

Teacher Code



Australian
Music
Examinations
Board (Vic) Ltd

PRACTICAL EXAM VENUE REQUEST 2009

(TO BE ATTACHED TO THE ENROLMENT FORM)

Please complete this form to request that practical examinations be scheduled **at any studio other than an AMEB Examination Centre listed in the Teachers' Handbook** (page 22). The completed Venue Request should be attached to the enrolment form for the particular group of candidates and submitted by the respective Closing Date for Entries.

Please note that a minimum of three hours examining per subject (instrument) is required. Teachers may wish to collaborate to make up three hours of examining time in a particular subject and to offer a common studio for a particular session. The host school or studio teacher will be responsible for supervision of the examinations. Examinations may be scheduled between 9:00am and 6:00pm on any day during government school terms, except Sunday.

Acceptance of any request for a specific studio is subject to the availability of suitable examiners.

TEACHER OR SCHOOL

NAME:

CONTACT PERSON (IF SCHOOL):

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

I request that practical examinations be held at the following studio:

NAME OF STUDIO:

If this is your own studio, please tick if you are willing to offer your studio for the examination of other candidates.

If this is not your own studio, please tick to indicate that you have received the permission of the studio owner.

Please indicate the subject(s) to be examined and the approximate number of hours of examining:

SUBJECT (INSTRUMENT)	HOURS OF EXAMINING

ANY OTHER RELEVANT INFORMATION:

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OFFICE USE ONLY