

Frequently Asked Questions and Answers

Enrolling for an examination

How do I register as an enroller with AMEB Qld?

For a full guide to step you through the process of registering as an enroller, [view the 'How to register as an enroller' video](#) on the AMEB Qld website.

The steps to assist you to register as a new enroller with AMEB are:

1. create an account with AMEB Qld and register their email address and other details via the AMEB Qld website here: <https://shop.ameb.qld.edu.au/Shop/Account/Register>
2. after registering, confirm their details with AMEB Qld via an email—which will be sent after the account is created
3. you will now have an enroller ID number which you can use every time you enrol a candidate.

Existing online enrollers will need to:

- log in to <https://shop.ameb.qld.edu.au/Shop/Account/LogOn> and check details are current at 'Edit My Profile'.
- update details if they are out of date.

NB: If you are an existing enroller and have forgotten your enroller ID, please contact AMEB Qld on (07) 3634 0933 to retrieve your existing ID. **Please do not register for a new enroller ID.**

How do I enrol for an examination?

Enrolling is easy via the AMEB Shop at <https://shop.ameb.qld.edu.au> where you can buy examinations, books and teacher and candidate development consultancies.

For a full guide to step you through the process of enrolling for an examination, view the ['How to enrol in an examination' video](#) on the AMEB Qld website.

The steps to assist you to enrol in an examination are:

1. Click 'Examinations'
2. Choose your examination type, subject type and location and the relevant examination sessions will appear.
3. Click on the examination session you would like your candidate to sit the examination in, and follow the prompts.

Payment for examinations must be made at the time of enrolment. You will receive a confirmation email with a link to the 'My Records' tab in the top left of the Shop.

My Records

My Records is where all examination advice will appear. After purchase/enrolment, enrollers can view Invoices and Confirmation of Enrolment through My Records. Information such as the date and time of an examination is released approximately three weeks prior to the start of the enrolled examination session. Once this information is available, enrollers can access the examination advice (date, time and location of examination) along with Candidate Slips. Enrollers are responsible for informing parents/candidates of the examination date and time.

I'm a parent enrolling my child, how do I know if I have the correct subject name and code?

Teachers must provide parents with clear and concise enrolment instructions if they are expecting parents to enrol on their behalf. Consequently, all instrument and subject enquiries should be directed to the candidate's teacher in the first instance. Teachers should be familiar with the current year *Manual of Syllabuses* and the Enrollers' Handbook which contains the subject names and codes.

Any application to amend an examination will require specific details such as subject name, grade and subject code; which should be sourced from the teacher.

Can a candidate's parent enrol their child in an examination?

Parents are able to enrol their children in AMEB examinations in two ways:

- If they register as an enroller themselves and obtain an enroller ID; or
- If they are enrolling their child on behalf of the teacher and using their enroller ID.

If parents are enrolling their children on behalf of the teacher, it is very important the teacher provides the correct subject name, grade and subject code as correcting incorrect enrolments will incur a fee.

NB: if a parent is enrolling their child on behalf of the teacher (using the teacher's enroller ID), the teacher will receive all subsequent examination information; which is their responsibility to pass onto the parent.

What time do enrolments close on a session close date?

AMEB Qld must receive a fully completed manual enrolment form, and the required BPoint fee payment **before 4pm on a close date**, for the enrolment to be successfully lodged and processed.

If an online enrolment is processed via the [AMEB Qld Shop](#), the enrolment must be submitted with the required enrolment fee **by midnight on the close date**.

A \$40.00 late fee will apply to every candidate enrolled up to 14 days after the official close date.

NB: The State Manager must approve any enrolments received after 15 days from the closing date. The [Wait List application form](#) must be made on the approved form and accompanied by the \$80.00 wait-list fee.

I submitted my candidate's enrolment form by the required time on the session close date, why was it rejected and sent back to me?

All forms must be completed in full when received by AMEB Qld in the first instance. Incomplete forms will not be processed and will be sent back for completion. This is particularly important on close dates as late fees may apply to forms which have been sent back for completion. The enroller will receive an acknowledgement with a BPoint link for payment for all completed forms that have been successfully lodged.

Can I request for the examination to be on a certain day?

No. Requests cannot be made for examinations to be scheduled on a specific day or at a stated time. Enrollers **must list** a candidate's dates to avoid (e.g. religious observances, sporting fixtures, school examinations, school camps, curriculum days, special events or extenuating circumstances), and list any special requests a candidate may have, **at the time of enrolment**.

All candidates should be ready to sit an examination on the first date of the examination session they are enrolled in.

**I filled out my candidate's details incorrectly on the enrolment form, how do I change them?
Is there a fee?**

The enroller must check the accuracy of all enrolment details, at the time of enrolment. This includes the candidate name (written as it will appear on the certificate), enroller ID, subject code and subject name. Any changes made after the initial enrolment will incur an administration fee of \$20.00. AMEB Qld must receive a [Change of Enrolment form](#) accompanied by payment of the \$20.00 fee before the enrolment form will be amended.

Preparing for an examination

Where do I buy music for AMEB examinations?

Music can be bought in-store at AMEB Qld State Office or online via the [AMEB Qld Shop](#).

What is a syllabus?

The syllabus is like a curriculum or the 'building blocks' of a program of study. It specifies, in detail, all the skills that will be acquired in each area of study, for each level of assessment, and are outlined at the introduction of each of the three levels of a syllabus. An area of study may include Technical Work, Pieces, Aural Tests, Sight Reading, General Knowledge etc.

The syllabus objectives specify the required areas of achievement and are the basis for how candidates and teachers work, and how candidates can expect to be assessed. The detailed Grading Descriptors are to be used to report the candidate's achievement against the objectives for the level and the specific syllabus requirements for the grade. Examiners follow the syllabus in the *Manual of Syllabuses*. The consistent application of the assessment system protects and upholds the integrity and reputation of the AMEB program.

What is the difference between the Old Syllabus and New Syllabus? Which one should I use?

It is recommended to use the most current syllabus. Over time, changes are made to regulations and other important aspects of examinations. Old syllabuses are still examinable for two years after the introduction of a new syllabus. During the first year of its use, a new syllabus undergoes evaluation. At the completion of the evaluation period, any necessary adjustments are made and a year's notice of the Board's intention to withdraw the old syllabus from examination is given. No sharing of syllabuses is permitted. Candidates should prepare for an examination from only the new syllabus or the old, but should never mix the two. If a candidate presents for an examination using mixed syllabuses, they will be marked as 'unable to assess'.

I would like to purchase a digital piano for my child, who is practicing for their AMEB examinations. Do you have any recommendations for digital pianos?

AMEB does not recommend any particular brand or model of piano. The following specification are required if digital pianos are used in examinations:

- Keyboard size – 88 notes
- Action – weighted and touch sensitive
- Pedals – fixed, and functioning as for acoustic pianos.

AMEB Qld does not provide any digital pianos for examination use. However, private studios may use digital pianos in the lower grades from Preliminary to Grade 4 only.

Access to an acoustic piano is recommended for all candidates who wish to progress to Level 2 (Grades 5 to 8; Certificate of Performance) and Level 3 (Diplomas) examinations in classical piano.

How long after the session closing date will a candidate's examination be?

Closing dates for practical examinations are set approximately two months before every examination sessions commences to enable adequate time to schedule the examinations and provide enrollers, candidates and their parents with at least three weeks' notice of the examination date.

All candidates should be prepared to present for examinations at any time and date from the first day of the enrolled examination session. All reasonable requests submitted at the time of enrolment are considered but there is no guarantee that it will be accommodated.

I need to transfer an examination; how do I do this? Is there a fee?

A candidate may apply to re-schedule an examination for any reason upon receipt of a [Transfer Request form](#) and payment of a transfer fee, equivalent to half of the original examination cost. The availability of a substitute examination time cannot be guaranteed, and is subject to the availability of a suitable examiner and venue.

My candidate is enrolled for a diploma level examination; what are the fees for a practice session?

A free practice session for Grade 8 and diploma candidates is available at the Ashgrove studios, subject to room availability. Please contact the office to schedule practice times. Available studios can be used free of charge for the first hour then at a \$30 per hour rate thereafter. Candidates may not always be able to practice in the room they will be examined in.

On Examination Day

When do I need to arrive for my examination? Will I get a warm-up before-hand?

Candidates should arrive at least 20 minutes prior to their practical examination start time and must be ready to start their examination as notified and scheduled.

NB: During COVID-19 all face-to-face candidates are expected to arrive 10 minutes prior to their examination start time to reduce the number of people in the waiting room.

Warm-up rooms are not guaranteed nor are they always available at venues. Where warm-up rooms are available and time permits, candidates may warm-up for five minutes prior to their examination.

For Diploma candidates, where time permits and there is availability to warm up, a 15-minute warm-up will be allowed.

NB: It is a warm-up only and candidates should not expect to have sufficient time to rehearse their full program.

Can I accompany my candidate/ child into the warm-up room?

No. Teachers and parents are not permitted in the warm-up rooms unless they are the candidate's accompanist or a special request has been submitted at the time of enrolment for those candidates who may require assistance with preparation and/ or tuning of instruments.

Can I bring a photocopy of the score to my examination?

Photocopies should not be used by candidates in AMEB examinations, unless an exception to copyright applies, or the relevant music publisher has granted permission for the candidate to make a copy.

Candidates are permitted to use photocopies for ease of page turning. However, the original version of the score must be in the examination room with the candidate.

What are the photo identification requirements for examinations?

Candidates sitting AMEB Grade 8 and above examinations MUST present photographic identification to the supervisors on arrival at the examination centre.

Candidates sitting Rockschoool examinations Grade 6 and above MUST present photographic identification to the AMEB supervisors upon arrival at the examination centre. Suitable ID options are:

- School identification card
- University student card
- Passport
- Driver Licence

My candidate's examination is today and they have fallen ill, what do I do?

Where a candidate is unable to attend the scheduled examination on the day, the enroller must phone AMEB Qld at (07) 3634 0933 as soon as possible. This information must be followed up with an email, confirming the verbal advice to enquiries.ameb@ged.qld.gov.au.

Unless the candidate wishes to withdraw the examination and forfeit the enrolment cost, the candidate must provide a medical certificate to confirm their illness no later than 14 days after the scheduled examination date.

They will then be offered the option to reschedule the examination at a later date within the same calendar year* or receive a refund equivalent to half of the original examination cost.

*A transfer fee of approximately half of the original examination cost applies to administer the transfer.

Accompanists and Accompaniments

Does AMEB provide accompanists for examinations?

No, AMEB does not provide accompanists for examinations. It is the responsibility of the candidate to provide a suitable accompanist to accompany their examination. Contact the [Accompanists' Guild of Queensland](#) for more information.

Results and Certificates

I passed my practical examination, but have not received my certificate.

A candidate may not receive their certificate under the following circumstances:

The candidate has not completed the [additional theory requirement](#) to pass their practical examination. They must pass the additional theory requirement before they receive their practical examination certificate.

AMEB Qld will dispatch examination results within 14 days after the examination to enrollers. It is the enroller's responsibility to issue the report and certificate to the candidate.

NB: Once the mail has been dispatched from AMEB Qld State Office, Australia Post is responsible for mail delivery times. Please be aware, Australia Post mail delivery times may be affected during peak periods which is beyond AMEB Qld's control.

An incorrect enroller address will delay the candidate's receipt of a certificate. It is the enroller's responsibility to ensure their contact details are up-to-date. Enrollers can update their contact details at <https://shop.ameb.qld.edu.au/Shop/Account/LogOn> under "Edit My Profile".

In the event that an examination result is not received by the enroller within approximately 3 weeks from the examination, the candidate or enroller can request a Statement of Results, free of charge.

I am a teacher needing Statement of Results for a period of time, how do I obtain these?

Any enroller wishing to obtain a Statement of Results for a period of time must complete the [Statement of Results request form](#) and pay the appropriate fee. The fee schedule for Statement of Results is \$15.00 for one year, and \$10.00 for each additional year. AMEB Qld will only supply a maximum of five years' Statement of Results for teachers or enrollers.

Online Examinations –Theory of Music, Musicianship and Music Craft

What is the difference between Theory of Music, Music Craft, and Musicianship?

AMEB offers graded written examinations in three subject areas: Theory of Music, Music Craft and Musicianship, covering the theoretical aspects of music, complementing and enriching candidates' practical studies.

Theory of Music has no aural component, focusing on the creative aspects of Music Theory.

Musicianship introduces an aural component from Grade Four. The syllabuses for Theory of Music and Musicianship are similar from Preliminary to Grade 4.

Music Craft was developed to provide an alternative way of teaching the theoretical and aural aspects of music in each grade.

Are these syllabuses available for online examination?

Online written examinations and courses for all theory syllabuses are available from the AMEB ONLINE Learning and Exam Centre. For further details please visit www.exams.ameb.edu.au.

Theory of Music and Musicianship examinations can be completed online for all grades. Online examinations exist up to and including Grade 4 for Music Craft.

How do I access an online theory examination?

Go to the AMEB Online Theory Centre website at www.exams.ameb.edu.au.

NB: AMEB has several other websites, so please check that you are on the Online Exam website.

Register details if you have not already done so. Once logged in, select 'Account Type' and select 'Exam Candidate' login.

Enter in the Exam Key emailed to you. The Exam Key is a unique number starting with your state and followed by a series of numbers. You will then need to enter the Exam Pin. From here, you can access practice examinations and sit your official examination.

Do I need to do any music theory examinations in order to pass my practical examinations?

For Preliminary to Grade 5 examinations, passing a music theory examination is not mandatory, although a candidate may be encouraged or wish to take theory examinations to develop their musicianship.

In accordance with Regulation 19 of the *Manual of Syllabuses*, certificates for successful candidates sitting AMEB Practice of Music Grades 6, 7, 8, Certificate of Performance, Associate Diploma or Licentiate Diploma, must successfully complete the additional theory component to be issued with their certificate.

What are theory requirements?

Candidates can select from three syllabuses: Theory of Music, Music Craft and Musicianship.

For examination preparation, student workbooks are available for Music Craft and the related teacher guides are available for Music Craft from the [AMEB Qld Shop](#).

Online courses are available for Theory of Music from the [AMEB Online Theory Centre](#). For more information on theory requirements, see the relevant syllabus in the *Manual of Syllabuses*.

AMEB examination	AMEB additional requirement
G6 Practical	Pass, G2 Theory of Music or Musicianship or Music Craft
G7 Practical	Pass, G3 Theory of Music or Musicianship or Music Craft
G8 Practical	Pass, G4 Theory of Music or Musicianship or Music Craft
Certificate of Performance	Pass, G4 Theory of Music or Musicianship or Music Craft
AMusA Practical	Pass, G5 Theory of Music or Musicianship or Music Craft
LMusA Practical	Pass, G6 Theory of Music or Musicianship or Music Craft
AMusA Musicianship	Pass, G5 Practical
AMusA Theory of Music	Pass, G5 Practical
LMusA Theory of Music	Pass, G6 Practical

Diploma Concert and Awards Night

When does my candidate need to complete their additional theory component by to be eligible to receive their Diploma at the Diploma Concert?

Diploma candidates who have successfully completed the additional theory requirement by 30 December each year will be invited to receive their Diploma at the next Annual Diploma Concert and Awards Night Presentation.

Does my candidate have to perform at the Diploma Concert? How are the night's performers chosen?

The Diploma Concert includes a carefully curated performance program, selected by a committee of senior AMEB Qld examiners and the State Manager. Diploma candidates must have received an Award with Distinction to be eligible to be considered to perform at the concert. They must have successfully completed their additional theory component by 4 December in the same year they successfully complete their practical examination. If a candidate is selected, they (or their parent/guardian) will be sent an invitation for them to perform.

General FAQs

I called within the published office hours, but it went straight to the message bank.

Before being put through to an AMEB Qld administration officer, you must first listen to the full phone message and select from the appropriate options so your call can be forwarded to the correct officer to action.

When the administration officers are taking other phone calls or away from their desk, you will be directed to an answering machine. Please ensure you leave a concise message about your issue along with your contact details so we can respond to your concerns and answer your questions.

Alternatively you can email your enquire to enquiries.ameb@qed.qld.gov.au.

Why does the teacher receive all of the examination information rather than the parent/candidate?

AMEB Qld communicates directly with the registered enroller via their email address about all examination advice. Generally, the candidate's teacher is the registered enroller and all information is provided to that teacher. The teacher or enroller is responsible for informing the candidate's parents or the candidate of all relevant examination information, including the examination date and time, the candidate slip and the report and certificate.

If the teacher has provided their enroller ID to a candidate's parent to enrol in an examination, and the parent uses their own email address in that enrolment, all the examination information will be emailed to the parent's address.

When I open a PDF digital download, there are errors. Why?

All PDFs are saved to be opened back to Acrobat version 6 so please ensure that you have an up-to-date version of Adobe Acrobat or Reader so that you can view the files properly.

I am not an enroller; how can I keep informed with the business updates?

All business updates are available at AMEB Qld's [news and events](#) page or follow us on [Facebook](#).

How do I change my postal or email address in the AMEB system?

Enrollers can change their personal details by logging into the [AMEB Qld Shop](#) then clicking 'Edit My Profile'.

I have recently completed a degree and would like to know if it satisfies the theory components required for my practical examinations. How do I find out?

You can submit a request for Recognition of Prior Learning to AMEB Qld. You must detail which theory component you wish to satisfy, and submit a JP certified copy of your qualifications with a full/ completed academic transcript to enquiries.ameb@ged.qld.gov.au. The State Manager will then review your application and advise you of the outcome.

Are AMEB qualifications recognised for secondary studies and tertiary entrance?

From 2020, all students who complete AMEB music, speech and drama and Rockscool qualifications **are not** included as inputs in the calculation of the Australian Tertiary Admission Rank (ATAR).

Certain AMEB subjects and levels have been recognised by the Queensland Curriculum and Assessment Authority (QCAA) and may contribute towards a student's Queensland Certificate of Education (QCE). For Further information and the full lists of subjects, please visit the QCAA website at qcaa.qld.edu.au.

What is a LUI number?

All Queensland students are issued with a Senior Education Profile with the Queensland Curriculum and Assessment Authority (QCAA) for when they complete Year 12. A Learner Unique Identifier (LUI) number is the 10-digit number that the QCAA uses to identify individual students. A candidate should ask their school for their LUI number if it is not known.