On-line Entries for Practical & Theory Exams

A Step By Step Guide

Go to www.ameb.adelaide.edu.au (Please note Firefox or Chrome are recommended browsers)

1. On the home page, click the PAY ONLINE for AMEB practice exams button

2. In the “Examination” section of the Online Shop, select your instrument/subject category
3. And instrument/subject

4. Select the grade and quantity of exams for that grade
5. **Add to Cart**

   ![Cart Image]

   ![Cart Image]

6. **When you have added all the exams you want, go to the checkout**

   ![Checkout Image]

   ![Checkout Image]

   - If you are a new customer, create an Online Shop Account by entering your details.
   - If you have bought an exam online before, log in with your email and password.
7. **Confirm Order** and continue to payment

Order Confirmation - Payment using VISA, MasterCard and AMEX branded cards is available. Please note that the address details below are only applicable for Online Shop transactions.

8. **Select your payment type**

Commonwealth Bank

Your details will be sent to and processed by The Commonwealth Bank of Australia and will not be disclosed to the merchant.

**Card selection**

Pay securely using SSL+ by clicking on the card logo below:

- Mastercard
- Visa
- American Express

TO AVOID BEING CHARGED INCORRECTLY DO NOT CLOSE THE BROWSER WINDOW OR USE THE BACK BUTTON UNTIL YOU RETURN BACK TO MERCHANT'S WEBSITE.

CommonWeb Terms and Conditions of use
9. Enter your card details and press pay

Commonwealth Bank

Your details will be sent to and processed by The Commonwealth Bank of Australia and will not be disclosed to the merchant

Merchant name: University of Adelaide

Card details

MasterCard: You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

- Card Number: 1234567800123456
- Expiry Date: 12/21
- Security Code: 123
- Purchase Amount: AUD $351.00

I hereby authorise the debit to my MasterCard Account in favour of University of Adelaide.

TO AVOID BEING CHARGED INCORRECTLY DO NOT CLOSE THE BROWSER WINDOW OR USE THE BACK BUTTON UNTIL YOU RETURN BACK TO MERCHANT'S WEBSITE.

10. Once your payment is successful, you will be re-directed to this screen

Copy your Order Number and select the relevant entry form

Nearly There!

You have almost completed your order.

Please take note of your order number as below:

127321

To finish, download and complete the relevant entry form below with your order number (please do not include credit card details) and email the form to ameb@adelaide.edu.au.

- PRACTICAL Entry Form
- THEORY Entry Form
- Speech Practical Entry
- Diploma Entry Form
- Rockschool Entry Form

Thank you for choosing to use the AMEB, the national benchmark in graded music.
11. Fill out your entry form and put the Order Number in the relevant box

Save and email the entry form to ameb@adelaide.edu.au

You will have an emailed receipt from the Online Shop confirming your payment. (This will have your Order Number too)

**You have successfully entered - hooray!** Relax (or get practising!) and wait for your exam slips to come via email.