

Teacher Number



**Australian**

**Music**

**Examinations**

**Board (Vic) Ltd**

## WRITTEN EXAM VENUE REQUEST

(TO BE ATTACHED TO THE ENROLMENT FORM)

Please complete this form to request that written examinations be scheduled **at a primary or secondary school**. The completed Venue Request should be attached to the enrolment form for the particular group of candidates and submitted by the Closing Date for Entries for the particular Session.

Note that the School will be responsible for providing furniture, equipment and supervision, and responsible for ensuring that the examinations are completed under the required conditions.

**Acceptance of any request for a specific written examination venue is subject to the above conditions.**

SCHOOL: .....

CONTACT PERSON: .....

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

We request that written examinations be held at the following venue:

VENUE ADDRESS: .....

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ROOM NAME/NUMBER: .....

We would like to offer this venue for the examination of other candidates, subject to available space.  YES  NO

ANY OTHER RELEVANT INFORMATION:

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SIGNATURE: .....

DATE: .....