

Got a question?

Whether you're enrolling a student, preparing for an exam, or looking for results and certificates, this guide brings together answers to our most frequently asked questions.

Contacting the AMEB SA & NT Office

When is the AMEB SA & NT office open?

The office is open Monday, Wednesday and Friday 9.00am – 5.00pm

I called during office hours but no one answered. Why?

If staff are already assisting other callers, your call will be diverted to voicemail. Please leave your details, or email <mailto:ameb@adelaide.edu.au>, and staff will return your call as soon as possible.

Enrolments

Who can enrol a student for an exam?

Candidates are enrolled via [SCORE](#) by an enroller, who must be 18 years or older. This is usually:

- a teacher
- a parent or guardian
- the candidate themselves (if aged 18 or over)

Where do I find the Enrolment Key?

The Enrolment Key is usually a 10-digit unique identifier for an exam beginning with SANT. Enrollers can find it in SCORE under My Practical Exams in SCORE.

Do I need to have an AMEB candidate number?

Although there is a field that optionally collects AMEB candidate number on the SCORE enrolment form, this information is not required to enrol a candidate. Candidate numbers existed pre-2020 in a previous enrolment system and some enrollers may wish to include an old candidate number in an enrolment form for a candidate who sat exams prior to 2020.

Can I enrol after the closing date?

Late enrolments are accepted up to one week after the published closing date, with a \$25 late fee per candidate, unless otherwise stated in the Exam Dates. After this time, enrolments cannot be accepted, as scheduling will already be underway.

I've made a mistake with an enrolment – what do I do?

Please refer to AMEB SA & NT's policies relating to transfers and exam changes. Where a mistake is identified prior to the late closing date, issues are easily remedied. However, fees usually apply after the late closing date. All requests for changes must be submitted in writing as per the relevant policy.

Planning for exam day

When is the best time to sit a practical exam?

Exam availability varies across the year. Please refer to the published exam dates to see what is examinable, when and where.

Historically, exam numbers peak in October and November, which can be a very busy time for candidates, teachers, schools and the wider community. Competing events (such as major public events) can also add pressure.

Where possible, we strongly recommend:

- planning exams earlier in the year
- starting conversations with parents, teachers and candidates at the beginning of the year

Please note that AMEB schedules exams on weekdays and weekends (excluding public holidays), in line with the published exam dates.

If there are known commitments that should be avoided, it is the enroller's responsibility to advise AMEB SA & NT before the late closing date of the relevant session.

Who will be in the exam room?

Face-to-face exams are conducted one-on-one, with only the examiner and candidate present.

- Accompanists and page-turners may enter during the relevant pieces only. They must wait outside for other parts of the exam.
- Page-turners are not permitted for Rockschoool exams
- Support persons (such as parents or teachers) must remain in the waiting area, except:
 - for P Plate Piano exams, where a support person can be present for the duration of the exam
 - where a request has been made at enrolment and approved by the AMEB SA & NT office.

When will I receive exam dates?

Enrollers are usually notified of exam details at least three weeks before the exam, along with venue maps where available.

Exam Notification letters are provided in SCORE and can be emailed or printed for candidates.

Please note that Supplementary Sessions are scheduled with shorter notice.

What should candidates bring to the exam?

Candidates should bring:

- their instrument (except piano or drum kit)
- any required equipment (e.g. valve oil, attachments)
- technical workbooks
- ID (for Rockschoool exams)
- A list of the pieces/program they are presenting (this is usually the second page of the Exam Notification). Alternatively, this list can be submitted via SCORE up to 72hrs before the exam, via the Repertoire Submission function.
- Recorded accompaniments (if using AMEB recorded accompaniments) and the means to play these in the exam
- original copies of all performance pieces (even if performing from memory)

- copies of pieces when performing an original work or providing a copy for the examiner (e.g. Diploma exams). Please note – if bringing photocopies, the originals must be present in the exam room and a Copyright Declaration form submitted either via SCORE or paper form given to the examiner.

Are photocopies of music allowed in the exam?

Photocopies are not allowed in AMEB exams. Candidates sitting practical exams must have original copies of all the music they will perform, even if they plan to play from memory.

Two exceptions to the above include use of photocopied music to make it accessible to a candidate with a disability (e.g. printing on coloured paper or enlarging it) and photocopying a page (or pages) to assist with difficult page turns. Please note that the original music must still be present in the exam in these instances.

Where a candidate is required to bring an additional copy of their music (for the examiner/s), e.g. in Diploma exams or when presenting an original piece, a Copyright Declaration Form must be submitted via SCORE or brought to the exam in hard copy.

Enrolment requests

How do I avoid clashes with school or family commitments?

When enrolling in SCORE, you can list dates to be avoided in the Scheduling Requests section. Selecting “Other” allows free-text entry.

While every effort is made to accommodate requests, specific dates and times cannot be guaranteed. Listing times or dates to avoid (rather than preferred dates) allows greater scheduling flexibility.

Can I request a different examiner due to a conflict of interest?

Yes. If there is a clear conflict of interest (e.g. the examiner has previously taught the candidate), this request can be entered just below Special Assistance in SCORE.

How do I request for reasonable adjustment for a candidate?

AMEB is committed to supporting candidates with disabilities and health conditions. When enrolling in SCORE:

- use the Special Assistance section of the enrolment form to outline any adjustment requests.
- keep requests brief and clear
- upload supporting documentation before the late closing date.

All candidates are assessed against the same published standards. While assessment criteria are not modified, exams are typically extended by five minutes to allow additional time for movement through exam sections.

Results and Certificates

When will results and certificates be available?

- AMEB and Rockscool practical exam reports are available to enrollers within 2 weeks
- Certificates for AMEB practical exams are ready approximately eight weeks after the exam session
- For theory exams:
 - Online theory exams (up to Grade 2) - results available immediately
 - Higher grades - partial marks available immediately, final marks around one week later
 - Hard-copy theory exams - certificates issued approximately 4–6 weeks after the exam

What if my student didn't receive a National Certificate?

For practical music exams Grade 6 to Licentiate, a theory co-requisite may be required. If:

- the theory requirement has not been met, an interim certificate is printed for the relevant practical exam, which can be used to apply for SACE credit points (where appropriate).
- the requirement was completed outside AMEB, proof must be emailed to ameb@adelaide.edu.au to apply to have the theory qualification recognised.

How do I receive the certificate?

- When a certificate is printed, a notification is sent via email from ameb@adelaide.edu.au to the enroller.
- Certificates for SA postcodes 5000 to 5199 are held for collection, then mailed at the end of the year if uncollected.
- Certificates outside this range (including NT) are posted automatically.

AMEB SA & NT cannot take responsibility once mail has left the office.

I've lost an AMEB certificate. Can it be replaced?

Yes. Replacement fees apply:

- \$20 – Level 1 and 2 certificates
- \$40 – Level 3 certificates

Email ameb@adelaide.edu.au to request a reprint.

Historical certificates may be retrievable through the University Archives. Contact the Barr Smith Library to request retrieval of a historical exam record.

Syllabuses enquiries

How do I select Extra List or Own Choice pieces?

Extra List and Own Choice pieces (not within the syllabus or a comparable AMEB syllabus) are made at the teacher's discretion. Pieces can be taken from any source and the syllabus simply asks that they be of a similar educational value.

When a new syllabus is released, can I use an old syllabus?

Yes. AMEB syllabuses typically have a two-year transition period. Rockschoool syllabuses usually allow one year.

My student's pieces are very long - what should we do?

Rather than truncating performances:

- remove repeats where appropriate
- consider replacing one longer piece with a shorter one

Please ensure all published minimum and maximum time requirements are met.

How are syllabuses developed?

Syllabuses are developed by consultants appointed by the Federal Board, reviewed by specialists, and supported by advisory groups. Public consultation occurs during development, with final approval by the Federal Board.

How can I participate in syllabus reviews?

Review opportunities are advertised on the Federal AMEB website.

Syllabus-specific enquiries

Can AMEB Voice candidates select their own starting note for technical work?

This depends on the syllabus. Please refer to the table below.

Syllabus	Technical Work Book	Select own starting note?
Singing	Singing Series 2 Grade Books (Preliminary to Grade 4) Singing Series 2 Technical Work Book (Grades 5 to 8)	No
Singing for Leisure	Singing Technical Work (1997)	Yes
Musical Theatre	Musical Theatre Technical Work (2015)	Yes

Please note that in all syllabuses, candidates should be prepared to vary the vowels sounds used in the technical work. Instructions on this can be found at the start of each named technical workbook above.

Do candidates receive theory set work scores?

No. Candidates must source their own study scores. AMEB provides optional analytical notes (purchase required), but not full scores.

Can an exam be taken on alternate instruments?

This is occasionally permitted. Please check the syllabus or contact ameb@adelaide.edu.au.

Accompaniment / Backing for exams

What backing is required for Rockschoool exams?

Most Rockschoool pieces must be performed with an official backing track. Tracks must not include the assessed instrument but may include click track. Free Choice pieces may be performed with backing, live accompaniment, or solo.

Does AMEB provide an accompanist?

No. Candidates enrolled in an AMEB music exams (other than Piano, Organ, Classical Guitar or Harp) are required to present with accompaniment, where a List piece or Own Choice Piece requires accompaniment.

Candidates are required to bring their own accompanist, or use AMEB published recorded accompaniments, where available (usually up to Grade 3).

Prizes, Showcases and Awards

How are prizes awarded?

Prizes follow published rules and are determined by the Prizes Committee, based on nominations received by examiners and the contents of de-identified examiner reports.

How are Showcase Performers chosen?

The Program Director selects performers from examiner recommendations to reflect a balance of styles, syllabuses and levels on offer within AMEB.

What is the AMEB Award?

The AMEB Award is a structured development program recognising emerging performers through three levels: Bronze, Silver and Gold.

Participants set goals across:

- Performances
- Contribution Activities, such as leadership and collaboration
- Completion of an AMEB, Rockschoool or Stageschoool exam

Visit the [AMEB Award webpage](#), email online@ameb.edu.au, or call 1300 725 709 for more information.