

# AMEB examination checklist

## 1. Entries

- Entry forms are available from [ameb.adelaide.edu.au](http://ameb.adelaide.edu.au)
- Submit your completed and signed entry form with payment to the AMEB office by the published closing date for your chosen session.
- Clearly list dates to avoid, considering venue and accompanists' availability.
- Include all known candidate numbers and dates of birth.
- Keep a copy of both sides of your completed form.

## 2. Confirmation slips

- Once processed, your student entries will be confirmed with candidate slips and your receipt approximately 3 weeks prior to examination.
- If confirmation has not been received by that time the **teacher or student** should check the progress of the entry on 8313 8088.
- Please read the candidate confirmation slip carefully and advise the AMEB office of any errors.

## 3. Examination Day

- Candidates should arrive 15 minutes prior to their scheduled exam with their candidate confirmation slip.

## 4. Reports

- The AMEB is committed to prompt distribution of reports. If you have not received your reports within 7 working days of the exam please contact the AMEB office on 8313 8088.

## 5. Certificates

- Teachers will be advised of the certificate availability at the time of report distribution.