



Candidates with Specific Needs Policy

Version: 1

1. Objectives

1.1. The objective of this policy is to define the Australian Music Examinations Board (Vic) Ltd ('AMEB Victoria') framework for responding to requests from candidates with specific needs requesting reasonable adjustments in their examination.

2. Scope

2.1. This policy applies to all candidates of AMEB Victoria.

3. Principles

3.1. AMEB Victoria is committed to providing quality exams for all candidates, including those with specific needs, and that all candidates have access to the exam process and can demonstrate their skills and feel welcome.

Candidates with specific needs will be offered the same examining standards as those applied to all candidates to ensure that they can participate on the same basis as their peers. No concessions are made regarding the assessment criteria used, but reasonable adjustments can be made for candidates with specific needs upon request. Examiners will do their best to ensure written comments are sensitive and do not draw undue attention to factors that are beyond a candidate's control.

4. Policy

4.1. Requests

Enrollers should inform AMEB Victoria of any request for reasonable adjustments in writing via the online form or by email either

- (a) at the time of enrolment, or
- (b) as soon as practicable after that time, or
- (c) as soon as a condition becomes apparent or worsens.

A request should be submitted each time a candidate enrolls, as, in accordance with AMEB Victoria's Privacy Policy, any information about reasonable adjustments will not be retained beyond the exam(s) concerned.

Requests will be assessed by the Senior Administrator – Examinations and additional supporting information may be requested. AMEB Victoria may also request approval from the candidate or their parent / guardian / carer if certain information needs to be shared with the examiner.

4.2. Supporting Information

If requested, current documentation from a qualified medical or education professional should be provided and should demonstrate how the candidate's condition may affect their

participation in the exam. AMEB Victoria may refuse requests for adjustments if sufficient information is not provided.

This information must be provided well in advance of the exam. Examiners and Venue Supervisors cannot normally accept documentation on the day of the exam.

4.3. Assessment and Decision

Enrollers will normally be advised of AMEB Victoria's decision within ten working days of lodging their request or the supply of supporting documentation.

Factors that will be considered include:

- the nature and severity of the condition, as outlined in any supporting documentation
- the inherent requirements of the particular assessment to be undertaken
- the ability for AMEB Victoria to provide the adjustment requested

Adjustments may be refused if:

- the request is not assessed by AMEB Victoria as reasonable
- the request is not made with sufficient time for the adjustments to be made
- the request is not supported by sufficient documentary evidence
- granting the request would require a change to the published assessment criteria

Applicants may appeal the decision providing that their appeal is lodged within ten business days of receipt of the decision. The appeal will be assessed by the General Manager who may refer to an independent expert for further advice.

4.4. Chaperone

A carer or chaperone may be permitted to assist the candidate during the exam, for example to adjust their instrument, to provide a reminder of the next piece of music to be performed or to provide reassurance. Chaperones cannot assist the candidate with answers to any questions. Use of a chaperone must be requested in advance but will not require supporting information.

4.5. Further information

Further information, including examples of adjustments that may be available can be found on the AMEB Victoria website. Additional information and advice can be obtained by contacting the Exam Administration team on (03) 9035 8888 or by email at ameb-vic@unimelb.edu.au

5. Information

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Document author	General Manager
Document approver	Board of Directors
Distribution	Internal: All staff members, including employees, volunteers, board/committee members

6. Approval and review

Version	Approved by	Approval Date	Effective Date	Review Date	Sections Modified
1	Board of Directors	30 May 2025	30 May 2025	May 2028	New policy