



Teacher Number

PRACTICAL EXAM VENUE REQUEST 2017

(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 Enrolment Handbook** (page 20). 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 subject and to offer a common studio for a 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, **including Sundays**, unless a request to avoid particular dates has been lodged.

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

TEACHER/PERSON ENROLLING CANDIDATE(S)

NAME:

CONTACT PERSON (IF SCHOOL):

PHONE: EMAIL:

PRIVATE STUDIO

(Please tick to indicate studio arrangement)

My studio is available for: my own candidates and others **OR** my own candidates only

My studio is available on: weekdays Saturdays Sundays

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

SUBJECT (INSTRUMENT)	HOURS OF EXAMINING

I have made arrangements for my candidates to be examined at the following studio:

STUDIO (SCHOOL) NAME:

STUDIO ADDRESS:

SUBURB: POSTCODE:

PHONE: EMAIL:

ANY OTHER RELEVANT INFORMATION:

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