Teacher Code

Australian
Music
Examinations
Board (Vic) Ltd

DATES TO AVOID REQUEST
2009 PRACTICAL EXAMINATIONS
(TO BE ATTACHED TO THE ENROLMENT FORM)

This form should be used to request that specific dates be avoided when scheduling practical examinations and to identify candidates who are enrolling for more than one subject in a particular session. A separate form should be completed for each session and submitted by the respective Closing Date for Entries, together with the Enrolment Form.

A candidate should be prepared to present for examination at any time during the published session dates, unless a reasonable request for dates to be avoided has been submitted. With the exception of Licentiate examinations, AMEB practical examinations are scheduled during government school terms between the hours of 9:00 a.m. and 6:00 p.m. from Monday to Saturday inclusive (excluding gazetted public holidays). Note that practical examinations may be scheduled on independent school holidays, curriculum days and VCE exam dates unless these dates are specifically advised to AMEB Victoria as dates to be avoided.

Requests to avoid particular dates should be made at the time of enrolment and will only be considered when substantiated by supporting documentation. Such requests will be considered only if related to religious holidays, school exams, school camps, curriculum days, special events or exceptional situations. Every effort will be made to accommodate requests based on the above reasons; however, it will not be possible to accommodate requests made for any other reason. Requests that examinations be scheduled "at the end of a session" (or similar) will not be accepted.

Acceptance of any request to avoid specific dates is subject to the availability of suitable examiners and venues.

TEACHER, SCHOOL OR PRIVATE ENTRANT

NAME: .....

CONTACT PERSON (IF SCHOOL): .....

PHONE (BUSINESS): ..... PHONE (MOBILE OR HOME): .....

SPECIFIC DATES TO BE AVOIDED	REASON

OFFICE USE ONLY