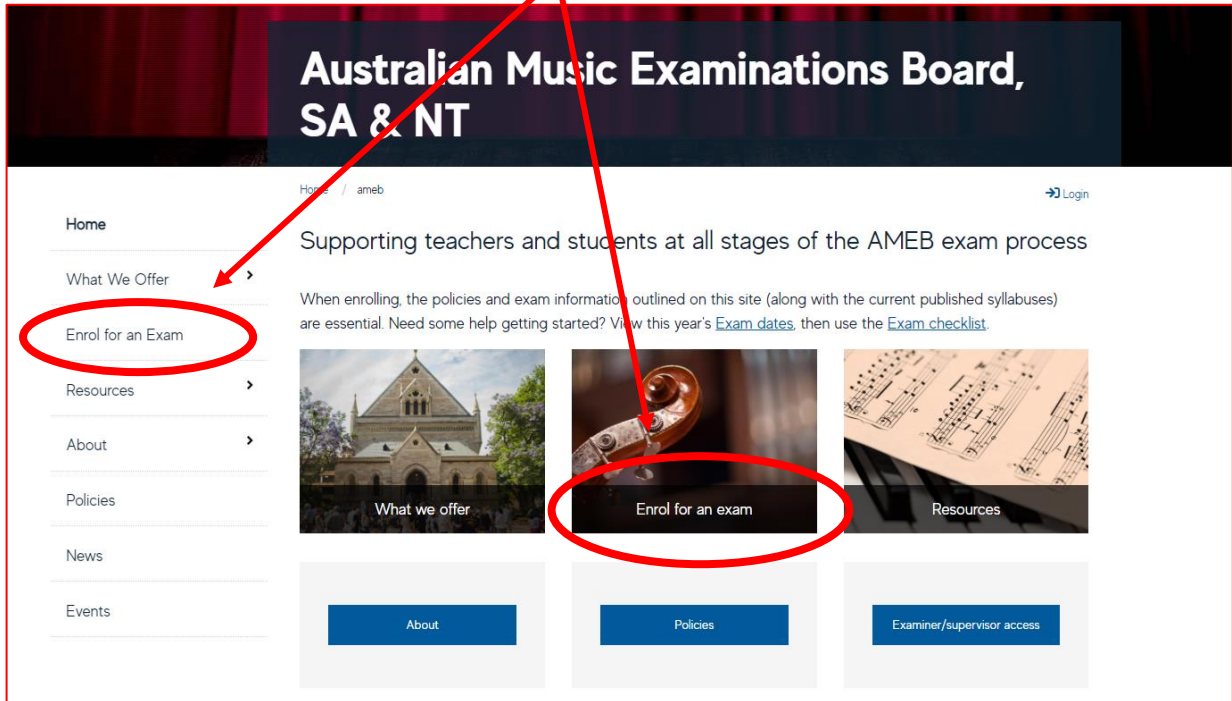


Private Venue Setup and Scheduler

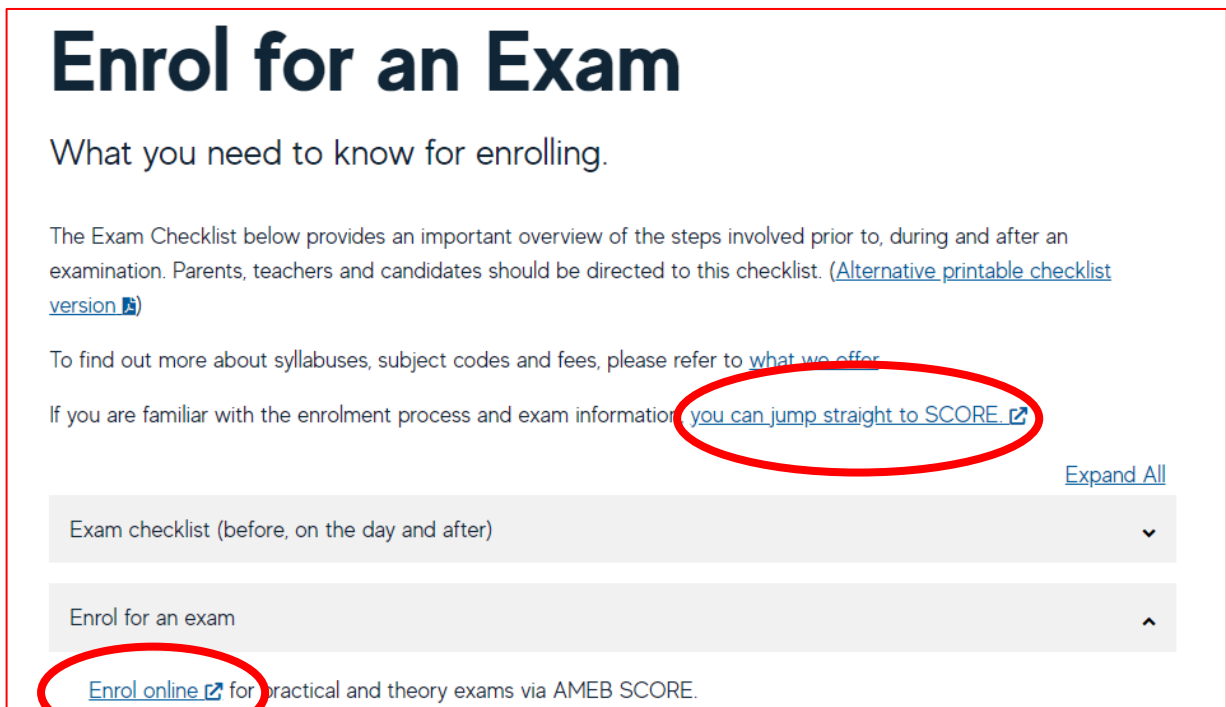
Venue Setup

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

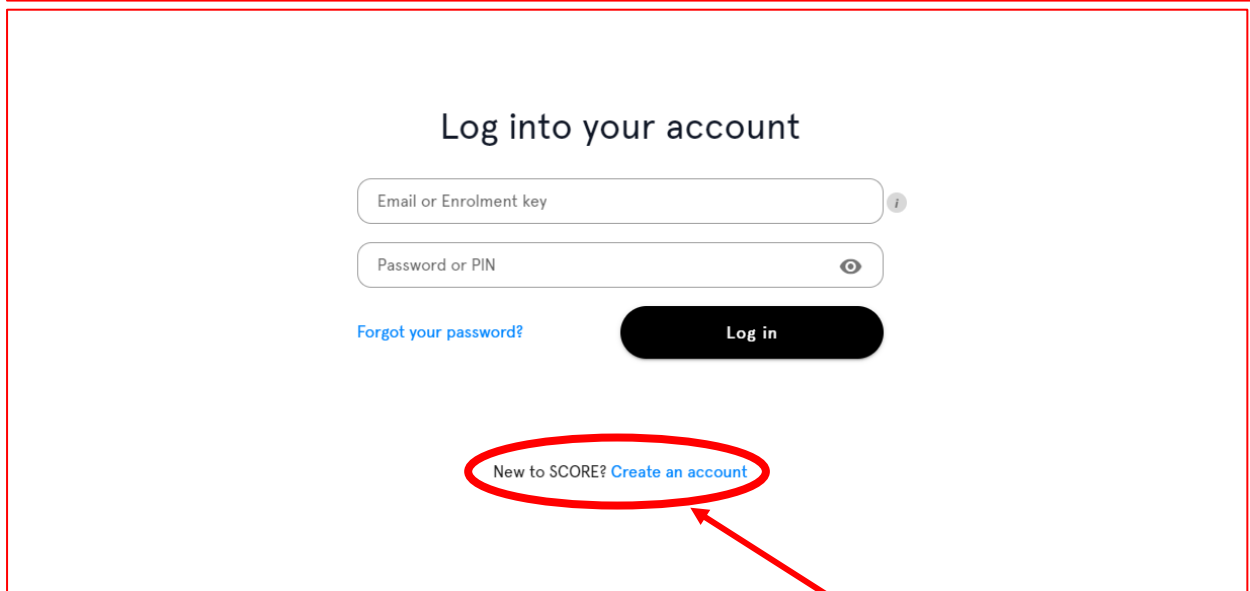
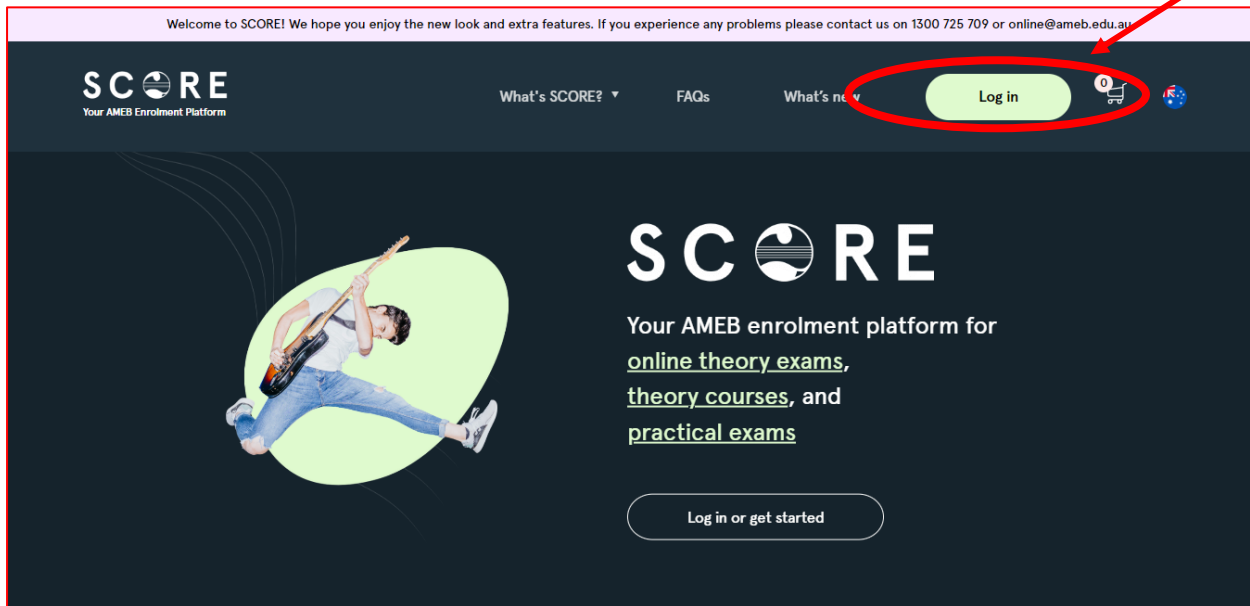
1. On the home page, click the **Enrol for an exam** button



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

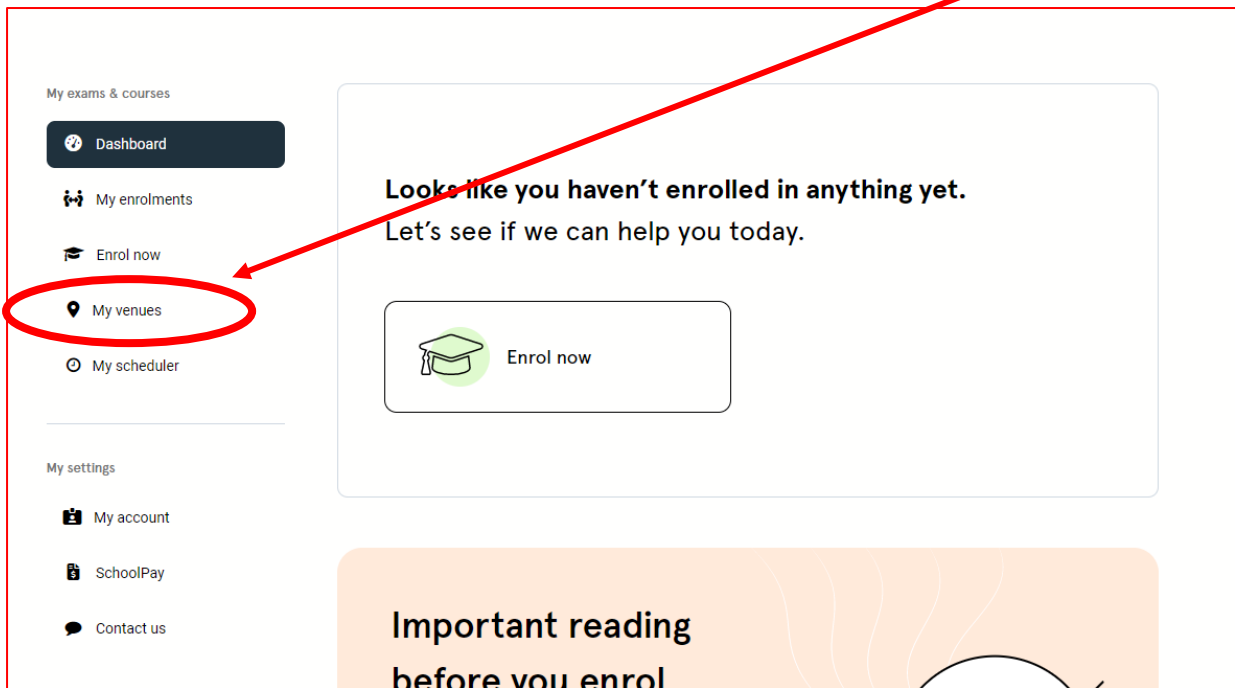


2. If you have purchased exams through Score before (including Online Theory exams), click the **Login** button and login in with your email and password

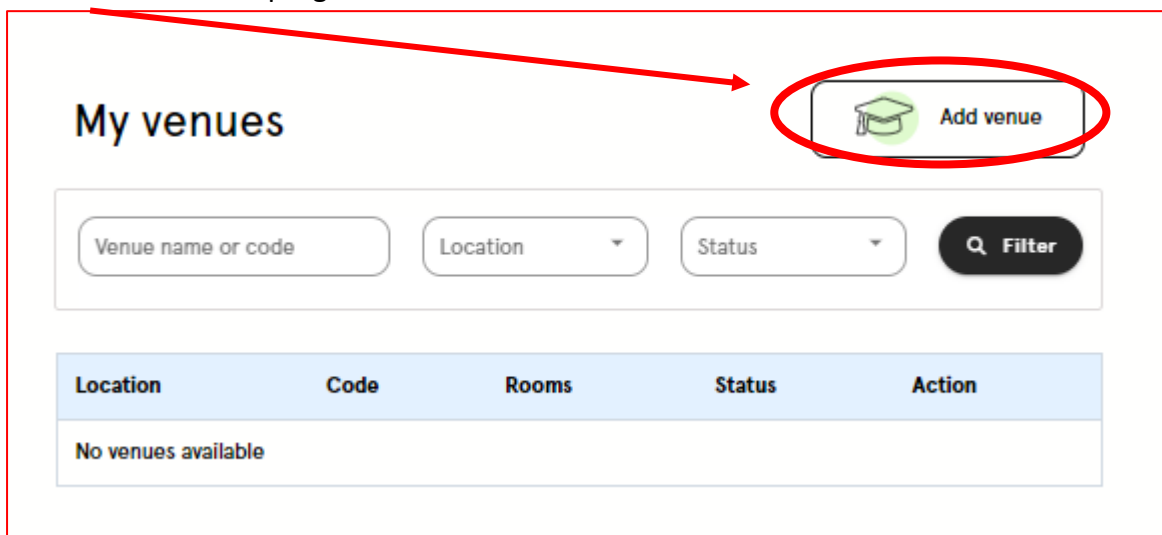


If you have not purchased exams through score before, click on the **Create an account** hyperlink and provide you details.

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 set up your venue, click **My venues**.
**Note* You will need to set up your venue before enrolling students into it.*



4. On the My Venues page, any venues you manage will appear here. To create your first venue, click **Add Venue** in the top-right-hand corner.



5. Please read the Private Venue Criteria and enter the details of your venue below.

Add venue

Note: Note: Your venue information will be submitted to the AMEB SA & NT office. Once you have created your venue, you will notice an alphanumeric code is generated in the table below. Your venue information will be submitted to the AMEB SA & NT office. Once you have created your venue, you will notice an alphanumeric code is generated in the table below. This code can be copied and shared with others you wish to join your venue. You will be notified of any enrolments at your venue

Before creating a venue, please ensure you read the Private Venue Criteria stated below (as well as in the Teachers' Handbook):

PRIVATE VENUE CRITERIA

For an examiner to attend a venue, a minimum examining time of 2 hours is required per examiner speciality.

Providers of AMEB Exam Venues are required to provide:

1. A quiet, comfortable room, well ventilated, well-lit and ensuring privacy. Ideally the room should measure 3 x 4 metres.
2. A piano in good condition with regard to action and tuning.
3. A piano stool, preferably adjustable.
4. A reliable and well balanced music stand for non-piano candidates.
5. Suitably sized and stable desk (not a card table) and chair for the Examiner.
6. Adequate waiting area for candidates, separate from the exam room.
7. Suitable playback devices if applicable for Recorded Accompaniments and Rockschool Exams.
8. Clean and accessible toilet facilities.
9. An adult with no vested interest in the exam result present outside the closed door of the exam room.
10. Public Liability Insurance.

Venue details

Are you happy to host candidates of other teachers at your venue?

(Cont.)

Exam day venue point of contact

First name

Surname

Email

Mobile

Phone

Role

Notes

Other details

Why would you like to add this venue?

 Upload venue map

 Add attachments

Can we provide these to guests attending your venue?

Upload image

 Venue photo

 Venue photo

 Venue photo

I confirm that venue meets the specified requirements

Cancel

Submit

Finish by clicking the **Submit** button.

6. Your venue will now appear in the My Venues page. Take note of the **Code** for your venue. You will use this to enter students into your venue.

My venues Add venue

Venue name or code Location Status Filter

Location	Code	Rooms	Status	Action
Cont Adelaide	WODBPF	0	Pending	Edit venue Venue contacts Manage rooms

Showing 1 - 1 of 1 results

You can create multiple rooms within your venue by clicking **Manage Rooms** under the **Action** menu for each venue.

7. Create rooms by click **Add Room** and entering the room name and any remarks.

My venues / Manage rooms Add room

Cont rooms

Room	Description	Action
1	Has amazing sound system	Action
2	Has a Grand Piano	Action

Showing 1 - 2 of 2 results

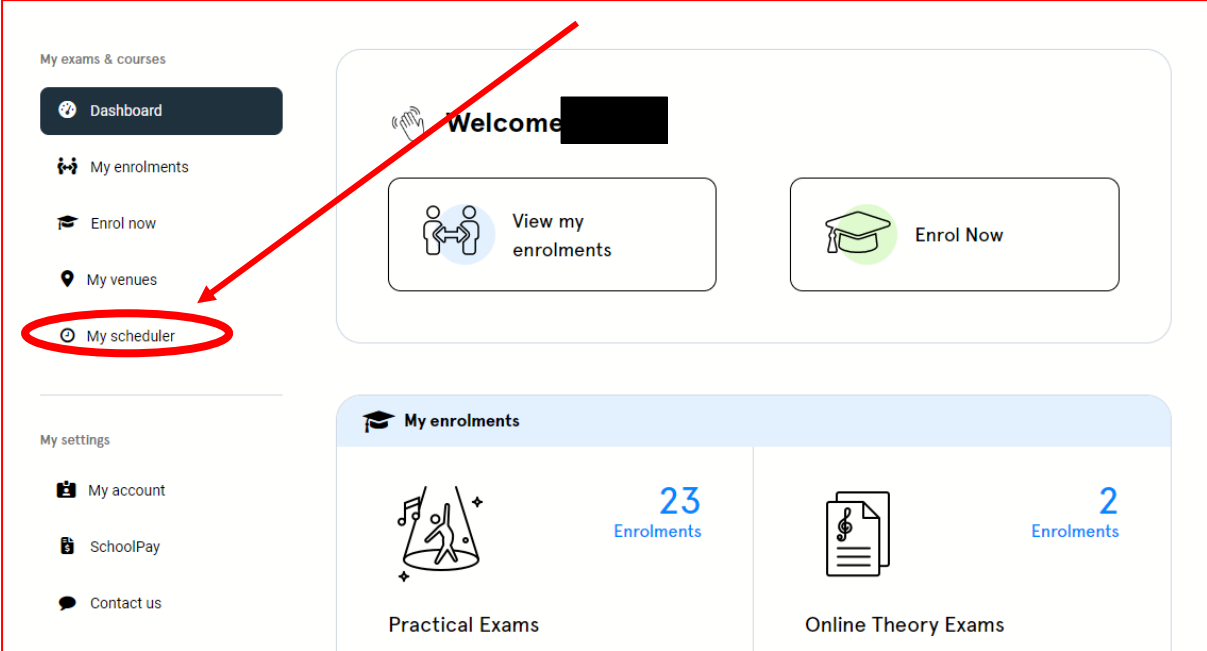
Your venue is now ready to use! Enter candidates into it by using the venue code when buying exams. You may also pass the code on to other enrollers if you would like to allow them to enter into your venue. **You will be notified whenever candidates from other enrollers enter into your venue**

Scheduler

Score now gives venue owners the option to provide their preferred exam order for candidates in their venue. Venue owners can submit this to the office up to a week after the closing date for a session.

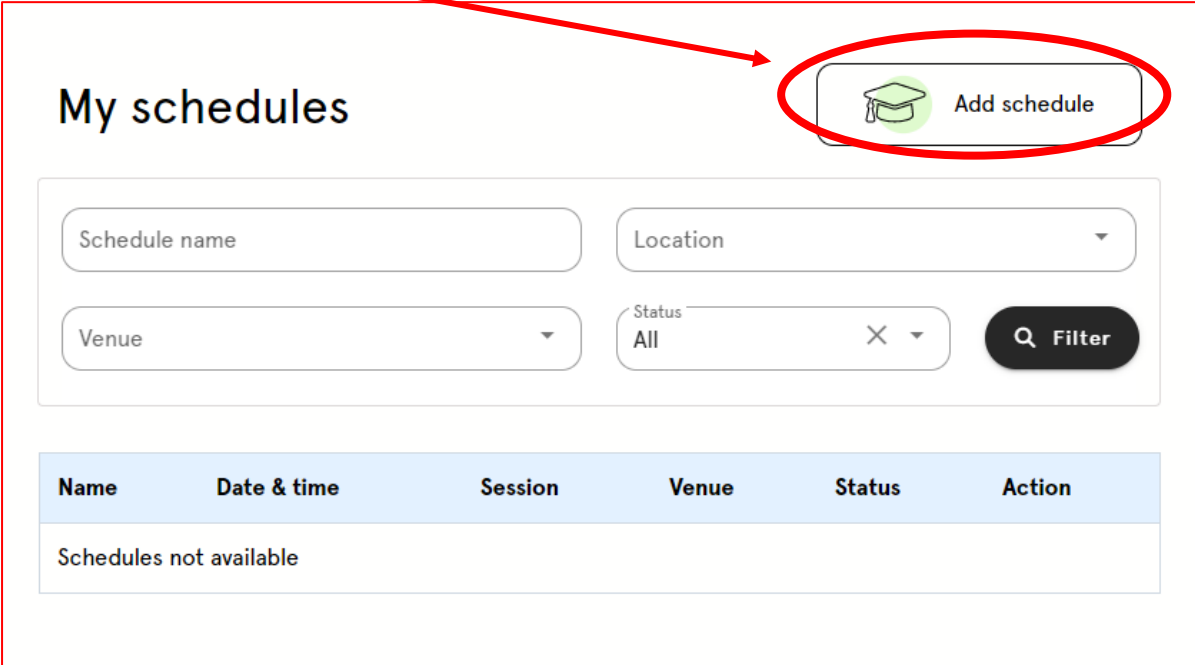
**Note* Final schedules are set by the AMEB and the state office may make changes to align with examiner availability and legal requirements.*

1. In your Enroller Dashboard, click on **My scheduler**.



The screenshot shows the Enroller Dashboard. On the left, under 'My exams & courses', the 'My scheduler' option is circled in red. A red arrow points from this option to the 'Enrol Now' button in the main dashboard area. The main dashboard area includes a 'Welcome' message, 'View my enrolments', and 'Enrol Now' buttons. Below this, the 'My enrolments' section shows '23 Enrolments' for Practical Exams and '2 Enrolments' for Online Theory Exams.

2. Click **Add schedule**.



The screenshot shows the 'My schedules' page. The 'Add schedule' button is circled in red, with a red arrow pointing to it from the instruction above. Below the button are search filters for 'Schedule name', 'Location', 'Venue', and 'Status' (set to 'All'). A 'Filter' button is also present. Below the filters is a table with the following structure:

Name	Date & time	Session	Venue	Status	Action
Schedules not available					

3. Fill in the details, set a preferred date range and any additional scheduling requests, and **Save** the new examining day.

Add schedule ✕ CLOSE

Name *
John Doe

Location *
Adelaide

Session *
March Session 1 (Central Venue)

Category Instrument Syllabus

Venue *
Cont

Room *
1

Preferred examination date range

Date range From 2022-09-09 To 2022-09-30

Additional information

Start @2pm please.

I understand that there is a 2-hour minimum requirement per examiner specialisation at private venues (view examiner specialisations here) and scheduling will only occur once the 2-hour minimum has been met. I also understand private venue sessions are subject to examiner availability and although South Australia & Northern Territory will endeavour to adhere to date and time requests, these may not be possible.

Close **Save**

4. The new day will now appear in your list. Click on the blue **Action** button for the day and click **Manage Scheduler**.

My schedules Add schedule

Schedule name Location

Venue Status All Filter

Name	Date & time	Session	Venue	Status	Action
John Doe	NA	March Session 1 (Central Venue)	Cont	Not confirmed	Action

Showing 1 - 1 of 1 results

Edit schedule
Manage scheduler
Delete

5. Candidates that have been entered into your venue will appear on the left hand side. Drag and drop these candidates into the right-hand column, where you can drag them up and down to change the order.

Dashboard / My schedules / scheduler

Scheduler

You can schedule your enrolments from the list. You can also schedule enrolment candidates that selected your venue on their enrolment process.

Your candidates

Candidates to schedule

Save & continue later Submit to state for confirmation

All the candidates are either scheduled or there are no more candidates suitable for this Schedule.

None of the candidates have been scheduled. You can start scheduling by dragging and dropping the candidates from left side.

Note: Don't forget to save after arranging the candidates else you will loose your work.

6. If you expect to make any changes or add in more candidates, click **Save & Continue Later**.

If you are sure you are done, click **Submit to State for Confirmation**. **Note* Once submitted, no more changes can be made. Any changes will need to be communicated directly to the State Office.*

Once the State Office has confirmed a schedule at your venue, you will be notified and can view the final schedule in the **My scheduler**.