



# AMEB SA & NT EXAMINER SELECTION CRITERIA

<b>Position:</b>	Music Examiner for AMEB SA & NT
<b>Reports to:</b>	State Manager
<b>Specification Summary:</b>	Examiners are required to satisfy the AMEB of their level of education and experience, their personal skills and qualities and, on appointment, to complete the training prescribed by the AMEB (SA & NT).

## Essential Minimum Criteria

1. An appropriate degree or tertiary level qualification in music performance and/or teaching or equivalent experience together with a full knowledge of the AMEB repertoire, syllabus requirements and regulations.
2. Examiners require the ability and willingness to examine in their specialist area in all sections of the AMEB syllabus to Diploma level and be able to demonstrate their experience in teaching and/or performance to an advanced level.
3. Examiners require developed interpersonal and communication skills and the ability to place a candidate at ease.
4. Examiners require developed report-writing skills
5. Examiners require a sound understanding of stylistic elements in performance.
6. Examiners require a professional understanding of the standards achievable at each grade level within the syllabus.

Three referees are required.

The Examiner position is a prescribed position as defined under the Children’s Protection Act 1993 (SA) and a current Working With Children Check (or DCSI Child-related Clearance, or TRB) is required prior to **appointment**.

On appointment, Examiners are required to become familiar with The University of Adelaide’s [Child-Safe Environment Policy](#) and have a current drivers’ licence and access to a motor vehicle.

Applications to be forwarded to:  
State Manager,  
Australian Music Examinations Board  
University of Adelaide SA 5005

Or emailed to [ameb@adelaide.edu.au](mailto:ameb@adelaide.edu.au), marked attention to the State Manager.



# AMEB SA & NT EXAMINER DUTY STATEMENT

<b>Position:</b>	Music Examiner for AMEB SA & NT
<b>Reports to:</b>	State Manager
<b>Position Summary:</b>	Examiners are required to conduct AMEB examinations in accordance with the code of ethics, regulations and procedures of the AMEB and schedules prepared by the office of AMEB (SA & NT) and complete an assessment report for each candidate.

## Duties

1. At all times support the aims and objectives of the AMEB.
2. Assess all sections of the AMEB syllabus in all levels as requested, when the assessment is an officially scheduled AMEB examination.
3. Treat all candidates and teachers with dignity and respect and maintain the confidentiality of all reports.
4. Create an atmosphere during the examination conducive to placing the candidate at ease.
5. Develop and maintain analytical skills, a recognition of various teaching methodologies and techniques, and an understanding of interpretation and style in performance.
6. Be available to examine for the AMEB for a minimum number of 5 full days per year.
7. Provide legible, timely, constructive, supportive reports with an analytical assessment of the candidate's performance on the day. The grading awarded must match the expectations of the official grading descriptors and candidates must be examined against the syllabus objectives. The report is to be passed in the first instance to the AMEB office.
8. Control and maintain the exam schedule provided by the AMEB and pace the exams accordingly.
9. Attend a minimum of one professional development seminar approved by the AMEB each year.
10. University Expectations: As an employee of The University of Adelaide, staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct.

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