



PRACTICAL EXAMINATION VENUE QUESTIONNAIRE

Please complete all sections of the following questionnaire. Indicate the facilities and equipment to be provided by ticking the check boxes (✓) or write NA if not applicable.

NAME OF SCHOOL/TEACHER/STUDIO:

Street Address:

.....
.....

Postcode:

Exam Coordinator (Name):

.....

Telephone:

.....

Mobile:

.....

Email:

.....

Locations. Please indicate the following:

Where can the examiner park his/her car?

.....

Where does the examiner report, on arrival?

.....

Where will the examinations be held (building/room)?

.....

Health and Safety Induction. Who will conduct a health and safety induction, covering the matters listed below?

- a) **Emergency procedures:** Evacuation procedures, emergency exit(s), assembly point(s), how to raise the alarm
- b) **First aid resources:** Location of First Aid kit
- c) **Facilities:** Location of the toilets, hand washing/drying/sanitising, drinking water/tea/coffee facilities

Induction to be provided by (Name, or write Self):

.....

Supervision. Who will be responsible for supervision of the candidates whilst they wait for the examinations?

Supervision to be provided by (Name, or write Self):

.....

(Note: Young candidates must be accompanied by a responsible adult or be appropriately supervised in the waiting area.)

The Supervisor holds a current Working with Children Check or VIT Registration (tick to confirm)

Examination Room. Describe the room in which the examinations will be held.

Approximate size of examination room: _____ metres by _____ metres.

Distance between examiner's position and candidate's performing position: _____ metres.

(Minimum size of examination room: Piano 12 square metres; Instrumental/vocal 24 square metres;
A room for Brass examinations must be larger or the total continuous examination time may be limited.)

The room is well ventilated and has suitable heating/cooling

The room is well lit

There will be minimal sound transmission to/from the waiting area

There will be minimal interference from external noise

Equipment. The following items will be provided:

- A suitable desk and ergonomically appropriate chair for the Examiner
- A stable, adjustable music stand for instrumental candidates (if required)
- A suitable chair for instrumental candidates (if required)

General Facilities. The number of people permitted in each room, venue and facilities will comply with all applicable physical distancing and hygiene rules. The following facilities will be available:

- A suitable waiting area for candidates and accompanying persons
 - A suitable warm-up room (preferably with piano) for candidates to tune instruments
 - It will not be possible to hear or see examinations from the waiting area or warm-up room
 - Clean, easily accessed toilet and hand washing/drying facilities (disinfected regularly)
 - Hand sanitizer provided in each area (exam room, waiting room, warm-up room)
 - Access to safe drinking water
 - Tea/coffee* facilities for the Examiner
 - Touched surfaces, including piano keys, door handles sanitised frequently
- (*Tea/coffee should be available at the 10-minute morning/afternoon breaks; the Examiner will provide his/her own lunch)

Piano. A piano in good condition will be provided for the use of candidates or accompanists:

Type of piano: Upright ‘Baby’ Grand Grand (with sostenuto pedal)

Make/model: _____

Tuner’s name: _____ Phone no.: _____

- The piano is in good general condition (including pedal action)
- Has reliable tuning (to C=522)
- Has an even and responsive touch
- A stable, adjustable bench/chair will be provided
- A footstool (or equivalent) will be provided for shorter candidates

Supporting documentation required:

1. **Photos** of the exam room showing the proposed set-up from both Examiner and candidate perspectives.
2. Certificate of currency for **public liability insurance cover** of at least \$20 million.

Note that recording AMEB examinations in any form is not permitted.

The person signing this form accepts responsibility for ensuring that the venue, equipment and facilities comply with all applicable legislation, regulations, orders and guidelines regarding health and safety whilst examiners, candidates and accompanying persons are at the venue. Any changes to the arrangements described above must be advised to AMEB Victoria prior to the date of examination, so that examiners and other visitors can be informed.

Person completing this form on behalf of the venue.

Name: _____

Signature: _____ Date: _____