

Private Venue Exams and Requirements

Information for schools, commercial & private studios hosting practical exams

When AMEB SA & NT conducts exams in venues other than those offered at Adelaide University and Charles Darwin University, these are called **Private Venue (PV) sessions**. Private Venue session options exist throughout the exam year in Metropolitan Adelaide and are also offered during published NT and Regional SA sessions.

Schools, commercial and private studios can host AMEB, Rockschoool and Stageschoool exams in SA & NT, provided the requirements set out in this document are met.

HOW TO BECOME A PRIVATE VENUE AND HOST EXAMS

1. Read through this document to understand the private venue requirements and expectations.
2. [Set up a Venue in AMEB SA & NT's enrolment platform SCORE](#) (this will confirm a unique **venue code** assigned to the venue and trigger an email from SCORE with a link to a formal application form).
 - a. The **venue code** can be shared by a venue owner/host to prospective enrollers, for input at the time of enrolment, once a venue has been approved.
 - b. Sharing a **venue code** can be considered '*giving permission*' to an enroller to have a candidate sit their exam at your venue.
3. Submit the formal application form **and await confirmation of approval from the AMEB SA & NT office**. Once approved, exams can be held at the approved venue until further notice.
4. Submit enrolments (or share the venue code with other enrollers) – these must be made according to the enrolments process, in relevant Private Venue sessions on offer. The proposed date/s for exams should be communicated to any other enrollers using the venue.
5. **All scheduling requests** (e.g., specifying the candidate order, exam date and time preferences/limitations, number of exam rooms running) and associated enrolments, must be finalised by the late closing date of the session. **Changes after scheduling commences will incur a fee.**
6. Once enrolments are made and scheduling commences, the AMEB SA & NT office will aim to schedule the exams based on the venue information provided, the scheduling requests for enrolments using the venue's code, and suitable examiner availability. Requests made by enrollers (requesting exams at the venue) that conflict with the private venue requests will not be adhered to.
7. Once a session has been setup, it will be sent to the Primary Venue Contact for review and timely confirmation.
8. Once confirmed, the AMEB SA & NT will verify any further particulars, and send out exam notifications to enrollers, examiners and venues, when all is finalised.

MINIMUM EXAMINING TIME

To host a private venue session, a minimum of 110 minutes' examining time per examiner specialisation is required.

Examiner specialisations include:

Accordion | Brass | Cello & Double Bass | Classical Guitar | Flute & Recorder | Harp | Keyboard | Percussion | Violin & Viola | Voice | Reeds | Speech & Drama (& Stageschool) | Rockschoo

Don't have 110 minutes of examining time?

- It's possible to proceed with an under-time session, with payment of an "Under Time" fee, if a session is shorter than the minimum time. A per-minute rate is applied to the shortfall in examining time to calculate the Under Time fee. If you're unsure how much examining time you have, or would like to calculate the possible 'Under Time' fee that would be applied, you can double-check the length of your session by using our [Exam Schedule Calculator](#) (last updated March 2026) tool. If using this tool, please ensure you download the file and open it in Excel before using the calculator.
- AMEB SA & NT hosts a Facebook page called [AMEB Venue Connect](#) set up to allow enrollers/teachers to coordinate potential private venue sessions (e.g., by inviting others to join a venue, or seeking a venue).
- Occasionally, AMEB SA & NT can combine some subjects (e.g. Flute and Piano) if a suitable multi-specialist is available. Whether this is possible must be determined in advance of making enrolments, by enquiring directly with the AMEB SA & NT office at ameb@adelaide.edu.au.
- Occasionally, AMEB SA & NT can schedule other candidates at your venue, if you have indicated you are "happy to host" external candidates, in the SCORE venue settings. This is not often possible, but enquiries can be directed to the AMEB SA & NT office.

FACILITIES REQUIREMENTS

- An adequate waiting area for candidates, support people and accompanists, separate from the exam room
- A separate area (preferred) to tune/warm-up instruments/voice.
- Clean and accessible toilet, and hand washing and drying facilities
- Access to safe drinking water
- On-site free parking options
- Easy disabled access
- Emergency exits marked and clear of any obstacles or debris
- On-site First Aid Kit
- Public Liability Insurance (\$10 million minimum for private studios, \$20 million minimum for commercial studios and schools)

EXAM PARTICIPANTS

Supervisor

The Supervisor is an adult, ideally with no vested interest in the exam results, who is required to be on-site (outside the exam room) 30 minutes prior to exams commencing and remain on-site until the conclusion of exams. They should remain accessible to exam participants for the duration of the session. The Supervisor can also be the Primary Venue Contact. We strongly recommend the Supervisor has a current WWCC (for exams in SA) or WWC card (for exams in NT).

The Supervisor is responsible for ensuring:

- The venue is setup and ready for exams
- The examiner is greeted on arrival and taken to the exam room
- No recording of any part of the examinations is permitted at any time or under any circumstances
- Candidates are ready to be examined at their scheduled time
- Exam participants are aware where they can access toilets
- The list of candidates to be examined is not changed (although the order can be adjusted if the overall examining time and breaks are unaffected, and the examiner has approved the adjustment).
- Teachers and parents do not discuss their students with the examiner or interrupt exams in progress.

Primary Venue Contact

The Primary Venue Contact is responsible for liaising with the AMEB SA & NT office regarding the session, and for designating a Supervisor (unless this is the same person). The Primary Venue Contact's details must remain up-to-date in SCORE, and they must have a monitored email account, and be contactable on the date of the exam, unless alternative contact details are provided.

Candidates under 18 years old

Candidates under 18 years of age must be accompanied to a venue **by an adult support person**. This person must remain present at the venue whilst the candidate is present.

EXAM ROOM REQUIREMENTS

- A quiet, comfortable exam room, well ventilated, well-lit and ensuring privacy. The room must have sufficient space for the syllabuses being examined (e.g. Piano exams require a room approx. 3 x 4m).
- Visibility into the room from a window or glass panel in the door
- Suitably-sized and stable desk (not a card table) and chair for the Examiner, within a reasonable distance from a power point or extension cord.
- No access into the exam room from other adjoining rooms.
- The exam room should be setup to:
 - allow line of sight between the candidate and examiner at all times
 - give the examiner an unobstructed view of the candidate and their instrument (including hands and feet, if these are used to play the instrument)
 - give the examiner clear view of any collaborative artist (where applicable)
 - allow easy eye contact between the collaborative artists and candidate (where applicable)

ADDITIONAL REQUIREMENTS FOR MUSIC EXAMS

- A piano in good condition with regard to action and tuning (digital pianos can be used for level 1 Piano exams only)
- A piano stool, preferably adjustable
- A reliable, adjustable and well-balanced music stand for non-piano candidates
- Suitable playback devices, if applicable, for recorded accompaniments/aural tests

ADDITIONAL REQUIREMENTS FOR ROCKSCHOOL EXAMS

Please review these on the final page of this document.

VENUE FEEDBACK

Examiners and exam participants may submit feedback regarding conditions at an exam venue, after a session. This feedback will be addressed with the Primary Venue Contact, and any issues must be resolved before further exams are scheduled.

AMEB SA & NT reserves the right to inspect the venue to ensure that it continues to meet the criteria.