



# Enrolment Policy

Version: 1

## 1. Objectives

1.1. The objectives of this policy are to establish how AMEB Victoria will administer all stages of the examination enrolment process.

## 2. Scope

2.1. This policy applies to enrollers for all AMEB Victoria practical and written exams. Enrolments are accepted on the understanding that candidates and enrollers agree to AMEB Victoria's policies and procedures, and that all assessments are made in accordance with the syllabus requirements and regulations prescribed in current AMEB syllabuses.

## 3. Authority

3.1. This policy is made under the Constitution of the Australian Music Examinations Board (Vic) Ltd and supports compliance with the following (including legislation as amended):

- (a) Disability Discrimination Act 1992 (Cth);
- (b) Disability Standards for Education 2005 (Cth);
- (c) Equal Opportunity Act 2010 (Vic);
- (d) Financial Management Act 1994 (Vic);
- (e) Privacy and Data Protection Act 2014 (Vic);

## 4. Policy

### How to enrol

4.1. All enrolments must be made through AMEB Connect unless specified.

### Enrolment dates

4.1. Opening and closing dates for enrolments for video exams may vary from year to year but will be confirmed no later than January 31.

4.2. Closing dates for face-to-face practical exam enrolments are between two and three months before the start of the exam session. Enrolments open one month prior to the closing date.

4.3. Enrolments for online written exams are open from early January until late December. Paper-based exams may be offered on application between April and November. Applications for paper-based exams must be lodged at least six weeks before the proposed date of the exam.

### Late enrolments

4.4. A late enrolment period of seven calendar days from the closing date applies to each session. From midnight on the closing date a late fee will be automatically charged. The session will automatically close to enrolments at midnight at the end of the late enrolment period. Once the late enrolment period has concluded, exam entries cannot be made via AMEB Connect.

4.5. After the late enrolment period, entries can only be accepted at the discretion of AMEB Victoria. A special administration fee will apply.

4.6. Late enrolments will not be accepted for video exams under any circumstances once the late enrolment period has finished.

### **Exam dates**

4.7. The number and location of exam sessions is the decision of AMEB Victoria, but a school or private studio with examining time of 3 hours or more in a particular instrument family may apply to be an exam centre and may request to host practical exams at any time from April through to November. Scheduling priority will be given to regional venues during regional sessions.

4.8. A candidate enrolling for an AMEB Victoria practical exam should be prepared to take the exam at any time between 9am and 6pm during the published session dates (including weekends) unless a request for dates to be avoided has been made during enrolment.

4.9. Exams will not normally be scheduled on public holidays, but may be scheduled on independent school holidays, curriculum days and VCE exam dates unless these dates are requested as dates that should be avoided.

4.10. Requests to avoid dates must be made at the time of enrolment and while every effort will be made to accommodate reasonable requests, they cannot be guaranteed. Requests for exams to be scheduled on specific dates or exams late in the session will not be considered. Requests to avoid an unreasonably large number of dates, amounting to a request for exams on specific dates will not be considered.

4.11. Requests made and agreed after enrolment may result in re-scheduling fees being charged.

### **Candidates with specific needs**

4.12. AMEB Victoria is committed to offering exams for all candidates, including those with specific needs. We aim to ensure that all candidates have access to the exam process, can demonstrate their skills, and feel welcome. Candidates and enrollers should refer to AMEB Victoria's Candidates with Specific Needs Policy for further information.

### **Changes to enrolments**

4.13. A Confirmation of Enrolment will be sent automatically to the enroller after payment has been made. Corrections to enrolments must be submitted by email within five business days. Corrections submitted after this time will incur a Change of Enrolment Fee.

4.14. Changes of Grade will also incur an additional charge equivalent to the difference in exam fee. Where a Change of Grade cannot be accommodated within an existing timetable a re-scheduling fee equivalent to 75% of the examination fee will apply.

4.15. Changes of Grade cannot be made for online written exams. If a candidate is enrolled for an incorrect grade, the exam fee will be refunded less an administration fee.

4.16. It is not permitted to transfer from an online written exam to a paper-based exam, or vice versa.

4.17. Changes to enrolments received within ten business days of the exam can only be accepted at the discretion of AMEB Victoria.

### **Notices of examination**

4.18. Exam notices will be uploaded to AMEB Connect at least three weeks before the exam. Exam details visible in AMEB Connect are subject to change until the Notice of Examination is issued.

## Timetables

4.19. Exam timetables may not be altered or amended except by AMEB Victoria. A teacher or school may not change the order of candidates in an exam schedule without prior approval from AMEB Victoria.

## Absence from an exam

4.20. If a candidate is not able to attend a scheduled exam, two options are available:

- (a) Withdraw from the exam, or
- (b) Request that the exam be rescheduled within the current year

### (a) Withdrawal

The enroller must advise AMEB Victoria in writing if a candidate is to be withdrawn from their exam. If written advice is received by the close of enrolments, the exam fee less an administration fee will be refunded to the enroller. A refund will not be given for withdrawal after the closing date, other than in exceptional circumstances.

Candidates cannot withdraw from online written exams.

### (b) Reschedule

If a candidate is unable to attend the exam due to illness, the exam will be rescheduled within the current year, if possible, providing a medical certificate is supplied. The rescheduled exam will be offered at a 50% discount. If it is not possible to offer an alternative exam time during the current year, a 50% refund will be offered.

A candidate applying to reschedule an exam for any reason other than illness will be charged a rescheduling fee of 75% of the exam fee, other than in exceptional circumstances. If it is not possible to offer an alternative exam time during the current year, the rescheduling fee will not be charged, but no refund of the original exam fee will be offered, other than in exceptional circumstances.

The availability of an alternative exam time cannot be guaranteed and is subject to the availability of a suitable venue and examiner.

Exams cannot be rescheduled to the following calendar year.

## Reports

4.21. AMEB Victoria will release exam reports via AMEB Connect and post certificates, where applicable, within two weeks of completing the exam. Under no circumstances will exam results be given over the phone or via email.

## Additional requirements

4.22. For all Practical exams at Grade 6 and above (except for *Leisure* syllabuses) there is an additional requirement to pass a specific grade in either Theory of Music, Musicianship or Music Craft. The additional requirement does not need to be completed before the practical exam, but until both exams are passed, no certificate will be awarded.

4.23. Candidates completing the additional requirement after the practical exam should notify AMEB Victoria to enable the release of the practical exam certificate. Diploma certificates will be awarded at the next Conferring of Diplomas Ceremony.

