examination at the same time. Teachers may wish to collaborate to arrange a group of acceptable size.

If you are unable to organise a group of five or more, you may submit your form to be held at the AMEB SA & NT until we receive enough entries to combine into a suitable group. Payment will not be processed until there is a group of at least five candidates, a suitable supervisor, and venue.

Applications will need to be lodged with AMEB SA & NT at least **six weeks** before the proposed examination date, to enable unique exam papers to be prepared and printed.

Applicants must nominate a suitable examination supervisor who will:

- Receive examination question papers and keep them in a secure location under strict confidentiality.
- Ensure that the examinations are taken under appropriate examination conditions at the time and place approved by AMEB SA & NT.
- Collect examination papers and arrange for their secure return to AMEB SA & NT immediately after completion of the examination.

Please ensure that the information on this form is filled in completely, legibly and accurately. Once the form has been submitted:

- AMEB SA & NT will determine the acceptability of the proposed Exam Supervisor, venue and date and confirm arrangements with the applicant (who should be listed as Teacher 1 on the next page).
- Administrative staff will request payment of exam fees and enrol candidates manually.
- Confirmation of enrolment will be issued once the exam has been scheduled.
- Theory papers will be sent by registered post to the nominated Supervisor, together with further instructions on security and venue management.
- The exam will take place and completed exam papers will be returned and assigned to an AMEB specialist examiner for marking.
- Exam results and reports will normally be available within six weeks of the date of the examination.
- Reports will be mailed out and certificates will be available for collection upon email notification from the AMEB SA & NT office.

# TEACHER AND CANDIDATE DETAILS

**Teacher 1 "Applicant"**

**AMEB Teacher ID:**

(please use BLOCK letters)

Surname		First Name		Middle Name	
Home Address		Home Suburb		State	Postcode
Postal Address		Postal Suburb		State	Postcode
Home Phone		Mobile		Email	

**Teacher 2**

**AMEB Teacher ID:**

Surname		First Name		Middle Name	
Home Address		Home Suburb		State	Postcode
Postal Address		Postal Suburb		State	Postcode
Home Phone		Mobile		Email	

**Teacher 3**

**AMEB Teacher ID:**

Surname		First Name		Middle Name	
Home Address		Home Suburb		State	Postcode
Postal Address		Postal Suburb		State	Postcode
Home Phone		Mobile		Email	

**Candidate Details:** *(minimum of 5 candidates. Please use additional forms if more than 3 teachers or 10 candidates are participating in this session.)* (Please use BLOCK letters)

TEACHER (1, 2 or 3)	CANDIDATE ID	FAMILY NAME	FIRST NAME	MIDDLE NAMES	GENDER	DATE OF BIRTH	SUBJECT CODE	SUBJECT	GRADE	FEE
<i>Office Use Only:</i>		<i>Slip:</i>	<i>Report:</i>	<i>Certificate:</i>	<i>Receipt No.:</i>	<i>Receipt Date:</i>	<b>TOTAL FEE:</b>			

# VENUE, EXAM AND SUPERVISOR DETAILS

**Venue Details:** (please use BLOCK letters)

Venue Name		Room name/number		Street Address	
Suburb		State		Postcode	
Owner/Manager Name		Contact Number		Email	
Has the Venue Owner/Manager granted permission for these students to be examined at this Venue?					
Exam Date and Time: <i>(at least 6 weeks' notice is required)</i>					

**Supervisor Details:**

Name		Contact Number		Email	
Relationship to candidates					
Current employment/position					

**Supervisor Mailing Address:**

**(Not PO Box - written papers are delivered to this address and the supervisor's signature is required upon acceptance)**

Street Address		Suburb		State		Postcode	
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**Supervisor responsibilities:**

By signing the declaration below, the examination supervisor agrees to be responsible for:

- Notifying AMEB immediately of the receipt of examination materials;
- Keeping the examination materials in a secure location and maintaining strict confidentiality;
- Ensuring that the examination is undertaken on the date, time and place approved by AMEB SA & NT;
- Ensuring that the time allocated for the examination is strictly adhered to;
- Preparing the examination venue and supervising the candidates for the duration of the examination;
- Dispatching the completed examination materials by courier (satchel provided) immediately.

**Supervisor declaration**

I, \_\_\_\_\_ agree to take responsibility for the receipt, supervision and dispatch of AMEB written examination papers in strict accordance with the instructions provided by AMEB SA & NT and to maintain the confidentiality and security of the examination papers in my possession. I agree to supervise the candidate's examination under the prescribed conditions and at the time, date and place agreed.

I have attached a copy of my current Working with Children Check, DCSI Child-related Clearance or TRB registration (applicable if any candidates are under 18).

Signed:

Date: