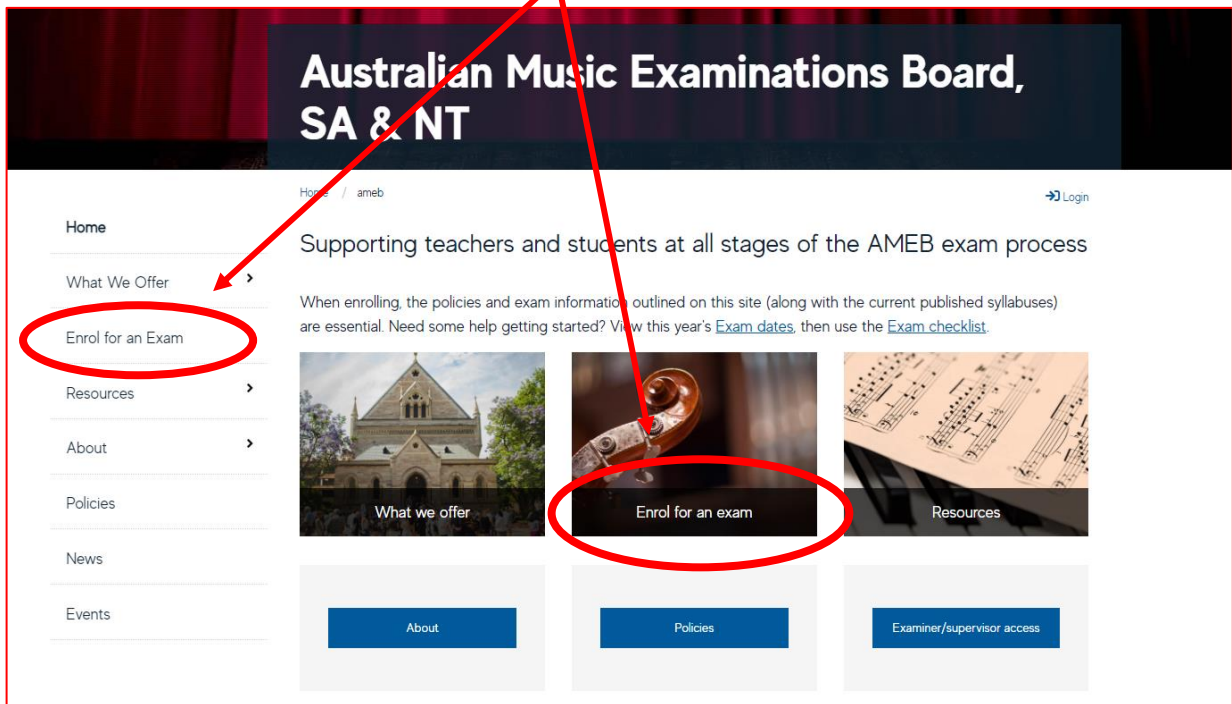


Entries for Practical & Theory Exams

A Step By Step Guide

Go to <https://www.adelaide.edu.au/ameb/>

1. On the home page, click the **Enrol for an exam** button



Then click on the hyperlink that directs you to SCORE as shown below

Enrol for an Exam

What you need to know for enrolling.

The Exam Checklist below provides an important overview of the steps involved prior to, during and after an examination. Parents, teachers and candidates should be directed to this checklist. ([Alternative printable checklist version](#))

To find out more about syllabuses, subject codes and fees, please refer to [what we offer](#)

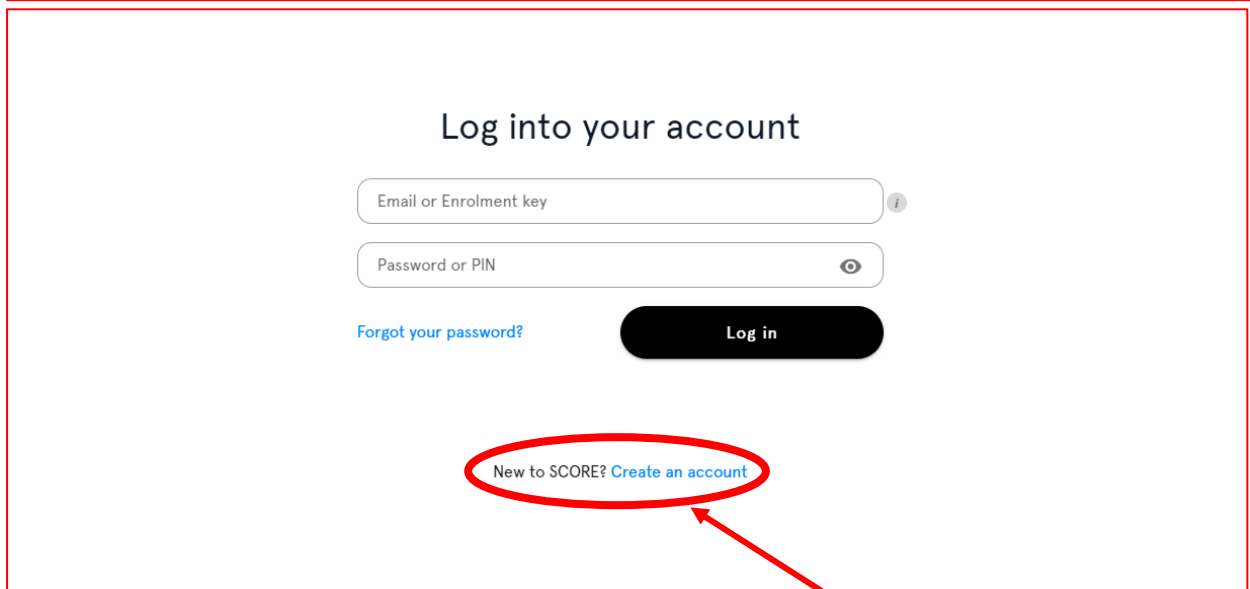
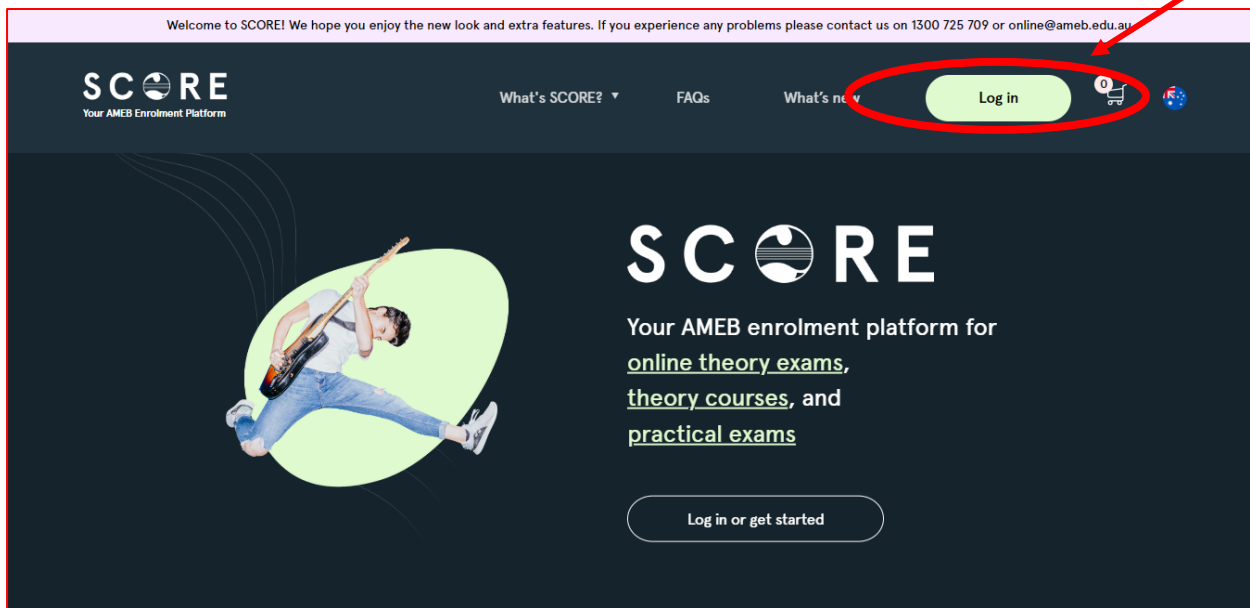
If you are familiar with the enrolment process and exam information [you can jump straight to SCORE](#).

[Expand All](#)

- Exam checklist (before, on the day and after) ▼
- Enrol for an exam ▲

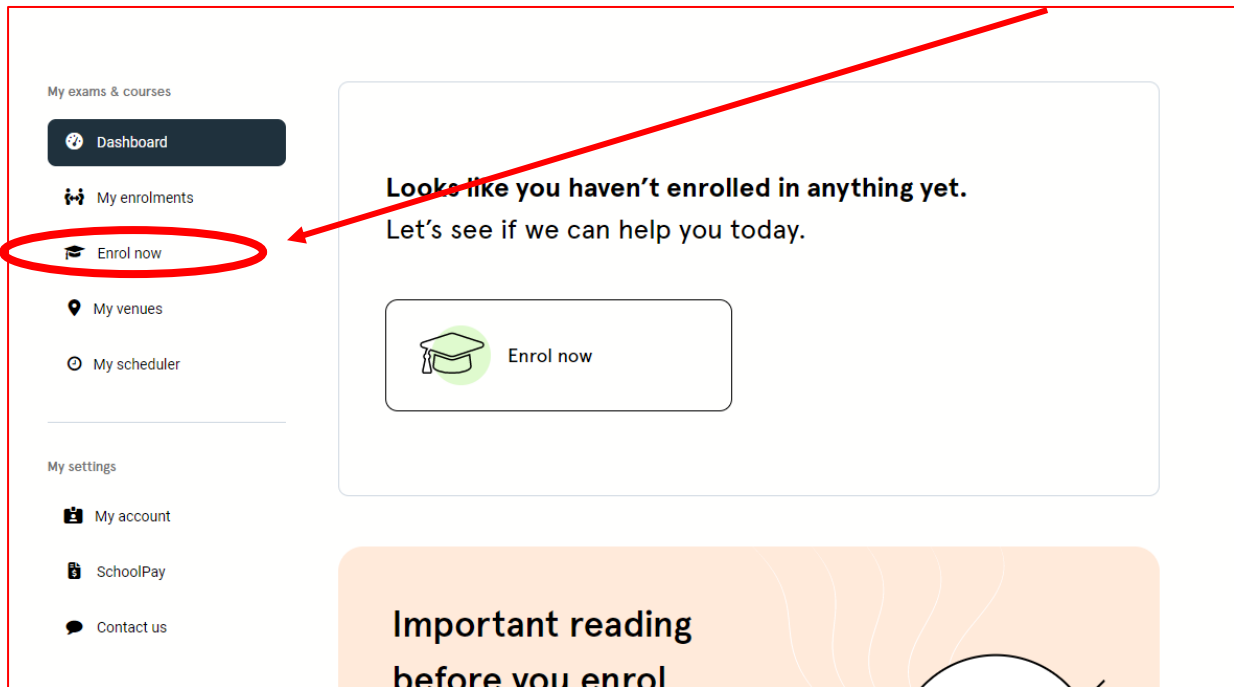
[Enrol online](#) for practical and theory exams via AMEB SCORE.

2. If you have purchased exams through Score before (including Online Theory exams), click the **Login** button and login in with your email and password

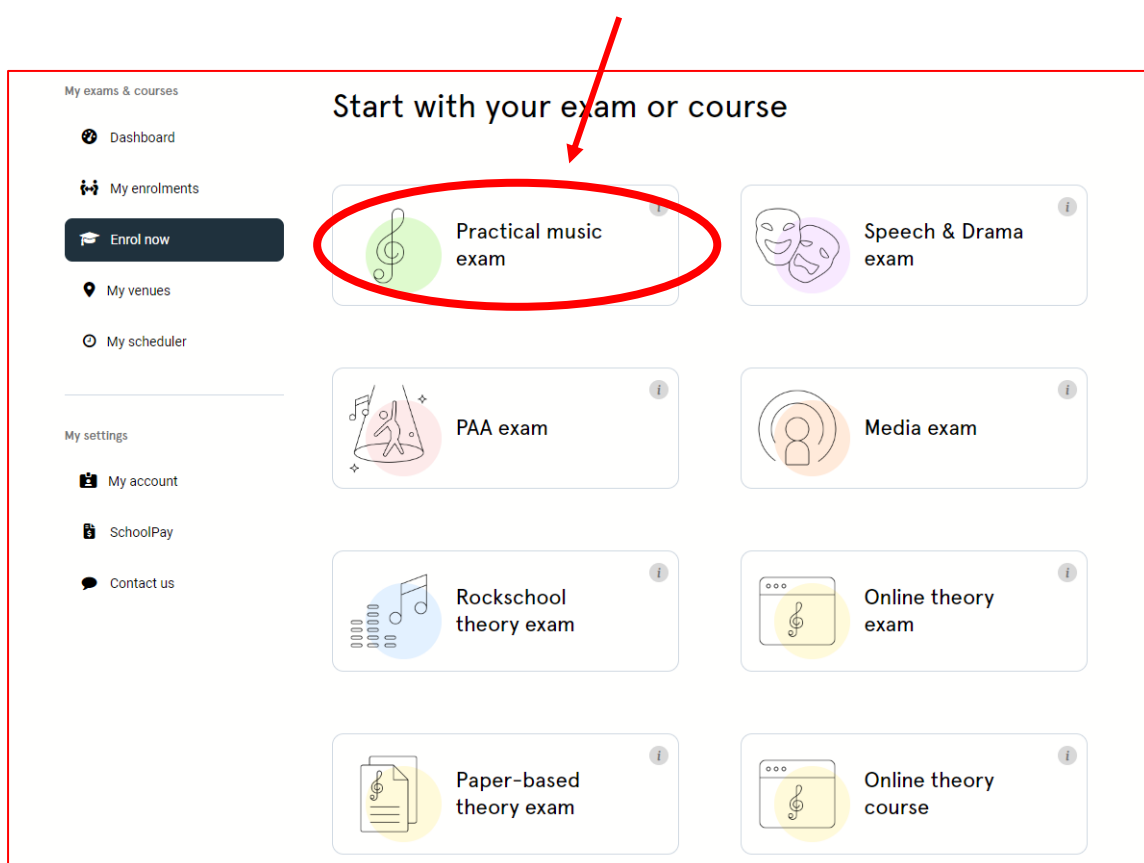


If you have not purchased exams through score before, click on the **Create an account** hyperlink and provide your details.

3. Once logged in, you will be directed to your **Dashboard**. Here you can buy exams, view current and past enrolments, and manage private venues. To buy a practical exam, click **Enrol now**.



4. And then the relevant category (e.g. **Practical Music Exam**).



5. Enter all candidate details as shown. You can use the **Find a previous candidate** option to autofill details from a previous enrolment.

The screenshot shows the 'Practical exam enrolment' form at the 'Candidate details' step. The left sidebar contains navigation options: 'My exams & courses' (Dashboard, My enrolments, Enrol now, My venues, My scheduler), and 'My settings' (My account, SchoolPay, Contact us). The main content area has a breadcrumb 'Enrol now / Practical Exams' and a title 'Practical exam enrolment'. Below this is a toggle for 'I'm in the individual enrolment form' and a 'Switch to group enrolment form' button. A progress bar shows six steps: 1. Candidate details (highlighted), 2. Exam details, 3. Session selection, 4. Optional requests, 5. Contact details, and 6. Enrolment summary. The 'Candidate details' section includes a search for previous candidates with radio buttons for 'UniquelD', 'Find a previous candidate', and 'Enrol a new candidate' (selected). Below are input fields for 'UniquelD (if known)', 'First name' (John), 'Middle name', 'Surname' (Doe), 'Day of birth' (1), 'Month of birth' (Jan...), 'Year of birth' (2000), and 'Gender' (Male). There is also an 'AMEB candidate number' field with a note: 'If you enrolled for an AMEB exam before 2020, you'll have an old candidate number. If you don't know your number, simply leave this blank.' A 'Continue' button is at the bottom right.

6. Fill in the Exam details. The **Autofill** option can also be used to copy details from other enrolments.

The screenshot shows the 'Practical exam enrolment' form at the 'Exam details' step. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb 'Enrol now / Practical Exams' and a title 'Practical exam enrolment'. Below this is a toggle for 'I'm in the individual enrolment form' and a 'Switch to group enrolment form' button. A progress bar shows six steps: 1. Candidate details, 2. Exam details (highlighted), 3. Session selection, 4. Optional requests, 5. Contact details, and 6. Enrolment summary. The 'Exam details' section includes a toggle for 'Search by subject code' and an 'Autofill options' button. Below are dropdown menus for 'Location' (Adelaide), 'Syllabus category' (Classical/For Leisure), 'Instrument' (Strings), 'Syllabus' (Violin), 'Grade' (Grade 3), 'Exam type' (Comprehensive), and 'Exam option' (New Syllabus (2022+)). A 'You've selected' section shows a summary: 'Exam name: Violin (2022+) (Comprehensive) Grade 3' and 'Subject code: 5213'. 'Back' and 'Continue' buttons are at the bottom right.

7. Choose from available sessions

My exams & courses

- Dashboard
- My enrolments
- Enrol now**
- My venues
- My scheduler

My settings

- My account
- SchoolPay
- Contact us

Enrol now / Practical Exams

Practical exam enrolment

I'm in the individual enrolment form Switch to group enrolment form

- Candidate details
- Exam details
- Session selection**
- Optional requests
- Contact details
- Enrolment summary

Available sessions

View closed exam sessions

Paper-Based Theory Exams By Request (Private Venues)
01 Mar - 30 Nov
Closing date: 19 Sep

Enrolments open

Can't find a session to enrol in? Contact your local team to see if you can still be fitted in somewhere.

Are you happy to consider a Private venue for this enrolment?

Yes No

Back **Continue**

Please note that exams at the Central Venue may be scheduled any day between Mondays – Saturday inclusive (except Public Holidays). Exams at Private Venues may be held any day.

8. Next, add any other optional requests you may have, if not you can skip to the next stage. The **Autofill** option can also be used to copy details from other enrolments.

My exams & courses

- Dashboard
- My enrolments
- Enrol now**
- My venues
- My scheduler

My settings

- My account
- SchoolPay
- Contact us

Enrol now / Practical Exams

Practical exam enrolment

I'm in the individual enrolment form Switch to group enrolment form

- Candidate details
- Exam details
- Session selection
- Optional requests**
- Contact details
- Enrolment summary

Optional requests

This page is entirely optional and you can skip straight to the last stage of your enrolment. Please note that requests are NOT guaranteed and are subject to timetabling constraints.

Continue

Scheduling request

Select your request

PM Exam

Special needs

Does this candidate require any special assistance?

Yes

Please provide more details

Any supporting documents can be attached at the enrolment summary.

Examiner conflict of interests

If applicable, please note any known Examiners who may have a potential or perceived conflict of interest for this Candidate, for example recent teachers (eg up to 2 years), family members, etc. Maximum of three Examiners may be noted.

Examiner name

Context

Back **Continue**

9. Fill in the Teacher details. If you are the teacher you can select **I am the teacher** and your details will be automatically filled in. Parent/guardian details are optional.

My exams & courses

- Dashboard
- My enrolments
- Enrol now**
- My venues
- My scheduler

My settings

- My account
- SchoolPay
- Contact us

Enrol now / Practical Exams

Practical exam enrolment

I'm in the individual enrolment form Switch to group enrolment form

- Candidate details
- Exam details
- Session selection
- Optional requests
- Contact details**
- Enrolment summary

Please provide these really helpful contact details

Parent/guardian details [Autofill parent details](#)

I am the parent/guardian of this candidate

Parent/guardian first name

Parent/guardian surname

Parent/guardian email

Parent/guardian contact (mobile preferred)

Teacher details [Autofill teacher details](#)

I am the teacher of this candidate

Teacher first name *

Teacher surname *

Teacher email *

Teacher contact (mobile preferred) *

[Back](#) [Continue](#)

10. If you have more candidates, click **Add to cart and enrol another candidate**, or if you are finished, just **Add to cart**.

The screenshot shows a web interface for 'Practical exam enrolment'. On the left is a navigation menu with sections 'My exams & courses' (containing Dashboard, My enrolments, Enrol now, My venues, My scheduler) and 'My settings' (containing My account, SchoolPay, Contact us). The main content area is titled 'Enrol now / Practical Exams' and 'Practical exam enrolment'. It includes a toggle for 'I'm in the individual enrolment form' and a 'Switch to group enrolment form' option. A progress bar shows six steps: 1. Candidate details, 2. Exam details, 3. Session selection, 4. Optional requests, 5. Contact details, and 6. Enrolment summary (highlighted in green). The 'Enrolment summary' section displays candidate information: First name: John, Middle name: (blank), Last name: Doe, DOB: 1 January 2000, Gender: Male. Exam details include: Exam: Associate Teacher of Music (ATMus: A) (Section II: Folio), Subject code: 0129, Exam price: \$159. Below this is a section for attachments with radio buttons for 'File' (selected) and 'Link', and a 'Select file to upload' input field. At the bottom right, there are three buttons: 'Back', 'Add to cart', and 'Add to cart and enrol another candidate'. A red arrow points from the top of the page to the 'Add to cart and enrol another candidate' button, which is also circled in red.

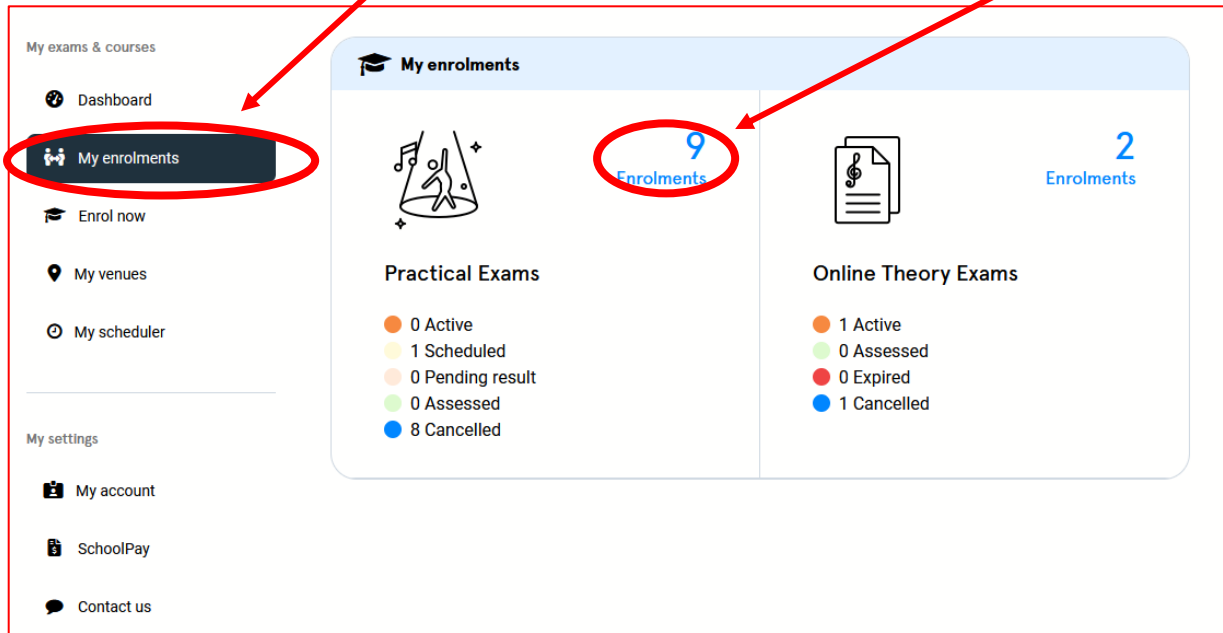
11. You can access your **Cart** at any time through the icon in the top-right corner. Here you can **Remove** or **Edit** your entries before payment and/or enrol more candidates. To pay click **Checkout**. **Note* Entries are not considered submitted until payment has been made. Please make sure you have paid before the closing date of the session for which you wish to enter.*

The screenshot shows a shopping cart interface. On the left, under 'Cart summary', there is a list item: 'Associate Teacher of Music (ATMusA) (Section II: Folio)' by 'John Doe' for '\$159.00'. To the right of the item name is a red circle around an edit icon (pencil) and a delete icon (trash). Below the item list is a red circle around a blue button with a right-pointing arrow and the text 'Enrol more candidates'. On the right side, under 'Summary of fees', there is a table with 'Total' and 'Grand total' both at '\$159.00'. Below this are two rows: 'Add promo code' and 'Add PO number', each with a plus sign. At the bottom right is a red circle around a dark grey button with the text 'Checkout'.

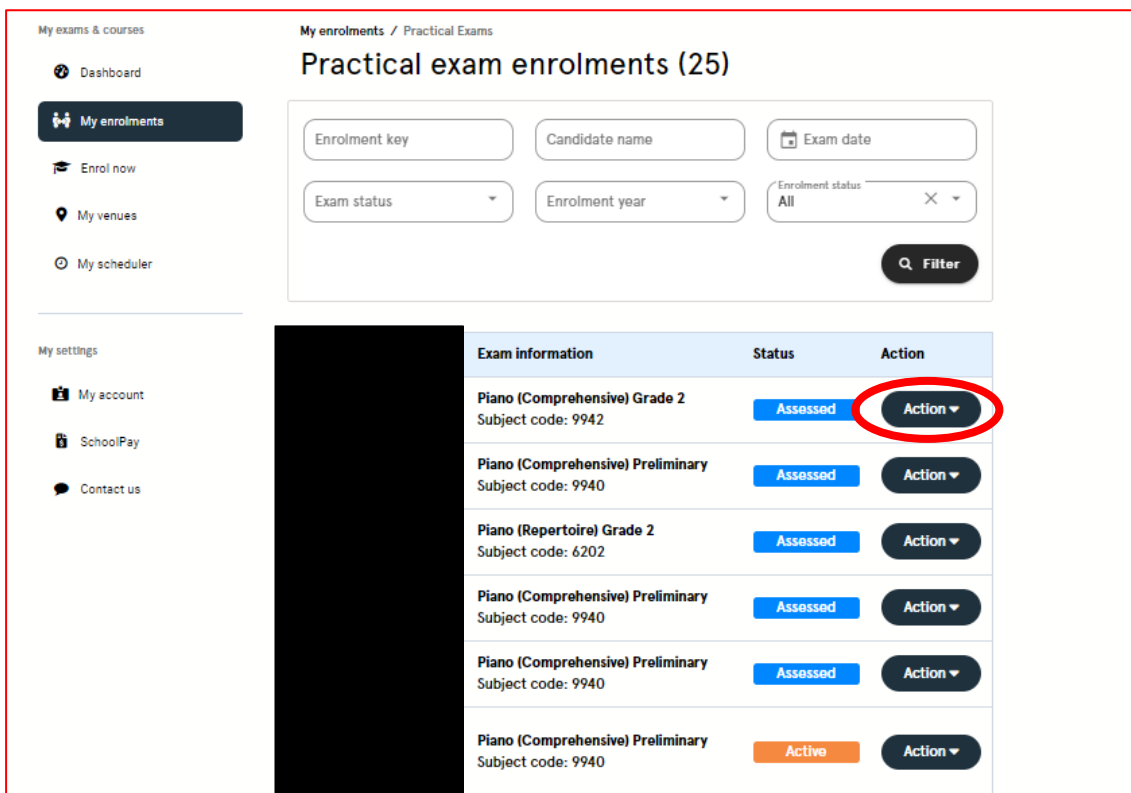
12. Payment at the Checkout can be made securely using your credit/debit card, or PayPal account.

The screenshot shows a 'Payment details' form. At the top left is a credit card icon. To its right is a grey button labeled 'PayPal'. Below this, it says 'We accept' followed by 'VISA' and 'MasterCard' logos. A note states: 'Please note that American Express cards can not be accepted.' There are four input fields: 'Name on card', 'Card number', 'Expiration date (MM/YY)', and 'Security code'. The 'Security code' field has a small 'i' icon to its right. At the bottom right, it says 'Total payment amount: \$159.00' and a dark grey button with the text 'Pay now'.

13. Once paid, you will receive a confirmation screen as well as a confirmation email. You can view your enrolment by clicking on **my enrolments** in the menu on the left. Then click on Enrolments under your Practical Exams.



14. By pressing the **Action** button next to your enrolment, you can view the Candidate information. You can also update some candidate details up until the closing date of the session. **Note* Any changes to Syllabus or Grade must be made before the closing date by contacting the State Office directly.*



You have now successfully entered your student(s). Relax (or get practising!) and, once your exams have been scheduled, you will be notified and the confirmation of time/date and venue will be available in **My Enrolments**.