

2007 TEACHERS' HANDBOOK

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FOREWORD

Welcome to the AMEB(WA) 2007 Handbook produced as a service to readers in Western Australia. It is intended to supplement the current AMEB syllabuses and help with meeting all the examining requirements and conditions pertinent to and as set out in those syllabuses and the AMEB(WA) Timetable.

The Timetable contains all music and speech practical and written enrolment fees, practical week numbers, closing dates and conditions of enrolment. Copies are available from the office on request and can be downloaded from the AMEB(WA) website. All music written examination dates and times can be found at the front of the current 2007 Manual of Syllabuses on page vi. Speech written dates and times can be found in this Handbook on page 23. There is a separate Contemporary Popular Music (CPM) schedule and enrolment form each of which may be downloaded from the website or obtained from the office on request.

Familiarity with any new initiatives, the enrolment process, examination dates and closing dates will assist teachers, parents and students in making AMEB exams a positive experience. May we ask that you familiarise yourself with the information in this handbook and the timetable, especially all conditions of enrolment. Please pass on all relevant details to students and parents. Requested dates/times are not always possible and therefore cannot be guaranteed. Parents must be made aware that the candidate is required to be available anytime in the week nominated.

2006 was an exciting year of new initiatives and fine achievements for the AMEB in Western Australia. Country workshops and information sessions proved to be very popular and helpful. AMEB programmes were endorsed by the Curriculum Council for credits towards the new WA Certificate of Education (see page 5). AMEB(WA) began negotiations to upgrade all of its pianos and arrangements have now been finalised (see page 4).

In 2006 AMEB(WA) moved to the new premises of The University of Western Australia Claremont. We have had very positive responses from examiners, teachers, parents and other visitors regarding the quality and ambience of these facilities. Plans are in train to further enhance the examination and waiting rooms with new furnishings.

The new Music Craft syllabus was released in 2006 and promises to be an innovative and exciting addition to the music theory repertoire. Workshops will be held in 2007. Dates and venues to be notified. Examinations will commence in 2007 and details regarding dates and times are in the front of the 2007 Manual of Syllabuses.

The Annual Awards Night and Presentation Evening will be held on Tuesday 6th March at 7pm. Award Winners and Diploma candidates have been notified and we are looking forward to another special evening of performances and presentations.

The WA website continues to be updated on a regular basis. The Handbook, Timetable(s) and Enrolment Form(s) can be downloaded. There are links to the Federal Office, the School of Music, the WA Music Teachers' Association and the Australian Strings Association WA.

AMEB(WA) is looking to expand its services to teachers and students. Please do not hesitate to contact the office if there are any specific areas that you would like addressed.

We are still seeking outside venues. Please see page 11 for more details.

Our aim is to make the process of enrolling and being examined a satisfying and rewarding experience by providing friendly and efficient professional services. We value your comments and suggestions on all aspects of our operations.

We look forward to a continuing productive relationship with you in 2007 and beyond.

Roslyn Feast
State Manager
AMEB(WA)

Teachers' Enrolment Checklist Summary

Before sending in your enrolment form make sure to:

- Check that your teacher details are correct; include any changes from previous entries if applicable.
- Check that the candidate details are correct including name, date of birth, phone number, subject and grade.
- Advise candidates of the examination dates and check for any special requests
- Attach a letter detailing any special requests (eg school exams, school excursions, family commitments, days of religious observance, etc).
- Advise candidates and parents of the conditions noted in the timetable and in this handbook.
- Attach cheque/money order or fill out the credit card authorisation (include expiry date) in full and correct payment of the examination fees.
- Sign and date the enrolment form.

When the Notice of Examination is received make sure to:

- Check that each student's details are correct.
- Check that the instrument and grade are correct.
- Make sure that you have indicated correctly ***Piano or Piano for Leisure.***
Please see page 6 for further information.
- Fax, telephone or email any requests for change immediately to AMEB(WA).

AMEB(WA) contact details:

Postal: AMEB(WA)
M421
35 Stirling Highway
CRAWLEY WA 6009

Phone: (08) 6488 3059
Fax: **(08) 6488 8666**
Email: <amebwa@cyllene.uwa.edu.au>
Web site: <www.ameb.uwa.edu.au>

The AMEB Office and main examining rooms are now located at The University of Western Australia, Claremont. See the next page for further details.

Please do not address any mail to this location. Always use the postal address as above.

Please note that there is an error in the 2007 Manual of Syllabuses on page ix under WA Practical Examination Dates. The Metropolitan Dates are set down as 23 April to 1 December. This should read 2 April to 1 December. The week numbers/dates as set out in the 2007 AMEB(WA) Timetable are correct.

AMEB(WA) HAS MOVED

The AMEB(WA) Office and examining rooms have been relocated to The University of Western Australia, Claremont. We are situated at the eastern end of the large stone heritage building with the office and main examining area on the ground floor and another examining area on the first floor. In total we have acquired three examining rooms, two rooms for supervisors, a small kitchen area, two waiting rooms, a warm-up room (when available), a small meeting room and two small storage/archive rooms.

An entrance at the eastern end of this lovely historic building gives access to the AMEB(WA) office and main examining room. Access is also available from the western end of the building which houses UWA Extension.

Please read the Notice of Examination carefully which will indicate whether the examination is to take place on the ground floor (for most of the year) or the first floor (for the end of the year and selected times during the year). For examinations held in rooms on the first floor, stairs are situated for your convenience both centrally and at the eastern entrance.

Visitor Pay Parking is located in Car Park 2 off Goldsworthy Road. This is suitable when bringing candidates for examinations. Short term 30 Minute Drop Off parking is available free in Car Park 3 off Bay Road. This is suitable for making enquiries, dropping off enrolments and/or purchasing publications.

When bringing candidates for examinations on Saturday, please note that the 30 Minute Drop Off and Red Staff Permit Parking areas in Car Park 3 off Bay Road are available to clients for long term parking. (Not the Reserved Bay Parking Area). No restrictions apply on the weekend. Please always observe the signs.

In the last two weeks of November it will still be necessary to conduct examinations at the School of Music at UWA Crawley. Please check the Notice of Examination and map carefully.

We are enjoying the relocation to a positive environment that provides for our clients and users the best possible facilities, access, image and ambience. Plans to refurbish the examining and waiting rooms are in train to further enhance the experience.

PIANO UPGRADES

As part of its continual upgrade of services and facilities, AMEB(WA) is pleased to announce the acquisition of 5 Kawai pianos for its examination rooms at The University of Western Australia, Claremont.

The pianos comprise:

- 1 x SHIGERU KAWAI SK2 GRAND PIANO
- 3 x KAWAI K6 UPRIGHT PIANO
- 1 x KAWAI K3 PIANO

The grand piano and an upright piano will be housed in our main examination room, providing candidates with a choice of instrument for their examination, to reflect their preference and experience. However, it will still be necessary on occasions to schedule piano examinations in another of our examining rooms. A newly refurbished and equipped room upstairs will be used for the first time in 2007.

The AMEB is intent on scheduling the majority of its Perth exams at Claremont. However, October and November tend to be the busiest examining months for metropolitan AMEB practical examinations and we need to have simultaneous examinations taking place at Claremont and occasionally elsewhere at this time. Therefore our advice to teachers is to try to submit piano candidates for their examinations prior to October if you wish to maximize your chance of having that examination scheduled in our main examining room at Claremont with its choice of pianos.

CURRICULUM COUNCIL ENDORSES AMEB PROGRAMS

GREAT NEWS FOR TEACHERS USING AMEB MUSIC SYLLABUSES FROM 2007

Students can now credit AMEB certificates towards their Secondary School Graduation

During 2006, the WA Curriculum Council endorsed a comprehensive list of AMEB music and theory examinations under their new **Council-endorsed Programs** scheme. Students in senior secondary school (Year 10 and beyond) are now eligible to credit AMEB grades towards their WA secondary school graduation certificate. This certificate is called the Western Australian Certificate of Education (WACE). Students graduating from secondary school in 2008 and beyond will be eligible for this recognition.

Therefore from 2007, WA senior secondary school students who receive AMEB certificates in music and/or theory whilst in Year 10 or higher will be entitled to use them when their school calculates the units they require to graduate. This applies irrespective of whether the AMEB instruction is undertaken at school or privately out of school. Therefore it has significant positive implications for private teachers working in their own homes or studios and using AMEB syllabuses.

All your private students who attend school in Year 10 or higher and receive AMEB certificates from Preliminary Grade upwards via your teaching qualify for this recognition.

The following AMEB grades have been endorsed and may be counted for WACE from 2007:

- **music performance** – all the regular AMEB solo instrument and voice syllabuses as listed in the 2006 Manual of Syllabuses from Preliminary Grade to Licentiate
- **music theory** - all grades from 1 to 5 in AMEB Theory and Musicianship and all grades from Preliminary to Grade 4 in the new Music Craft syllabus.

Thus an AMEB music performance examination can now be used for WACE without the associated theory grade. Therefore, AMEB music theory examinations can be used as separate, additional WACE entitlements so long as they are also passed whilst the student is attending senior secondary school (Year 10 or higher). To reiterate – AMEB practical music exams qualify for WACE recognition without the additional theory requirement. If AMEB Theory, Musicianship or Music Craft is completed as well, this gives additional credit.

Please note that this information applies to the secondary school graduation certificate (WACE). It is not related to the TEE so it does not have any connection with, nor replace, the current music requirements for TEE in Years 11 and 12.

Curriculum Council endorsement is significant independent recognition of the educational merit of AMEB syllabuses, with benefits for your students, parents or guardians, teachers and schools. It is just another reason to use the AMEB in your teaching and student assessment.

For further information from the AMEB about this
phone 6488 3059 during regular office hours
or
email the AMEB Academic Development Officer Barry Palmer at
bpalmer@cyllene.uwa.edu.au

ENROLMENT INFORMATION

While we make every effort to give you as much advance notice of examination dates as possible, it should be noted that AMEB(WA) is not responsible for delays caused by postal services. Please contact the AMEB if you feel your notification may be overdue.

You should be prepared for your students' examinations to be scheduled any time during the chosen week, so please make sure that they are available. To allow for any irregularities in the postal service it is best to allow a few extra days before the due closing date for enrolments to ensure that the forms reach us in time. The later we receive the enrolment(s) the later we begin to schedule and thus the later you receive notification of the date of the examination.

Envelopes postmarked after the closing date mean that the enclosed enrolments incur a late fee and may be subject to the availability of a timeslot. Incorrect or missing fees or enrolment details also hold up the scheduling process.

Special requests may be made concerning examination dates and these should be lodged on a separate piece of paper and attached to the enrolment form. Whilst we will do our best to accommodate such requests, please understand that this is not always possible and no request is guaranteed to be met.

Please provide written advice if any of your students have been taught by an AMEB(WA) examiner so that we can avoid scheduling them to examine that student.

In 2006 many candidates again presented for Piano for Leisure exams when they had been enrolled for Piano. Please be mindful of the fact that if a candidate is enrolled for Piano, all paperwork supplied to the examiner will show 'Piano'. The examiner will thus ask for scales relevant to a piano exam and the candidate may not be able to play them. This will be reflected on the report.

It is only when the candidate begins playing the pieces that it becomes clear that the examination is Piano for Leisure. The resultant confusion may in some cases affect the confidence and performance of the candidate. It also often results in the examiner needing to rewrite the report.

Extra work is created in the office in changing paperwork, contacting teachers to establish the correct syllabus and writing to teachers to inform them of the problem. In 2007 a change of instrument fee of \$13 will continue to apply each time this occurs.

COMPLETION OF ENROLMENT FORMS

AMEB(WA) has one generic enrolment form for all practical and theory examinations (music and speech). However, as they are scheduled differently, diploma, practical grade, and theory entries must go on separate forms.

(Please destroy any old enrolment forms that contain either the Cooper Street or Park Avenue addresses and any paperwork that contains telephone numbers beginning with 9380.)

Please complete all required sections of the entry form. All information is essential for ease of scheduling, accurate records, correctly produced documentation (including certificates) and the computerised history of the candidate's results.

1. Teacher Details

- Fill out ALL details required including your preferred title.
- New teachers will have an ID number allocated after enrolment.
- Please tick if you have changed your address. If you have changed your name since your last enrolment, please indicate separately.
- The AMEB(WA) system cannot accept two addresses for each teacher (eg home address on one enrolment and c/- a school address on another). Please tick either "a School" and fill in the School details or tick "Private Teacher" and fill in the teacher details.
- If you know your Teacher ID number, please fill in this section.

COMPLETION OF ENROLMENT FORMS cont

2. Candidate Details

- Write the full name ***exactly as you would like it to appear on the certificate.***
- Consistently use the same name and spelling each time a candidate enrolls for an examination. Failure to do so may lead to the candidate being entered twice and issued with a new candidate number. This in turn separates enrolment records.
- **The date of birth and gender (M/F) form the basis of the candidate number and are required for all candidates, including mature age.**

3. Instrument/Grade

- Please be very clear regarding these details. Write the name/grade **IN FULL**.
- Where a new syllabus is available in parallel with an old one, please indicate 'new' or 'old' with the instrument name.
- Make sure you write Piano or Piano for Leisure.

4. Examination Sessions

- **THEORY:** 1st Session is 14 – 18 May. 2nd Session is 27 August – 31 August.
(For dates and times refer to the Manual of Syllabuses in the front section – page vi).
No practical examinations are held on the Monday, Tuesday, Wednesday and Thursday of Written Exams weeks. Please do not request these days/dates.
- **PRACTICAL: Select a week number only from the current 2007 Timetable.**

5. Availability of Candidate

- Teachers, when making entries, must ensure that candidates are available any time in the selected week. Avoid school camps, examinations and your students' private holiday dates in choosing the examining week.
- For instrumental exams make sure the accompanist is available in the selected week.

6. Week Number for Practical Examinations

- Please enter **a week number only from the 2007 Timetable**. Write this in the Preferred Week Number for Practical Exams Section. **Do not write a date, day, time of day or a month or school term week number**. This slows the scheduling process down considerably and creates the possibility of incorrect information being keyed into the computer.
- An enrolment form may need to be returned to the person putting in the enrolment where there is no week number or where a specific date/day or time has been entered in place of a week number.
- You may make a brief request in writing to avoid specific dates that your candidate is not available. However, while we do our best to satisfy any special requests, we cannot guarantee them as we are dependent on availability of venues and examiners and the number of enrolments for a particular week. (eg Early in the year we may only have enough enrolments to examine on a limited number of days).

7. Fees

- **Full payment must be included with the enrolment form. Failure to do so will result in the enrolment form being returned. Please refer to the 2007 Timetable for current fees.**
- If paying by credit card, make sure you include its expiry date.
- Payment by post (with entry form) to: AMEB, M421, 35 Stirling Highway, Crawley 6009.
- Payment in person to the AMEB(WA) Office.
- Cheques and money orders payable to "UWA".
- An enrolment form may be faxed as long as full payment is made by filling in and signing the credit card details. Fax: (08) **6488 8666**.
- **PLEASE CHECK THE FAX NUMBER CAREFULLY.**
- **FAXED ENROLMENTS WILL NOT BE ACCEPTED WITHOUT PAYMENT.**
- **IF YOU FAX AN ENROLMENT, PLEASE DO NOT SEND THE ORIGINAL BY POST.**

If you give the enrolment form to the parent to send in for any reason, make sure that they are aware of:

- 1) the closing date for that enrolment
- 2) the correct fees and week numbers for 2007
- 3) fees incurred for late entries or transfers
- 4) the fact that requests cannot be guaranteed

COMPLETION OF ENROLMENT FORMS cont

8. Venues

Filling out the Venue section is only applicable for Theory and Country Venues.

- **Venues for practical examinations are allocated by the office:**

AMEB(WA) Centre: See pages 3 and 4.

UWA School of Music: For occasional Diploma exams during the year and for some grade exams in the last two weeks in November.

- Please check carefully the venue on your Notice of Examination. As a general rule, if your examination is somewhere other than the AMEB(WA) Centre, the venue will be highlighted and you will receive a map.
- For instrumental exams away from the AMEB(WA) Centre, please inform your accompanist of the venue.
- Please advise parents to read the Examination Notice carefully to note the venue and to allow time to find parking.
- AMEB(WA) in 2007 will be looking at holding practical examinations in schools and private venues where there are enough candidates for at least a half day's examining.

9. Other Relevant Notes

- **Candidates with special needs**

To ensure the examination process is accessible to all, provisions may be made for candidates with special needs. Please inform the office in writing with supporting documentation before or at the time of enrolment making note of any special requests that may need to be accommodated.

- **Religious Observance**

The avoidance of Holy days, festivals and other days of religious significance must be requested in writing at the time of enrolment.

- **Candidates who have been taught by an AMEB examiner**

Candidates who enrol for an AMEB examination who are, or have previously been taught by someone who is an AMEB examiner, should indicate this on the enrolment form.

- **Special scheduling requests**

Please attach a separate letter if you wish siblings to be examined consecutively.

Please attach a separate letter if you wish to have specific candidates examined consecutively (eg for reasons of transport, same accompanist, teacher accompanying candidates etc).

We cannot accept requests for a candidate to be examined by a particular examiner.

10. Sign and date the form

This may be done by someone other than the teacher as long as whoever signs it is aware that they are signing the declaration which certifies:

- awareness of the conditions of enrolment
- agreement to abide by the conditions and the examining requirements in the 2007 AMEB Manual of Syllabuses, the AMEB(WA) Timetable and the AMEB(WA) 2007 Teachers' Handbook
- awareness of the responsibility to inform candidates and parents of these requirements including the refund and transfer policies (refer page 10 of this Handbook and also the 2007 Timetable).

11. Change of Teacher

- It is not possible to change the enrolling teacher on an enrolment form once it has been received. If for some reason a candidate changes teacher during the scheduling process of an examination, AMEB(WA) requires written confirmation from the enrolling teacher that someone other than themselves is to receive any information issued by the AMEB in relation to the examination. This is to safeguard the interests of all parties.

ONCE ENROLMENT HAS BEEN LODGED

1. Confirmation of Enrolment

- You will receive a computer-generated confirmation of your enrolment as soon as practicable after the closing date for the examination week you have chosen. This *Notice of Examination* provides the opportunity for teachers to double check that all information relevant to their candidates has been accurately recorded. Please check the details carefully and advise the office of any errors immediately. Failure to identify an anomaly on the *Notice of Examination* will result in errors on all subsequent documentation concerning the candidate.
- The spelling of the candidate's name on the *Notice* is as it will appear on their certificate.
- Any error which is not corrected will remain on record as shown. Please note that requests for alteration of the Certificate after it had been produced will incur an amendment fee of \$13 irrespective of the type of amendment and how the error occurred.
- We request that teachers presenting candidates for *Piano for Leisure* nominate on the back of the *Notice of Examination* if the candidate has chosen **Aural** or **Sight Reading**.

2. Booking Practice Sessions for Grade Examinations

- Only available to 7th and 8th grade candidates and subject to room availability. Please contact the office for more details. (Diploma candidates will be allocated practise times by the office. This information will be sent with the *Notice of Examination*.)

3. Accompanists

Please refer to page xiii of the current Manual of Syllabuses - Test requirements for candidates in practical examinations. *Parents must be made aware of this requirement.*

Accompanist: Accompaniment is essential wherever the pieces presented are provided with piano accompaniments, with the exception of Extra List Pieces. Refer to Regulation 24 for the ramifications of not providing an accompanist where required. *Parents must be made aware of this requirement.*

- AMEB(WA) provides on request a list of accompanists. Please contact the office if you would like one sent to you. This list of accompanists is provided by AMEB(WA) as a convenience. It has been compiled according to the wish of the accompanists listed, and does not reflect an accreditation by the AMEB of the persons listed over anyone not listed.

4. Violin Checklists

Checklist for Violin Technical Work

The purpose of the checklist is to clarify technical requirements associated with the current Violin syllabus. The teacher and student compile the checklist sheet which the student uses in preparation for, and also brings into the examination. This gives the examiner an awareness of the material prepared. The checklist is currently available on the AMEB(WA) website or you may contact the AMEB(WA) office and a set will be sent to you. Please see Page 14 for important information on Violin Series 6 pieces.

5. Parking For Exams

- The AMEB advises clients to Park in the Visitors Car Park in Car Park 2 (off Goldsworthy Road) from Monday to Friday. Please advise your parents and accompanists that this is pay parking. On Saturday you may park in other areas free of charge, please observe all signs.
- For all exams at The University of WA School of Music, a map is provided with the *Notice of Examination* and shows suitable parking.

In 2007, if your candidate is scheduled to be examined at the School of Music from the 19th Nov – 1st Dec, parking in the Yellow Student Permit Parking area is free as it is University holidays.

6. Results

- AMEB(WA) processes reports and if applicable certificates as soon as practicable after a candidate's examination. The turn around time varies due to different circumstances. *Please advise parents/candidates that results are not given over the phone (or internet).*
- Results (and all paperwork) are sent to the person deemed to have lodged the entry. For AMEB(WA) purposes, this is the person who has filled in the Teacher details, not the person who has paid for the examination (if different).

7. Trainee Examiners

- To ensure that the AMEB's high examining standards are maintained there may be a trainee examiner present during grade examinations. In such an instance, the candidate will receive the Supervising Examiner's written report only.

COUNTRY PRACTICAL EXAMINATIONS

Bunbury practical examinations will be held in weeks 19, 37 and 46. Each week includes pianoforte and all instruments. Closing dates for each week are the same as for metropolitan exams.

Practical examinations are held in the following country centres once per year.

In 2007 these sessions are:

Albany Week 38, (17th – 22nd September), Broome Week 37, (10th – 15th September), Esperance Week 34, (20th – 25th August), Geraldton Week 38, (17th – 22nd September), Kalgoorlie Week 38, (17th – 22nd September), Narrogin Week 39, (24th – 29th September) and Port Hedland Week 38, (Sat 22nd – Sun 23rd September).

Please inform parents so that they can make any travel plans around these dates.

For all teachers in country areas, please attach a letter with your enrolment form for any special requests where travel time is an issue for students/parents or where candidates (eg siblings, or all students of one teacher) need to be scheduled together.

Dates are set in consultation with the music community in each area to fit in with local festivals.

The closing date for all country centres other than Bunbury is Friday 8th June. Please contact the office for further information.

AMEB(WA) POLICIES

CANCELLATIONS AND TRANSFERS

No refunds will be given in the case of cancellations. Once enrolment has been made, a transfer may only happen subject to space availability and payment of the transfer fee.

Candidates who are unable to present themselves for their exams must notify the AMEB office forthwith, and at least 48 hours before the exam in order to be eligible for transfer concessions.

Where a cancellation is undertaken on medical grounds, a credit note for half the grade fee will be issued if a current medical certificate [max. 2 weeks old] is supplied to the AMEB office within five (5) working days of the exam date.

Transfers from one examination year to the next are not possible.

A late fee is incurred if an envelope containing (an) enrolment(s) is postmarked after the closing date. Please refer to the Timetable for details of all conditions and service charges.

AMEB(WA) PRIVACY POLICY

Personal details supplied by teachers, candidates, examiners or other employees are not provided to individuals or organisations outside the AMEB without the express permission of those concerned.

We do not supply 'teacher lists' to those who request them.

ISSUES AND CONCERNS

AMEB(WA) has established procedures for addressing issues or concerns raised by teachers, parents and candidates. If you have an issue or concern, please write to The State Manager, AMEB(WA), M421, 35 Stirling Highway, Crawley, 6009. If it concerns a particular examination, please include a copy of the report. We will investigate all issues and concerns in a confidential and professional manner and will attempt to resolve them to the satisfaction of all parties concerned. A set of Guidelines is available on request from the office.

ADDITIONAL MUSIC ASSESSMENT SERVICES OFFERED

INDUCTION TESTS

Induction Tests are available for Keyboard (Piano), Violin, Viola and other selected instruments. Suitable for students in their early stages of learning and aged four and over, the tests comprise basic technical work, aural tests and general knowledge, plus any two pieces in simple triple time and simple quadruple time. There are two Tests: Test 1 and Test 2. The Tests are of slightly differing standards for each instrument.

The tests are carried out individually in a non-threatening environment.

Every candidate receives a report and a participation certificate. No specific grade is awarded.

Please contact the state office for further information, fees and enrolment procedures.

PERFORMANCE EVALUATION

The AMEB offers a service to music and speech teachers and students under the title of Performance Evaluation. This service is available to anyone including candidates with special needs. The Performance Evaluation program enables a candidate to have his or her prepared work evaluated by an examiner and to receive a constructive written report. It provides a benchmark against which to measure progress and an opportunity to perform for a receptive listener. In this respect it is suitable for all standards. There is a free choice of repertoire and no pass or fail. In music there are no scales, sight reading or aural tests. A written report is provided.

SCHOOL AND PRIVATE VENUES

AMEB(WA) is thrilled with the relocation to Claremont, yet we are also aware that there are occasions when travelling to the central AMEB(WA) office is a problem for those living in the Mandurah/Rockingham areas south of the river and some suburbs north of the river where there is a large amount of time involved in travel.

There are also schools which may have quite a number of candidates enrolled for the same instrument and it may be more convenient to send an examiner to the school rather than take the students out of the school environment especially where there may be a large number of boarders.

For these reasons, AMEB(WA) is keen to have contact from any schools that are willing to offer themselves as a venue for their own students (and possibly some outside candidates as well), or any private teacher who may like to put forward their own studio or is aware of any school or other suitable location north or south of the river that may be willing to offer themselves as an alternate venue.

AMEB(WA) has recently developed a set of guidelines for the use of venues other than the AMEB Centre. Please contact Barry Palmer at the AMEB on 6488 3059 if you would like to offer your own studio/school or have any other suggestions.

AMEB(WA) ACTIVITIES 2007

The following gives details of planned 2007 activities, seminars and workshops for teachers of all AMEB syllabuses. Please note the dates in your diary and we look forward to your participation. Application forms with relevant details will be posted to you in due course.

AMEB SPEECH AND DRAMA ACTIVITIES

SUNDAY FEBRUARY 25: A practical workshop for all speech and drama teachers to focus on the resourcing and teaching of S&D theory

JUNE 15, 24, 30 and JULY 1: Speech Teachers Association of WA Speech & Drama Festival conducted in association with AMEB(WA)

AMEB MUSIC ACTIVITIES – METROPOLITAN

SATURDAY MARCH 24: A practical workshop/demonstration of the AMEB's CPM (Contemporary Popular Music) syllabuses

SUNDAY MAY 20: AMEB Family Day at Claremont with concerts, displays and information sessions

SATURDAY JUNE 9: Piano teacher workshops on Series 15 Piano book Grade 6 and Series 15 Piano book Grade 1

SUNDAY JULY 8: Special AMEB day within the program of the ASME National Conference (Perth) featuring Carl Vine performing and discussing his compositions which appear in various AMEB publications, plus three other specific AMEB sessions presented by Jillian Belbin, Tess Hill and Paul Morgan/John Weretka

SATURDAY AUGUST 18: Mock examination day in which examiners will conduct sample examinations in piano, string, woodwind and brass for teachers to observe and discuss

AMEB MUSIC WORKSHOPS – COUNTRY

SATURDAY MARCH 17: in **BUNBURY** Piano teacher workshop and master classes on AMEB piano repertoire with Barry Palmer

SATURDAY APRIL 28: in **ALBANY** Piano teacher workshop and master classes on AMEB piano repertoire with Barry Palmer

SATURDAY JULY 28: in **NARROGIN** Piano teacher workshop and master classes on AMEB piano repertoire with Barry Palmer

AMEB 'MEET THE EXAMINER' DISCUSSIONS – COUNTRY

Once again, many country examining sessions will be extended to allow for consultation between teachers and the examiner at the conclusion of the examinations.

Barry Palmer
Academic Development Officer

WEST AUSTRALIAN MUSIC TEACHERS' ASSOCIATION (INC)

WA Music Teachers' Association (Inc) organises a number of professional development seminars during the year which members and non members are encouraged to attend.

- February 24 (Saturday) Social event for all members
WAMTA Office 2.00pm to 4.00pm
- March 10 (Saturday) **Hear and play:** seminar with Mrs Heather Brittan
Zenith Music Auditorium 1.30pm to 3.30pm
- April 28 (Saturday) **The road less travelled:** seminar with Valerie Lang,
including technical approach to pieces presented.
Zenith Music Auditorium 1.30pm to 3.30pm
- May 5 (Saturday) **Music craft: Let's do it together:** a closer look
May 12 (Saturday) at Preliminary grade in two sessions, with Heather Brittan
WAMTA Office 2.00pm to 3.30pm
- June 16 (Saturday) **Music technology:** how music teachers can use technology
in their teaching: seminar with Rupert Sherwood
Zenith Music Auditorium 1.30pm to 3.30pm
- August 11 (Saturday) **Masterclass/workshop for the early grades (1-3)**
With Valerie Lang
Zenith Music Auditorium 1.30pm to 3.30pm
- August 13 (Monday) Recital and Concerto Competition closing date for entries
- September 24-29 (Monday-Saturday) **Recital and Concerto Competition**
Details to be advised

SPEECH TEACHERS' ASSOCIATION OF WA

Perth Speech and Drama Festival:

- Saturday morning June 9th for U/8s and U/9s – Collier Primary School
Friday evening 15th June – Kurrajong Auditorium, AMEB Centre
Sunday morning 24th June – Kurrajong Auditorium, AMEB Centre
Saturday 30th June all day – Kurrajong Auditorium, AMEB Centre
Sunday 1st July all day – Kurrajong Auditorium, AMEB Centre

(AMEB Centre, The University of Western Australia, Claremont)

For further details contact Karen Goddard 9368 2303

AUSTRALIAN STRINGS ASSOCIATION WA

Sunday 13th May. The Elgar Picnic. This is a community musicians' event. Come along and play through a selection of Elgar's music for an afternoon and enjoy an English style lunch and afternoon tea. Venue and times to be confirmed. See AUSTA WA website <www.austawa.org.au>

Sunday 17th June (only, not Sat). AUSTA String Festival. An opportunity for young string players to get up and perform in a friendly and relaxed atmosphere and get some valuable feed back from a highly accomplished and respected string teacher. Venue and times to be confirmed. See AUSTA WA website <www.austawa.org.au>.

SYLLABUS INFORMATION 2007

MUSIC

SYLLABUSES

New Syllabuses

Music Craft

Following three consultations with stakeholders and field testing, Music Craft Level 1 (Preliminary to Grade 4) has been developed and will be offered from 2007.

This new syllabus integrates music theory and aural acuity elements from the very beginning of music studies. The sequencing of its various musical elements is quite different from the other AMEB written syllabuses.

A Music Craft Helpdesk, staffed by Federal Office, has been set up. Enquiries during office hours (AEST) can be directed to 1800 214 380. Alternatively, your enquiries can be directed to the following email address: <coordinator@ameb.net>.

Please check the front of the 2007 Manual for examination dates or go to page 22 in this Handbook.

For the latest information, visit the AMEB Federal Office website <www.ameb.edu.au>.

Viola

The Viola Syllabus has been changed following a review of this syllabus, resulting in all new repertoire and syllabus requirements. In addition, publications (Preliminary to Grade 4) have been prepared to accompany this syllabus.

From 2007, candidates may present for examination using either the Viola (2007) syllabus or the old syllabus from the 2006 Manual. The syllabus chosen for examination must be presented in its entirety.

During the first years of use, this new Viola syllabus is under evaluation, prior to withdrawal of the old syllabus. At the completion of evaluation, any necessary adjustments will be made to the new syllabus and one year's notice will be given advising of the withdrawal of the old syllabus.

Fellowship in Music Australia

In November 2005 the Board resolved to amend this syllabus. Changes have been made throughout various sections of this syllabus which is published in the 2007 Manual. A copy of the amended syllabus is also available from the AMEB Federal Office website <www.ameb.edu.au>.

Please note that the sample programs have not been altered.

Reviews

Clarinet and Saxophone

These two syllabuses are under review during 2007. Regular updates will be posted on the AMEB Federal Office website as Federal Office progresses through the review process. Please check <www.ameb.edu.au> for the latest news on these reviews.

Syllabus Withdrawal

Violin

At the end of 2006, the Violin Syllabus (1995) was withdrawn. From 2007 the Violin Syllabus (2001) is the only Violin syllabus available for examination.

IMPORTANT NOTICE: Series 6 pieces were removed from the 2007 Violin Syllabus *IN ERROR*. You may use Series 6 pieces as listed in the 2006 Manual. However, you may NOT use the 1995 Technical Work Book. This has been withdrawn.

Please do not hesitate to contact the office if you are unsure of this advice.

AMEB(WA) has included an erratum document with each 2007 Manual of Syllabuses distributed from its office giving the current Series 6 listings as well as posting this information on its Website <www.ameb.uwa.edu.au>. If you did not receive this document and cannot access the website, please contact the office on 6488 3059 to request one.

PUBLICATIONS

Withdrawal – Saxophone List D. Orchestral Excerpts Sixth, Seventh and Eighth Grades

Please note that *The Orchestral Saxophonist*, ed Ronkin and Frascotti (Roncorp), is no longer available from music stores. This is due to copyright which has been recently reviewed and the book can no longer be brought into Australia.

For those candidates wishing to be examined in Saxophone Grades 6, 7 or 8 during 2007, who do not have *The Orchestral Saxophonist*, they should be advised that they can present for List D another work from the other Manual Lists for the Grade. This stipulation will appear in the 2008 Manual of Syllabuses until the new Saxophone Syllabus is available.

A statement to this effect can be found on the AMEB Federal Website.

New Releases

Music Craft

Student Workbooks (Preliminary to Grade 4) have been released for use with the Music Craft Syllabus. Each Workbook is accompanied by two aural training CDs. A Teacher's Guide supports each Student Workbook. The Teacher's Guide explains the concepts encountered in the Student Workbook in easy-to-understand language. The Teacher's Guide contains a Thematic Outline and Concept Map for easy referencing of theoretical concepts, as well as all the answers to the questions in the Student Workbook. These publications are available from music retail outlets.

Viola

The following publications will be released with the new syllabus.

- *Viola Grade Books – Series 1*. These books will be offered from Preliminary to Grade 4 and will apply to the new Viola syllabus
- *Viola Technical Workbook*. This book will include all the technical work as required in the new Viola syllabus

These publications will be available in February 2007 from music retail outlets.

Violin Series 8 Handbooks and CDs

Handbooks with CD recordings have been released in mid 2006. They include fully accompanied recording of the pieces in the Series 8 Grade books and accompaniment-only tracks for practice. The handbooks provide a comprehensive source of information for all the works contained in the grade books.

REGULATIONS

Regulation 19: Additional and Prerequisite Requirements

The Board has amended Regulation 19–Additional Requirements to incorporate Music Craft. Please refer to Table A in Regulation 19 for details. (See page 24 of this Handbook)

GENERAL SYLLABUS AND PUBLICATIONS INFORMATION

ORCHESTRAL BRASS

The AMEB has created our first ever series especially for the orchestral brass player. We now have a Series of Grade Books with an exciting repertoire selected by symphony orchestra players for each orchestral instrument. The emphasis is on Australian compositions.

The following AMEB publications are now available:

Orchestral Brass Series 1 Grade Books Grade 1 to 4 for Trumpet, Trombone, Tuba, Euphonium and Horn.

Orchestral Excerpts Grades 5 to 8 for use with orchestral instrument syllabuses.

Brass Sight Reading for use with all orchestral brass syllabuses and Band.

A Technical Work Book for users of the Trombone, Tuba, Euphonium and Bass Trombone syllabuses. Also for Band syllabus users who read bass clef.

To accompany the release of the Trombone, Tuba and Euphonium Technical Work Book, the existing Trumpet and Horn Technical Work Book have been given a cover matching that of the new series. However, the contents remain the same.

BASS TROMBONE

A new Bass Trombone syllabus has been developed for Level 2 only covering Fifth to Eighth Grades and can be found in the Orchestral Brass section of the 2007 Manual.

GENERAL SYLLABUS AND PUBLICATIONS INFORMATION cont

TEACHING SYLLABUSES

Objectives have been developed and added to CTMusA and ATMusA, thus aligning them with LTMusA.

Grading descriptors have been formulated for CTMusA, ATMusA and LTMusA. These are outlined in full in Regulation 29 – Assessment System (pp xx-xxi in 2007 Manual of Syllabuses).

ENSEMBLE PERFORMANCE

An ensemble exam can be a useful alternative for candidates who prefer to be assessed in a group situation.

There are five syllabuses: Brass, Mixed Ensemble, Percussion, Strings and Woodwind.

Each is a separate entity and range from Level 1 (First to Fourth Grades), Level 2 (Fifth to Eight Grades) and Level 3 (AMusA and LMusA).

You can find more information and download the syllabuses from the Federal website: <www.ameb.edu.au>

CONTEMPORARY POPULAR MUSIC (CPM)

Revised CPM Keyboard Syllabus

The Contemporary Popular Music Keyboard (CPM) syllabus has been revised.

It is available as a free download from the Federal Office website: <www.ameb.edu.au>.

This syllabus replaces the previous Keyboard syllabus.

The CPM Keyboard Course Books (Allans Publishing): Fundamental and Advancing are still needed in order to fulfil the requirements for examination. However, candidates are now also referred to the revised CPM Keyboard Syllabus (2005), which should be read in conjunction with the publications. CPM Keyboard examinations are now available from Preliminary to Certificate of Completion.

General Information on CPM

The AMEB Contemporary Popular Music (CPM) syllabus was released with publications in 1997. It provides goals and standards for developing contemporary popular musicians. The course has graded print material and backing recordings. Instruments are Bass (bass guitar or double bass), Drum Kit, Guitar (electric or acoustic), Keyboard and Vocal. Instruments other than Keyboard are delivered only at Advancing Steps 1 – 4.

The full CPM Manual including a summary of the major changes to the CPM Keyboard Syllabus is downloadable from Federal Office website.

Week numbers and closing dates for enrolment entries are listed below. Please contact the State Office for a CPM Timetable which contains the fees and other general information.

The CPM Schedule and Enrolment Form may be downloaded from the AMEB(WA) website.

This updated enrolment form is essential for enrolling the candidate in a CPM assessment as it gives all information relating to equipment supplied by the AMEB and required by the candidate at the venue and gives the candidate the opportunity to be assessed at their own nominated venue or school.

AMEB(WA) CPM ASSESSMENTS 2007

Week 30	July	23 – 28	Closing Date	1 June
Week 37	September	10 – 15	Closing Date	1 August
Week 45	November	5 – 10	Closing Date	26 September

All examination entries must be received by the AMEB no later than 4.30pm on the closing date.

AMEB(WA) is keen to talk to any teachers who teach or would like to teach CPM, particularly in the school environment and would like support from the AMEB(WA) office to do so.

SYLLABUSES AVAILABLE AS FREE DOWNLOADS ON THE AMEB WEBSITE:

- CPM Manual - Drum Kit, Vocal, Guitar, Bass and Keyboard
- Accordion
- Ensemble Performance
- Percussion

SYLLABUS INFORMATION 2007

SPEECH

SYLLABUS

The 2007 - 2008 Manual of Syllabuses provides details of the speech syllabuses for 2007 and 2008.

Teachers are reminded that no combinations of syllabuses may be presented for examinations. This applies to old and new syllabuses, and Teacher and Performer diplomas.

NEW SYLLABUSES

Drama and Performance

In 2005, the AMEB offered a new practical syllabus entitled Drama and Performance. This syllabus has been developed as a result of the review of the Speech and Drama Practical syllabus undertaken in 2004. The syllabus now offers a greater and more diversified choice of material with the opportunity to combine a number of performance skills in a single examination. Candidates may choose to present for examination using **either** the Drama and Performance syllabus **or** the Speech and Drama - Practical syllabus published in the *2003–2004 Manual of Syllabuses – Speech Syllabuses*.

Voice and Communication

In 2005 the AMEB also offered a new syllabus called Voice and Communication, published in the 2005 Manual. This syllabus was developed as a result of review of the Speech in Action syllabus undertaken in 2004. The syllabus is designed to foster an individual's confidence and skill in communication in both everyday life and the professional sector. Candidates may choose to present for examination using **either** the Voice and Communication syllabus **or** the Speech in Action syllabus published in the *2003–2004 Manual of Syllabuses – Speech Syllabuses*.

EVALUATIONS

During the first years of use the new practical syllabuses of Drama and Performance and Voice and Communication are under evaluation, prior to the withdrawal of the old syllabuses – Speech in Action and Speech and Drama Practical respectively.

At the completion of evaluation, any necessary adjustments will be made to the new syllabus and one year's notice will be given advising of the withdrawal of the old syllabus. All users of the syllabus are invited to contribute their views by sending their comments and suggestions to: The Project Manager, AMEB Federal Office, 5th Floor, 175 Flinders Lane, Melbourne VIC 3000, or email <projectmanager@ameb.net>

SPEECH SYLLABUS HANDBOOK

A National Handbook to accompany the new Speech Syllabus is being prepared. Release date is yet to be notified. It will contain helpful hints for teachers on preparing students for the exams, as well as sample programs. The AMEB(WA) Office will notify Speech Teachers when it is available.

In the meantime a set of Guidelines for preparing candidates for AMEB speech examinations has been prepared for WA teachers and is included on page 18. It is also available on request from the office or it may be downloaded from the AMEB(WA) website.

MANUAL OF SPEECH SYLLABUS 2007-2008

IMPORTANT NOTICE:

Regulation 17. Additional and Prerequisite Requirements. The table was omitted from the 2007–2008 Speech Manual of Syllabuses. AMEB(WA) has included this information as a separate sheet in each speech manual provided to teachers and also provides the information on the following page:

SPEECH INFORMATION continued

SPEECH AND DRAMA PREREQUISITE REQUIREMENTS

For **CSCA, ASDA, ADPA, LSDA, LDPA and FSDA** examinations, candidates must pass a qualifying examination(s) before entering for the principal examination. In all cases the stated prerequisite is the minimum requirement. It is the responsibility of the candidate to provide notification as to the date of passing the prerequisite requirement, and, if applicable, the State in which the examination was held.

EXAMINATION	PREREQUISITES		
CSCA Speech in Action	Credit or B grading	Level 7	Speech in Action
ASDA Speech & Drama	Pass B grading	Grade 7 Grade 7	Theory of S & D <u>or</u> S & P Theory AND Speech & Drama
ADPA Drama & Performance	Pass AND B or credit grading OR B grading	Grade 7 CDPA Grade 7	S & P Theory <u>or</u> Theory of S & D Drama & Performance Speech and Drama (Practical)
LSDA Speech & Drama	Pass	ASDA	Speech and Drama
LDPA Drama & Performance	Pass OR Pass	ADPA ASDA	Drama & Performance Speech and Drama
FSDA Speech & Drama	Pass OR Pass	LDPA LSDA	Drama & Performance Speech and Drama

**GUIDELINES FOR TEACHERS
TO ASSIST CANDIDATES PRESENTING FOR
AMEB SPEECH SYLLABUS PRACTICAL EXAMINATIONS IN WA**

AMEB(WA) has devised these guidelines to help teachers interpret syllabus statements when presenting candidates for various Speech Syllabus examinations. The guidelines are compatible with syllabus requirements and have been approved by local Speech and Drama examiners. They were implemented in all WA examinations at the start of 2006 in the desire to enhance candidate opportunities in their examinations and will continue to apply in 2007.

PRESENTATION of MATERIAL in the EXAMINATION

To facilitate the smooth and efficient progress of an examination within the allocated time limits

- the candidate is required to bring **ONE copy** of all passages from texts being presented as memorised interpretations in the program (bringing a copy is optional for original talks in senior grades);
- the candidate is required to bring **TWO copies** of reading material, including prose, poetry and drama readings - one for themselves and one for the examiner. This reading material also should include anthology poems in Drama and Performance and any reading task from the Voice and Communication syllabus like feature articles, reports and information texts. (**Note:** it is not necessary to bring a second copy of the candidate's choice of consecutive reading pages from a prose text. The prose text itself will be sufficient to enable the examiner to choose a short passage to be read);
- the folio presented as part of a Drama and Communication examination also should include the words of all the texts and self-devised dialogue used in the performance;
- it is suggested that all material for the examination be presented in a display file or similar and follow the order of presentation, in order to make the material more accessible to the examiner.

SPEECH GUIDELINES continued

Please also note that

- where passages are edited, they should either be copied or re-typed so that only the character and/or words the candidate is presenting are shown;
- written material should be neat, accurate and easily accessible to ensure the most efficient use of examining time.

Additional comment regarding ATTIRE

Appropriate choice of clothing can aid in the overall impression a candidate makes in the examination. Selecting the most suitable clothing and footwear to wear is important. Candidates need to be encouraged to choose one outfit that can accommodate all the various characterisations, eras and styles of delivery being presented, and suited to the movements, gestures or props supporting their delivery. Therefore, clothing should be functional. It should not be distracting either to candidate or to examiner. School uniforms are acceptable.

GUIDELINES FOR TEACHERS TO ASSIST CANDIDATES PRESENTING FOR AMEB MUSIC SYLLABUS PRACTICAL EXAMINATIONS IN WA

The following hints were prepared by AMEB(WA)'s Academic Development Officer, Mr Barry Palmer. While there is some common ground with speech examinations, they were designed for music students. For specific information regarding preparing students for speech examinations, please refer to pages 18 – 19 of this Handbook.

BEFORE THE EXAM *Be prepared*

- Double-check all technical, repertoire and other requirements against your current AMEB Manual of Syllabuses which is published annually. Grade Books, Manual List repertoire and other details do change from time to time.
- Observe and include minimum speeds for technical work in your preparatory lessons. Exceeding these speeds a little is a useful strategy to ensure that students achieve the minimum tempo with comfort.
- It is a good idea for you (not your student) to fill in the back of your student's *Notice of Examination* form required for presentation at the examination venue. Write the titles of their pieces by referring to the current syllabus as your guide, rather than referring to the music books being used. This helps you double-check the repertoire selection, to be sure it corresponds with current syllabus requirements.
- Use small self-adhesive labels to identify in each book where pieces can easily be found.
- Ensure that page turning has been fully covered in preparatory lessons, either by memorizing appropriate passages or photocopying the relevant page to minimize turning problems.
- Be sure to include Aural Work and Sight Reading as integral parts of your normal lesson routine.
- Accustom your students to answer questions about their pieces as part of normal lesson procedure so that they develop the skill of talking about their pieces, characteristics, terms and other relevant details.
- Do not leave it until the last minute to erase General Knowledge references you may have written on students' pieces. Do so well before the exam so that they get used to the appearance of the presentation copy in preparatory practice. This also eliminates eraser remnants falling on to the keyboard during the examination. Always keep your own fully annotated teaching copy with all requirements for the grade written on it, as a reference for yourself and also as one that your students can access.
- Where possible, arrange performances for groups of your students before the examination so that they have some opportunities to present to an audience. Many teachers also access the numerous eisteddfods that are arranged in various metropolitan and country communities.
- Conduct a mock exam yourself or by a colleague. Run through appropriate Technical, Repertoire, Aural, Sight Reading and General Knowledge requirements with each student a week or so before the examination. Write a report using the Grading Descriptors and the Objectives for the instrument/grade that are published in the current AMEB Manual of Syllabuses.

WHEN PRESENTING FOR THE EXAMINATION *Be calm*

- Encourage students to wear appropriate clothing that is also neat and comfortable. Pay careful attention to shoes that are suitable for pedalling if pedal is being used.
- Be sure students take a published edition of each piece, plus photocopies if required, together with their appropriate AMCOS forms (see the relevant section in this Handbook).
- Ensure students present for examination with their *Notice of Examination*, or they may be refused examination. All pieces to be performed at examination must be listed on the reverse of the notice. Please put full details of each piece as they appear in the syllabus.
- Check the venue address and assist your students with instructions on how to get there and where to park.
- Remind candidates to present at the examination venue at least **ten** minutes before their allocated examination time, and to be prepared to start the examination during this period. Have a strategy that you suggest parents use if they arrive too early.
- Remember that the waiting room is not a teaching studio.
- Remind teachers and/or parents that they must follow the directions of examination supervisors who will advise them where to wait during their candidate's examination.
- Suggest that your students ask for the name of the examiner. Most students are comfortable addressing the examiner by name during the examination and this is a useful communication strategy.
- Recommend that candidates place music books on the table provided near the piano.
- Encourage appropriate response patterns for performance. An invitation to commence does not require an instantaneous start, though undue delays are to be avoided. A measured preparation before commencing each requirement should reflect appropriate training.
- Suggest students ask politely for clarification if they are unsure about the requirement or question being asked of them by the examiner.
- Remind students that pauses in the examination flow are probably because the examiner is writing.
- Remind instrumental candidates that their general knowledge questions will be asked from the piano score.

AFTER THE EXAMINATION *Be receptive*

- Read your students' examination reports with an understanding that you were not present in the examination. What you covered in preparation may not have translated into practice on the day.
- Be aware of the Assessment System used by the AMEB which publishes its Grading Descriptors in its Manual of Syllabuses where the requirements for the awarding of all grades from High Distinction (A+) to Not Satisfactory (D) are stated. These are also printed on the reverse of the report form.
- Interpret your students' results as one person's opinion on one day of a student's learning life, not as a definitive statement of their potential or ability. Use comments and suggestions to reflect upon your own ideas and teaching strategies.

Music and Performing Arts Library Services

IMPORTANT INFORMATION REGARDING THE AVAILABILITY OF MUSIC

This facility has an extensive range of sheet music and has recently been identifying and adding to the collection, items listed in the AMEB syllabus. The services provided would be of value to all music teachers and students.

Membership of the Music and Performing Arts library is available free of charge to all residents of the Perth metropolitan area and provides access to a collection of more than 46,000 catalogued scores and libretti and 20,000 indexed song sheets. Choose from a range of opera, jazz, folk, rock and classical music. Books, journals, and electronic resources provide other music related information. These collections are also available via interlibrary loan from your local public library.

See page 26 for location and contact details.

COPYRIGHT ISSUES

As a music or speech and drama teacher, you have a professional responsibility to ensure that both you and your students are acquainted with the Copyright law as it affects the use of printed music or the written word. The following applies to print music copyright.

To make it easy for teachers and other users of print music to obtain an easy grasp of this subject, AMCOS (the Australasian Mechanical Copyright Owners Society) has produced a booklet entitled *A Practical Copyright Guide to the Use of Print Music in Australia*. A second edition of this publication was produced in 2001. It was written in response to a demand from musicians and teachers to have an easy to read guide to copyright, to assist users to better understand copyright issues as they affect the practical day to day use of print music in Australia.

The guide is written in non-legalistic, question and answer format. The questions themselves were compiled from a survey of musicians and teachers who were asked to submit questions relevant to their circumstances for inclusion in the document. As a result, a very wide range of practical questions was received. The answers to all these questions are presented in *A Practical Copyright Guide*. Here are a few examples:

- How do I obtain a copy of an out-of-print piece of music?
- Can I go to the library and photocopy music?
- How do I obtain permission to make an arrangement of a piece of music?
- Can I make a photocopy for a difficult page turn?
- Am I allowed to make a photocopy for an examiner (if this is required for an exam)?
- Am I potentially liable for copyright infringements if my student borrows my music and photocopies it?

The answers to these and other important and practical questions are answered in the *Practical Copyright Guide* available. Contact AMCOS on (02) 9935 7700 for a free copy or visit the AMCOS Web site: <www.apra.com.au>

IMPORTANT NOTICE REGARDING MUSIC BROUGHT TO AMEB(WA) EXAMINATIONS

All students attending AMEB examinations are required to bring their examination performance repertoire in published editions of the pieces they are presenting. Published editions include AMEB Series Grade Books and other AMEB publications, standard sheet music, music books or compilations of pieces that are not photocopied. Any authentic published edition of a piece is acceptable for an AMEB examination.

In addition a photocopy is required of any piece that is not presented from a current AMEB publication. A current AMEB publication is any AMEB Grade Book that is referred to in the 2007 AMEB Manual of Syllabuses. Such photocopies will be used a reference during the examination and destroyed at the conclusion of the exam. Kindly note that pieces which are presented from a current AMEB publication do not require an additional photocopy to be supplied.

Photocopies of any published music used in an examination must be accompanied by a FORM NO. 3 (Temporary copy for use by an examiner) from AMCOS. A sample Form No 3 is available on request from the office or from the AMEB(WA) website and you are legally entitled to make additional photocopies of it for your use should you wish. Alternatively, any of the standard AMCOS forms may be downloaded from their website <www.apra.com.au>

In summary, students presenting for an AMEB exam need to bring:

- 1) published editions of all their pieces;
- 2) a photocopy of any piece not from a current AMEB publication; and
- 3) an AMCOS Form No 3 to accompany each photocopy.

WRITTEN EXAMINATIONS

Written examinations are conducted in accordance with syllabus requirements set out in the AMEB *2007 Manual of Syllabuses* and in accordance with AMEB(WA) procedures as set out in the 2007 Timetable and in this Handbook.

Please refer to page xix of the 2007 Manual of Syllabuses for all information regarding:

- the practical additional requirements for Diploma Theory examinations
- the theory additional requirements for practical examinations Grade 6 and above
- alternate examinations that are accepted as satisfying the prescribed prerequisite or additional requirement (now includes alternate examining authorities)

Please note that all Music Written examination dates and times appear at the front of the 2007 Manual of Syllabuses on page vi.

Speech written examination information is on the following page.

Candidates may enrol for two grades of written examinations in the same session providing the examinations are not scheduled at the same time.

No practical examinations are held on the same day as the main written examinations.

In 2007 these dates are: May 14 (Monday – Music Craft), May 15 (Tuesday – Musicianship Aural), May 16 (Wednesday – Theory and Musicianship), May 17 (Thursday – Speech), August 27 (Monday – Music Craft), August 28 (Tuesday – Musicianship Aural), August 29 (Wednesday – Theory and Musicianship) and August 30 (Thursday – Speech). ***Piano exams will be held on Friday and Saturday only of these weeks. Please do not request any other days.***

Please allow around 4 – 6 weeks in May and 6 – 8 weeks in August for theory results to be sent out. Please pass this information on to the parents and ask them to refrain from ringing the office. Results are not given over the phone.

IMPORTANT INFORMATION REGARDING WRITTEN NOTICES OF EXAMINATION

A *Notice of Written Examination* for each candidate, a map of the venue and an information sheet are dispatched to the teacher prior to the examination. Please read the information sheet carefully and note all details on the *Notice* regarding time, date and location for the examination. The *Notice* must be given to the candidate to present at the examination venue. **Please remove the section at the top of the *Notice* relating to the teacher name and address.** Please also pass on the map to the parents.

READING TIME

Before the scheduled commencement of all written examinations (except for the Aural component of the Musicianship examinations), ten minutes reading time is allowed. No writing will be permitted during this time. At the commencement of Aural Musicianship examinations, candidates will be given a short listening time, in order to become familiar with the sounds used on the examination CD. At the conclusion of Aural Musicianship examinations candidates will have ten minutes checking time during which writing is permitted.

SPECIAL SERVICES

Please refer to page xvii of the 2007 Manual of Syllabuses – Regulations.

- 14. Use of Dictionaries – English/Foreign Language (**NOT MUSIC**) – please read the regulation
- 15. Candidates with Disabilities
- 16. Non English-Speaking Candidates

VENUES:

Sacred Heart Sorrento and Guildford Grammar are no longer available for AMEB written examinations. In 2007 Winthrop Hall Undercroft, UWA, Crawley, is not available in May or August. South Perth Civic Centre is unavailable in August. We will thus be looking for replacement venues in 2007.

For this reason could you please indicate on your enrolment form a preference for area. I.e North of River, South of River, Central (for those who would have normally asked for UWA), Mandurah and Midland (August only for Midland).

WRITTEN EXAMINATION INFORMATION cont

ENROLMENT INFORMATION

Please use separate enrolment forms for candidates who are to attend different venues.

If you are a private teacher but your candidate attends a private school at which the AMEB normally holds theory exams (in August), please note this on the enrolment form and indicate the school as the preferred exam centre.

If submitting a country enrolment, please indicate the requested country centre and you will be notified as to whether an AMEB or a voluntary centre will be established.

Written Examinations are conducted throughout Australia on the same date. It is not possible to reschedule any Written Examination to an alternative date or time.

Past music theory and musicianship papers are available from the office at a cost of \$2.20 each. We also have a large number of papers from 1998 – 2001 which are available at no cost to those who come to the office and select the papers personally. Office staff will not be available to select and post these papers or give information over the phone as to which specific papers are being given away.

SPEECH WRITTEN EXAMINATION DAYS/TIMES

Exam centres for speech written examinations will be allocated by the office.

Speech and Performance Written examinations will be held on Thursday 17th May and Thursday 30th August at the following times:

Before the commencement of all written examinations 10 minutes reading time is allowed. No writing is permitted. Please add this 10minutes to the finish time of each examination.

GRADE	TIME FROM	TIME TO	TOTAL MINUTES
First	9.30 am	10.15 am	45 minutes
Second	2.00 pm	3.00 pm	60 minutes
Third	2.00 pm	3.30 pm	1 hour 30 minutes
Fourth	2.00 pm	4.00 pm	2 hours
Fifth	9.30 am	12.00 pm	2 hours 30 minutes
Sixth	9.30 am	12.30 pm	3 hours
Seventh	9.30 am	12.30 pm	3 hours

LICENTIATE EXAMINATIONS

Please note that AMEB(WA) conducts one session of Licentiate (Federal) examinations per year. It is generally scheduled in mid to late September or early October depending on the availability of the Federal examiner(s). The closing date for enrolments is Friday 8th June. For any information regarding this examination, please contact the office. If a program approval is needed, it should be attached to the enrolment form.

MUSIC CRAFT

The Australian Music Examinations Board is excited by the release of Music Craft, a new, comprehensive approach to the teaching of music theory and aural training.

The Music Craft syllabus and publications were developed after consultation with teachers, students and education specialists. This was supported and guided by further information gained through the AMEB's field-testing of the draft syllabus and feedback gathered by the Australian Council for Educational Research.

For the first time the AMEB has developed a full suite of support materials for teachers and students. Each grade level has a Student Workbook and CDs containing progressive written and aural exercises equivalent to 40 active lessons to correspond with the teaching year. Each lesson is focussed and short, with written and aural components. Extensive drilling and repetition occur at regular intervals.

A corresponding Teacher's Guide relates directly to the Student Workbook following it lesson by lesson, providing further information, valuable guidance and teaching suggestions, as well as complete answers to the student exercises. The Teacher's Guide provides an invaluable resource and support for teachers as they guide their students on their journey of musical discovery. A question map for each lesson enables selective topic focus and a content table traces the thematic outline of the course for easy topic reference.

Please refer back to page 14 for the Federal Office Helpdesk details. The local AMEB office in WA is happy to provide information on local examinations, upcoming workshops and frequently asked questions.

ADDITIONAL REQUIREMENTS – MUSIC

For the following practical examinations, an additional written requirement is necessary. The additional requirement need not be completed before the principal examination, but until both are passed, the examination is incomplete, and no certificate will be awarded. Additional requirements for Diploma examinations must be completed by no later than the end of the next calendar year following the completion of the practical examination, otherwise the practical section must be re-examined.

Please refer to Regulation 19. Additional and Prerequisite Requirements on pages xviii – xix of the 2007 Manual for all current information.

PRACTICAL AWARD		ADDITIONAL REQUIREMENT		
Grade 6	Practice of Music	Pass	Grade 2	Theory of Music, Musicianship or Music Craft
Grade 7	Practice of Music	Pass	Grade 3	Theory of Music, Musicianship or Music Craft
Grade 8	Practice of Music	Pass	Grade 4	Theory of Music, Musicianship or Music Craft
AMusA	Performing	Pass	Grade 5	Theory of Music or Musicianship
LMusA	Performing	Pass	Grade 6	Theory of Music or Musicianship

The additional theory/musicianship requirements for the practical awards have been revised and differ from those listed in previous manuals. The table above is correct and reflects the changes.

(See page xix of the 2007 Manual of Syllabuses for a comprehensive list of Prerequisites and Additional Requirements for Written and Practical examinations including the new Alternate Examining Authorities list. For Speech Additional Prerequisites see pages 18 of this Handbook. The relevant section was omitted from the 2007–2008 Manual of Syllabuses – Speech Syllabuses but AMEB(WA) has provided with each manual an insert containing the relevant information.

AMEB(WA) AWARDS CONCERT AND PRESENTATION EVENING

The Annual Awards Night and Presentation Evening will be held on Tuesday 6th March 2007 at 7pm. We are looking forward to another special evening of performances and presentations.

We would like to congratulate all our 2006 graduates in the Associate Diploma in Music and Speech and Licentiate Diploma in Music programmes.

Congratulations are also offered to all other theory and practical award winners.

We are pleased to recognise in particular these special category winners:

In Music –

- ❖ The J B Vincent Memorial Award for best performance by a Licentiate Diploma candidate in 2006 is awarded to Dirk Schneiderheinze. Dirk presented for the practical component of this examination in 2005 and achieved the additional written requirement in 2006 hence making him eligible for this award. His teacher was Ms Anna Sleptsova.
- ❖ The Owen Fisenden Memorial Award for best performance by a 5th/6th grade Flute candidate in 2006 is awarded jointly to Anna Crosby who studies with Ms Joanne Robertson and Alexandra Foley who studies with Mr Lucasz Slawomirski.

In Speech –

- ❖ The Best Overall Speech Performance winner is Vanessa Hancock, taught by Mrs Karen Goddard.
- ❖ The Speech Teachers Association of WA Award winner for best Diploma candidate is Larissa Gallagher.
- ❖ The Anita LeTessier Award winner for best performance by a Certificate candidate is Vanessa Hancock, taught by Mrs Karen Goddard.
- ❖ The Drama and Performance Senior Category winner is Rhiannon Shelton, taught by Dr Lea Logie.
- ❖ The Drama and Performance Intermediate Category joint winners are Ashton Roberts, taught by Mrs Karen Goddard and Emma McCormack, taught by Mrs Gina Ritchie of Mercedes College.
- ❖ The Drama and Performance Beginning Category winner is Georgia Knox, taught by Mrs Gina Ritchie of Mercedes College.
- ❖ The Voice and Communication Beginning Category winner is Olivia Faraone, taught by Mrs Deb Mitchell from Perth College.
- ❖ The Drama and Communication Intermediate Category winner is 'Migrants – The Next Generation', group members Rachel Zint and Meenakshi Burr, taught by Mrs Deb Mitchell from Perth College.
- ❖ The Drama and Communication Beginning Category winner is 'Weird and Really Weird', group members Samuel Barendse, Daniel Court, Mitchell Harford, Daniel Harrison, Aaron Nguyen, Jack Wansbrough, Michael Wilson and Joel Young, taught by Mrs Karen Goddard.

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VIOLIN ALIVE

Violin Alive is authored by Fintan Murphy, String Specialist Examiner in Victoria, and produced by Twofold Media, with the assistance of John Quaine, editor of the AMEB Violin Technical Syllabus. It is published by Twofold Media: <www.twofold.com.au>.

Content

- All the AMEB violin exercises are demonstrated for Grades Preliminary to 8.
- All scales and arpeggios from Preliminary to Grade 2
- Selected scales and arpeggios from Grades 3 to 8
- Practice points for exercises
- Key Techniques section has detailed demonstrations of violin technique
- Hotlinks take you quickly from the AMEB syllabus to and from relevant key techniques

The *Violin Alive* series has been approved by the String Specialist Examiners in every state for inclusion in the Manual of Syllabuses as a reference text. An advertisement in the 2006 Manual of Syllabuses informs violin teachers of the series.

Benefits

The new Violin Technical Syllabus contains many substantial changes from the preceding one. *Violin Alive* helps all users become familiar and at ease with the current Technical Syllabus, and in this role *Violin Alive* is a real asset.

REVIEW

Fintan Murphy's 'Violin Alive' series lives up to its name and brings the AMEB Technical Work to life. Describes as a 'masterclass in audio, video and text', each volume boasts CD quality sound and easy-to-use video controls (including slow motion and repeat view). Of course, these excellent CDROMS do not need to be used exclusively for those preparing for exams – there is a wealth of information that can be applied to all students wishing to improve their violin playing. However, for those practicing towards exams, the author knows what he is talking about! Fintan is the Editor of the AMEB Series 7 Grade Books and a String Specialist Examiner for AMEB in Victoria.

Each CD contains two grades (Vol 2 : 3rd & 4th, Volume 3 : 5th & 6th and Volume 4 : 7th & 8th) and covers a selection of scales and all of the exercises intended for those grades. There is also a variety of practice tips for both left and right hand technique including intonation, vibrato, shifting and all the bow strokes needed at each level. All exercises are beautifully demonstrated by Fintan, Andrea Keeble and Jennen Ngiau-Keng. Additional features including right-click at any time for menus, thorough cross-referencing of all material, a biography and web-links of useful supplementary material.

I would recommend the 'Violin Alive' series to all students who are serious about improving their technique and playing with great ease of movement. I have also benefited from the practice ideas in both my playing and my teaching and suggest that teachers (especially those just starting out) also invest in these wonderful resources. As a comment on the back of the CD case sums up: 'Violin Alive and regular practice will.....improve your violin technique and enhance your music performance skills.'

System requirements: Windows PC – Win98SE/2000/XP,400MHz,32MB RAM,8xCDROM,SoundBlaster SB16, or Macintosh with OS X.

- *Kirsty Humphery is a violinist & teacher in Toowoomba, Queensland*
Reprinted from 'Stringendo', Journal of the Australian Strings Association (AUSTA), vol 27, number 2 October 2005.

USEFUL CONTACTS

West Australian Music Teachers Association

President: Karina Sysko
WAMTA Details:
Tel: 9470 5595
Email: <wamta@foxgold.net.au>
Website: <www.musicteacherswa.org.au>

Australian Strings Association WA

President: Andrew Patrick
Tel: 9328 8246
Email:
<andrewp@theinstrumentaltrader.com.au>
Website: <www.austawa.org.au>

Speech Teachers Association of WA

Secretary: Mrs Barbara Blackburn
Tel: 9459 7767

Classical Guitar Society

PO Box 2063
Mt Claremont WA 6010
Email: <contactus@guitarwa.com.au>
Website: <www.guitarwa.com.au>

The WA Flute Society

Treasurer: Helen Baker
Tel: 9351 9479
Email: <jebaker@it.net.au>

*Music & Performing Arts Library

State Reference Library
State Library of Western Australia
Perth Cultural Centre
Perth WA 6000
Phone: (08) 9427 3244
Email: <music@slwa.wa.gov.au>
Website: <www.slwa.wa.gov.au>

***See Page 20 for further information**

Australian Music Centre

PO Box N690
Grosvenor Place NSW 1220
Level 4, The Arts Exchange
18 Hickson Road
The Rocks NSW 2000
Ph: (02) 9247 4677
Fax: (02) 9241 2873
Toll Free: 1300 651 834
Email: <info@amcoz.com.au>
Website: <www.amcoz.com.au>

The national service organisation for music created by Australians. Their web site includes over 400 biographies of Australian composers and a database of scores, recordings and book available from the Centre.

Australasian Mechanical Copyright Owners Society (AMCOS)

6-12 Atchison Street
St Leonards NSW 2065
Freecall: 1800 642 634 (NSW)
Ph: (02) 9935 7900
Fax: (02) 9935 7999
Email: <info@amcos.com.au>
Website: <www.amcos.com.au>

Amcos offers an advisory service about the music copyright and print music issues to the music community. A second edition of *A Practical Guide to the Use of Print Music in Australia* (2001) is available free from their office.

Perth contact (Apra only)
Suite 1, 12-20 Railway Road
Subiaco WA 6008
Ph: (08) 9382 8299
Fax: (08) 9382 8224
Website: <www.apra.com.au>

ADVERTISING IN THE 2008(WA) TEACHERS' HANDBOOK

For information regarding placing an advertisement in the 2008 AMEB(WA) Teachers' Handbook, please contact the AMEB on 6488 3059