

AMEB (NSW) Private Venue Requirements for COVID-19

As the COVID-19 restrictions are being relaxed, a number of decisions are being made on how to best examine AMEB candidates in 2020. We are hoping to support those teachers, schools and regional conservatoriums that want to hold AMEB exams in their private venues.

To comply with official advice from health authorities NSW Health and the Australian Government Department of Health in relation to coronavirus (COVID-19), there will be new mandatory requirements that private venue owners must meet for us to send an examiner. Only those venues that can GUARANTEE that they will meet the government standards will be eligible to be private venues while Public Health Orders remain in place.

Please complete and submit this form by **5pm on Monday 27 July 2020**.

1. Private venue code (as used for enrolments)

2. Venue name

3. Contact name

4. Email address

Space requirements

Under rules from NSW Health (see www.nsw.gov.au/covid-19/safe-workplaces) you must have space for people to sit or stand 1.5m apart, and any indoor space must have at least four metres square per person.

5. Is your waiting area big enough to place chairs at least 1.5m apart?

- Yes
- No

6. Using the four square metre rule (www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/four-square-metre-rule), how many people can fit in the room being used for the exam?

- At least two (for piano, classical guitar, speech & drama or where recorded accompaniment is allowed)
- At least three (for exams requiring accompanists)

As well as the four square metre rule, the examiner must be seated a certain distance away from the candidate and accompanist (where applicable).

7. If your venue hosts piano or strings exams, can you ensure that the examiner can be seated at least **1.5m** away from the candidate and/or accompanist?

- Yes
- No

8. If your venue hosts woodwind, brass or speech & drama exams, can you ensure that the examiner can be seated at least **3m** away from the candidate and/or accompanist?

- Yes
- No

9. I understand brass and woodwind students must bring their own towel and self-manage their own breath expirations.

- I understand

10. If your venue hosts flute or piccolo exams, can you ensure that the examiner can be seated at least **4m** away from the candidate and/or accompanist?

Yes

No

11. If your venue hosts voice (singing and musical theatre) exams, can you ensure that the examiner can be seated at least **4m** away from the candidate and/or accompanist?

Yes

No

Hygiene and cleaning requirements

12. I will have hand sanitiser available for examiners, accompanists and candidates in the waiting room AND in every exam room.

Yes, I will have hand sanitiser

13. I will disinfect the examiner's desk and chair, all doorknobs and bathroom before the exam timetable starts, during the lunch break and at the conclusion of the exam timetable.

Yes, I will disinfect furniture, doorknobs and bathroom

14. I understand that the examiner will bring their own food and drink.

Yes, the examiner will bring their own food

Other relevant information

15. Will other teachers' students be permitted to use the venue?

- Allow my students only
- Allow other teachers' students

16. Please let us know anything else that might be relevant regarding the scheduling of exams at your venue.

We appreciate your flexibility in these ever-changing times. Please be aware that we will endeavour to provide exams as best we can, however the safety of candidates, examiners and staff will be the highest priority. There is a chance that we will not be able to accommodate all applications for face-to-face exams, and in this instance we will work with you to provide other options.

17. I declare that this information is accurate and all measures outlined will be adhered to. I understand that if the examiner feels that these measures are not properly in place, they have the right to refuse to examine and no refunds will be given.

- I agree

18. Please take photographs of any examination space and waiting area to verify the measurements provided in your form. Please email them to office@ameb.nsw.edu

- I have taken photos and have emailed them to office@ameb.nsw.edu

19. Signed (please insert name):