



AIMS of the Australian College of Music

- To foster and encourage the enjoyment of Music and Speech & Drama within the community.
- To lead students to an awareness of the cultural heritage of music and literature.
- To provide students and teachers with comprehensive reports containing constructive comments on the work presented.
- To provide students and teachers in the less populated areas with evaluation and assessment.
- To maintain a non-profit status so that resources can be used for the benefit of teachers and students by way of workshops and seminars.
- To encourage the pursuit of excellence.

REGULATIONS

1. EXAMINATIONS

The College examines twice a year in practical subjects and once a year in theoretical subjects.

Examiners have all been asked to attempt to put candidates at ease before beginning the exam. They have also been instructed to make reports as helpful as possible.

It is important that candidates view examinations as performance events and dress appropriately. Attire (clothing and footwear), hair-styling, make-up, accessories and deportment contribute to the general impression created by a candidate.

In instrumental/vocal examinations, Lists B, C and D must be presented with piano accompaniment where there is one. Candidates must provide their own accompanist, who may remain in the examination room whilst actually accompanying. The teacher may act as an accompanist.

The teacher of a candidate is not permitted in the examination room, except in the role of accompanist.

2. EXAMINATION CENTRES

Where possible, examinations will be held at private centres. However, if there are insufficient entries, candidates will be obliged to travel to the nearest centre with sufficient entries.

Teachers wishing to hold examinations at their studios must have at least a half day examining, and give assurance that the studio is of sufficient size, with an instrument that is suitable for examination purposes.

3. EXAMINATION DATES

Practical examinations will be held each year in:

- May/June,
- October/November.

Examinations for students in Year 12 whose results are required for entry on the Queensland Certificate of Education must be completed by mid-November.

Theory examinations are held on the:

- 4th Saturday of August.

Students who are prevented by religious beliefs from attending examinations on a Saturday must enclose a letter (signed by a Minister of Religion, or other responsible person) to this effect with their entry. For theory examinations, special papers will be prepared and candidates may sit such papers on the Monday following. *Please advise on the Entry form.*

If a candidate is not able to attend for a valid reason please notify the administrator immediately. The examination MAY be able to be rescheduled at another centre.

Teachers must make arrangements to have candidates present and failure to do so will mean entry fees will be forfeited. Candidates producing a doctor's certificate may re-enter at half rates. A candidate cannot transfer from one period to another without paying a full entry fee.

4. EXAMINATION ENTRIES

The College reserves the right to refuse an entry.

Closing dates for entries:

Practical

- 1st Session – 30th April;
- 2nd Session – 15th August.

Theory

- 31st May

Teachers are responsible for the collection of entry fees and these fees must accompany the official entry form or be paid electronically to the College's bank account. Teachers should use their name as the reference and students use the first three (3) letters of the teacher's name and their own name.

All entries must be in the hands of the Administrator by 5:00 p.m. on the closing date.

Late entries will be accepted up to ten days after the set closing date only if accompanied by the late entry fee of \$10 per candidate.

Entry forms must be legible and complete. Please ensure that:

- You are using the latest entry form;
- You have included your full address, telephone number and email address;
- Candidates' names appear as they are on the QCAA database (School Years 10-12);
- Student's LUI number is recorded (School Years 10-12);
- Candidates sign theory entries only.

Teachers should advise of unavailable dates (school tours, sports days, etc.). You may suggest a suitable time on the entry form and, as far as possible, efforts will be made to meet requests.

5. PREREQUISITES

Grade examinations:

Candidates may enter for any grade irrespective of age.

Diploma examinations:

Candidates may enter for any diploma irrespective of age except for Teaching Diplomas when candidates must be 18 years of age.

Prior examination achievement required for diploma examination entry is:

- Diploma (Speaking & Communicating, Performance Skills, Public Speaking) – Grade VII
- Associate Diploma – Grade VII practical (Speech), Grade VIII practical (Music)
- Licentiate Diploma – Associate Diploma of this College
- Fellowship Diploma – Licentiate Diploma of a recognised examining body.

Consideration for exemption from the above prerequisites can be given for prior knowledge and experience. Application must be made to the College with supporting documentation to gain this exemption.

6. RESULTS

The College uses the following scale when awarding mark grades:

- Pass 65-74½ marks
- Merit 75-84½ marks
- Honours 85 marks and above.

Results will be forwarded by the Administrator as soon as they become available.

PLEASE NOTE: CANDIDATE REPORT FORMS WILL BE RETURNED TO THE EXAMINER FOR RESUBMISSION, SHOULD THEY BE ILLEGIBLE OR UNSUITABLE TO BE SENT TO CANDIDATES ON BEHALF OF THE COLLEGE (e.g. spelling errors, grammar, erasures).

The Examiner's decision is final regarding marks awarded. An appeal can be considered in the event of:

- a) irregular examination procedure OR
- b) comments and marks being at variance.

All appeals:

- a) will incur a fee depending on the grade – available from the Administrator.
- b) must be made in writing to the Administrator and accompanied by the required fee.

Such matters will then be considered by the College's Management Committee. Its decision will be final.

Candidates who fail to achieve a pass level may re-enter the same grade; however, there will be no reduction for re-entry. Examiners are not able to discuss markings and results at the time of examination. These will be released by the Administrator as soon as they have been received from the Examiners. However, where a teacher may require some help or advice, examiners are at liberty to be helpful but no specific candidate can be named.

A fee of \$11 will be charged to reproduce any award or certificate previously issued by the College.

7. PROGRAMME

Music

Candidates from Grade VI onwards must submit their programmes (i.e. the list of works and their composers) to the Administrator one month before the examination.

Students may substitute pieces of a similar standard as list pieces if prior approval is obtained from the Administrator.

Students may vary the order in which they present their examination programme but must notify the examiner before beginning the examination.

General knowledge questions will be asked from the student's music. All markings must be removed before the exam.

Speech

Candidates from Grade VII Speech and Drama and Grade V Performance Skills onwards must submit their programmes (i.e. the list of works and their authors) to the Administrator one month before the examination.

The presentation of a candidate's material in print, visual or digital form will be considered in the assessment process.

It is expected that clean copies of selections (free of annotation) be provided for the information and use of the examiner. In the interests of equity, there is no expectation that candidates incur unreasonable expense in the production and presentation of examination programme hard copies.

8. DIPLOMAS

All diploma practical examinations will be taken in the presence of two examiners, and students must be prepared, if necessary, to travel to a general centre, which the College will endeavour to make as central as possible.

Diploma candidates must complete all parts of the examination within five (5) years, or a new entry must be submitted.

Speech dissertations must be submitted to the Administrator by 30th November to be marked and processed in that calendar year.

The minimum level required to pass diploma examinations is merit standard. Diplomas will be awarded as a Pass or Pass with Distinction.

Success in any diploma examination entitles the student to use the following letters after their name:

- Diploma
 - Communication – Dip. Comm.
 - Performance Skills – Dip. Perf.
 - Public Speaking – Dip. P.S.
- Associate Diploma - A.A.C.M.
- Licentiate Diploma - L.A.C.M.
- Fellowship Diploma - F.A.C.M.

If a teacher's examination is taken, the letters (T.D.) are added.

Success in any diploma examination entitles the student to wear the official College Stole. These can be ordered through the Administrator.