# REPERTOIRE SUBMISSION FOR AMEB EXAMS

AMEB SCORE now boasts an in-built feature for SA & NT candidates and enrollers to submit their list of pieces for upcoming practical exams. Here's how to use it…

ENROLLERS can submit on behalf of their students by doing the following:
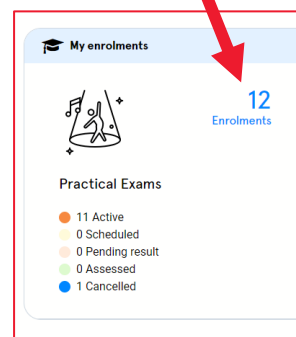
1. Log in to your SCORE account at **score.ameb.edu.au**, by clicking 'Log in' and inputting your credentials.
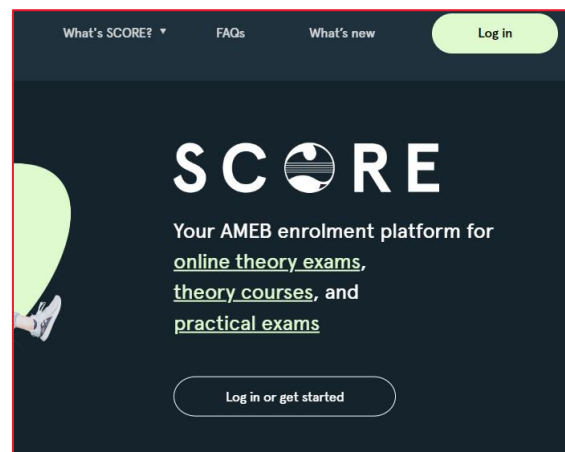
2. Go to 'My enrolments' in the left-hand menu
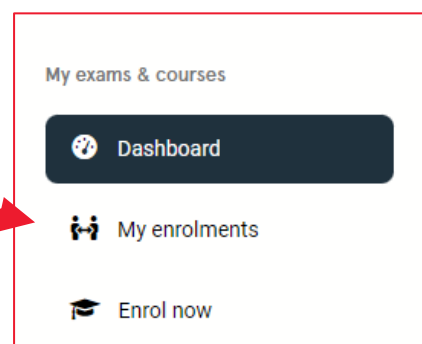
3. Click on the blue number indicating your total practical exam enrolments

4. **Click on the Red 'Repertoire required' button below the relevant candidate's Enrolment Key.**

Testio Testt
👤 SA97734081
Repertoire required

Piano (Comprehensive) Grade 4
Subject code: 9944

`Active`   `Action ▾`

(Note – if you wish for the exam candidate to upload their own repertoire, you can provide them with their Enrolment Key and Pin. The pin can be obtained by clicking the Action button beside the candidate's enrolment in this window, and then clicking on 'View Candidate Details'. You will need to provide the candidate/candidate's parent with both the Enrolment Key and Pin, as well as the SCORE login score.ameb.edu.au. There is a separate guide for repertoire submission for candidates.)

5. **For Music exams, select Repertoire Type, and enter Composer and Title of work** *(For Speech repertoire, skip to 7.)*

My enrolments / Practical Exams / Repertoire list

My exam repertoire

⎘ Autofill this information

Candidate name: ▉▉▉▉▉▉▉▉
Enrolment key: ▉▉▉▉
Exam name: Percussion (Repertoire) Grade 3

Please let us know what you'll be performing. You'll need to complete this section at least 72 hours ahead of your exam. If you're unable to do that, or need to make a last minute change, please print and complete a paper version of your Repertoire List and you can provide that to your Examiner on the day.

Repertoire type *   ▾   Composer *

Title of work *
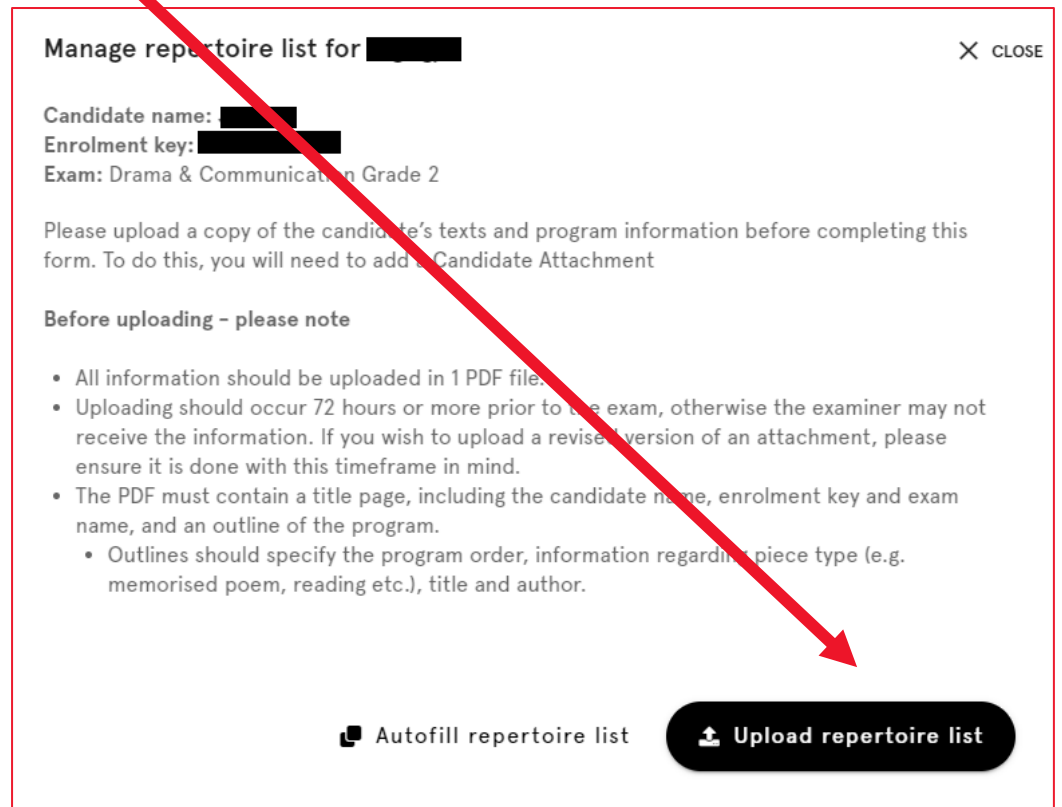
+Add another work   **Submit repertoire**

6. **Press '+ Add another work' until there are enough spaces to record each work. You can also remove pieces using the delete buttons. Be sure to select Aural or Sight-reading, if applicable, and Confirm 'Submit Repertoire'. Once submitted, you will be able to View or print the repertoire submitted, or make any edits necessary (up to 3 days prior to the exam).**

You've submitted your repertoire list. You can view or edit this information below. Any changes made less than 72 hours prior to your exam may not be received by your Examiner, If you need to update your repertoire after this time, please take a printed copy of your form to your exam to ensure your Examiner has an accurate list of your exam repertoire.

📄 View or print   **Edit**

7. **For Speech candidates only** *(for Music candidates, skip to 8.)* **a pop-up screen will instruct you to upload a PDF of your texts and program. Make sure you follow the guidelines listed on the page.**

   Click 'Upload repertoire list' and upload the single PDF file. Check the box below the upload field and click 'Save' when done.

Manage repertoire list for ████

×CLOSE

Candidate name: ████
Enrolment key: ████
Exam: Drama & Communication Grade 2

Please upload a copy of the candidate's texts and program information before completing this form. To do this, you will need to add a Candidate Attachment
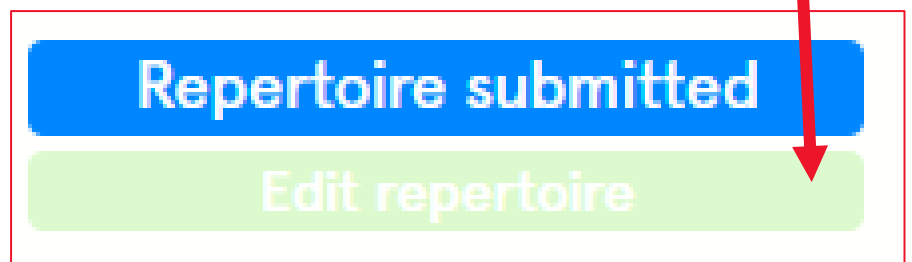
Before uploading – please note

- All information should be uploaded in 1 PDF file.
- Uploading should occur 72 hours or more prior to the exam, otherwise the examiner may not receive the information. If you wish to upload a revised version of an attachment, please ensure it is done with this timeframe in mind.
- The PDF must contain a title page, including the candidate name, enrolment key and exam name, and an outline of the program.
  - Outlines should specify the program order, information regarding piece type (e.g. memorised poem, reading etc.), title and author.

📑 Autofill repertoire list   ⬆ **Upload repertoire list**

8. **Repertoire Summary Page:**

   You can view the submitted repertoire in a PDF by clicking on 'Repertoire submitted', which should now appear below the candidate's Enrolment key in the 'Practical exam enrolments' page.

   You can edit the repertoire up to 3 days prior to the exam, by clicking 'Edit repertoire'. *(For Speech candidates)* **If you wish to replace the PDF file with an amended version, you can delete the existing PDF file and upload a new one.**

Repertoire submitted

Edit repertoire

All done!