

Date received:
Venue Code:

## PRACTICAL EXAMINATION VENUE QUESTIONNAIRE – DETAILS AND CHECKLIST

Please complete **all sections** of this form. All details must be complete for the form, to be processed, and the venue approved to host AMEB Qld exams. This includes the venue checklist and declaration.

PERSONAL/ BUSINESS DETAILS	
Name of School/ Teacher/ Studio:	
ABN:	
Street Address:	Postcode:
Venue Examination Coordinator (Name):	
Phone No.:	Mobile Phone No.:
Email Address:	

VENUE/ FACILITY DETAILS
Where can the examiner park their car?
Where does the examiner report, on arrival?
Where will the examinations be held (building/room)?

HEALTH AND SAFETY		
The venue representative must conduct a health and safety induction, which covers:		
<b>Emergency procedures</b>	Evacuation procedures, emergency exit(s), assembly point(s), how to raise the alarm	
<b>First aid resources</b>	Location of First Aid kit	
<b>Facilities</b>	Location of the toilets, hand washing/drying/sanitising, drinking water/tea/coffee facilities	
<b>I declare that on day/month/year, I have conducted an examiner site health and safety induction</b>		
<b>Name of the representative</b>	<b>Signature</b>	<b>Date</b>

SUPERVISION	
Supervisor Name:	Phone:
Supervisor holds a current, paid, Working with Children Check of Qld Teachers Registration	
Blue Card Number or Exemption from holding a Blue Card No.:	

(Note: Candidates under 18 must be accompanied by a responsible adult or be appropriately supervised in the waiting area.)

## EXAMINATION ROOM & WAITING ROOM/ AREA

It is a requirement that both the examination room and waiting room/ area accommodate 4m<sup>2</sup> per person (i.e. 12m<sup>2</sup> for examinations requiring an accompanist and/or 8m<sup>2</sup> for piano/speech (individual) candidates during COVID19 restrictions.  
**NB:** A room for Brass, Woodwind and voice examinations must be larger or the total continuous examination time may be limited. The Examiner's table must be set at least 2m from the Candidate's performance space (more for voice, woodwind and brass Candidates wherever possible).

Approximate size of examination room: metres by metres

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

Approximate size of waiting room/ area: metres by metres

## CHECKLIST

Please tick the box for all equipment, room and facility information.

The room is well ventilated and has suitable heating/cooling

The room is well lit

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

There will be minimal interference from external noise

**Equipment:** The following equipment has been provided:

A suitable desk and ergonomically appropriate chair for the Examiner

A suitable chair for the page-turner (if required)

A stable, adjustable music stand for instrumental candidates (if required)

A suitable chair for instrumental candidates (if required)

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

A suitable waiting area for candidates and accompanying persons

A suitable warm-up room (preferably with piano for music exams) for candidates to tune instruments

It will not be possible to hear or see examinations from the waiting area or warm-up room

Clean, easily-accessed toilet and hand washing/drying facilities (disinfected regularly)

Hand sanitizer provided in each area (exam room, waiting room, warm-up room)

Access to safe drinking water

Tea/coffee\* facilities for the Examiner

Touched surfaces, including piano keys, door handles disinfected frequently with alcohol wipes

(\*Tea/coffee should be available at the 10-minute morning/afternoon breaks; the Examiner will provide his/her own lunch)

**Piano:** *NB: This requirement is not applicable for Speech and Drama Examinations.*

A piano in good condition will be provided

The piano is in good general condition (including pedal action)

Has reliable tuning (to C=522)

Has an even and responsive touch

A stable, adjustable bench/chair will be provided

A footstool (or equivalent) will be provided for shorter candidates

Type of Piano: Upright: 'Baby' Grand: Grand (with sostenuto):

Make/ model:

Tuner's Name:

Phone No.:

## TERMS AND CONDITIONS

- 1) **Recording of AMEB examinations in any form is not permitted.** This includes but is not limited to privacy, confidentiality and protection of intellectual property.
- 2) Note that any uncontrolled hazards identified by the Examiner will be reported to AMEB Queensland and will need to be addressed before examinations can be held at the venue again.
- 3) Recent **photos** of the examination room are to be emailed to AMEB Queensland together with this completed checklist showing the proposed set-up from:
  - (a) the Examiner's perspective; and
  - (b) the candidate's perspective.
- 4) Recent **photos** of the waiting room/ area are to be emailed to AMEB Queensland together with this completed checklist to evidence the accommodation of 4m<sup>2</sup> per person.
- 5) **The person signing this form accepts responsibility for ensuring that the venue, equipment and facilities comply with all applicable legislation, regulations and rules regarding health and safety including COVID19 health directives whilst examiners, candidates and accompanying persons are at the venue.** Any changes to the arrangements described in this document must be advised to AMEB Queensland prior to the date of examination, so that visitors to the venue can be informed accordingly.

## APPLICANT DECLARATION

I declare that:

1. The information provided by me in this document is true and correct
2. I consent to the use of my personal information as set out above
3. The requirements of a Health and Safety induction will be met
4. I have read and understood the terms and conditions above

Name:	Date:
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Signature:

Incomplete forms and declarations that are unsigned will not be processed.