



Examination Handbook and Information



2022

Preface

Welcome to the 2022 *ANZCA Examination Handbook and Information* manual. This book includes general information, regulations and guidelines for ANZCA examinations in the forthcoming year.

Those teachers who are new to ANZCA will find a concise introduction to the examination system, including its history, aims and method of assessment.

ANZCA's Video examination format, introduced in 2020 in response to the COVID-19 pandemic, is now a permanent option in all areas and series, alongside Face-to-Face exams (restrictions permitting). Video exams have their own online entry portal and entry forms, which can be found on the Exam Entry pages of our website, www.anzca.com.au.

Although the ongoing demands and uncertainties of the pandemic throughout 2021 resulted in further delays to our syllabus updates, we expect to begin releasing new editions for 2022–24 in the first quarter of this year. The 2018–20 syllabuses will also remain current for 2022.

All current ANZCA syllabuses are available for purchase from the office and music stores, or as free PDF downloads from the Syllabus page of our website.

The General Manager and Board of Directors welcome comments on any aspect of our service (by phone, mail or email at admin@anzca.com.au), and wish teachers and their students a rewarding year in music.

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General Information

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Introducing the

ANZCA Examination System

Australian and New Zealand Cultural Arts Limited is a non-profit examining body of the performing arts. It is governed by a Board of Directors, who give of their time in an honorary capacity, and administered from a central office in Melbourne. ANZCA aims to provide music teachers and students with an examination system which is both accessible and innovative, combining the security of a proven format with an exciting range of repertoire.

ANZCA was formed in Melbourne in 1983. Now thoroughly established in Australia, New Zealand, Indonesia, Malaysia, Thailand and Singapore, ANZCA offers up to three practical and two theory examination series annually. Practical Video exams, introduced in 2020 in response to the COVID-19 pandemic, are also available outside the set exam series and areas. Modern and classical exams are held in pianoforte, organ, guitar, vocal, trumpet and flute, as well as contemporary exams in pianoforte duet, keyboard, mandolin, ukulele, bass, drum kit, trombone, clarinet, saxophone, accordion, recorder, strings and theory of music. 2018 saw the introduction of Jazz Syllabus examinations, based around a new set of purpose-written grade books by renowned educator and composer Christopher Norton and former ANZCA examiner Doug McGregor.

ANZCA's continued success lies in the combination of sound educational principles with a practical, common-sense attitude to the content and process of music examinations.

The assessment of most instruments includes up to three beginner levels (Introductory, Preparatory and Preliminary) preceding Grade One to ensure a comfortable introduction to music examinations, especially for the very young candidate. From Preparatory to Grade Eight, each standard practical examination consists of Technical Work, three or four List pieces (depending on the exam level), General Knowledge, Sight Reading and Aural Tests. Each section is given both a comment and a corresponding mark, with a total score out of 100. Beyond Grade Eight, three levels of Diploma are offered: Associate (Performer and Teacher), Licentiate (Performer and Teacher) and Fellowship Performer.

ANZCA believes that music is a living art, and aims to encourage the development not only of the traditional elements of technique and interpretation, but also of creativity. This is reflected in the inclusion of an improvisation alternative to sight reading for Modern Pianoforte candidates, and improvisation elements in some Aural Test exercises for most subjects. Embellishment and/or improvisation are expected in modern stream examinations (where appropriate), and from Grade One both streams may include a Free Choice list. This piece, which is marked equally with the set lists, may be from any source and in any style, within the syllabus requirements.

The ANZCA examiners comprise a highly professional group, including distinguished recitalists and music educationalists from universities and colleges throughout Australia and New Zealand. Both acknowledged experts in their field *and* experienced teachers, ANZCA's examiners are very mindful of the real problems facing the student and teacher alike. Candidates are greeted by name and treated in a friendly, relaxed manner (within the level of formality appropriate to the exam situation). Every effort is made to put the candidate at ease and make the examination a positive, enjoyable experience.

Feedback from teachers is encouraged, and policy is continually reviewed and adjusted, so that ANZCA can always meet the demands of a constantly changing society. Relevant observations or suggestions from teachers are welcomed.

Important Information for 2022

PRACTICAL EXAMINATIONS

While increasing levels of vaccination are leading to the development of “COVID-normal” strategies in many regions, the ongoing uncertainty and volatility of the pandemic means that we are likely to continue to face significant limitations in regard to practical examinations throughout 2022.

Consequently, the rules for conventional **Face-to-Face exams** and **Video exams** established for 2021 remain in place this year, i.e.–

- Where lockdown or severe contact restrictions are in place, **Video examinations** will be offered only, held in the student’s own home.
- In all other areas, **Face-to-Face** or **Video examinations** may be chosen by the teacher/student at the time of entry. In this case, video exams may be held in the student’s home, the teacher’s studio, or other venue. The examination type must be specified on entry, and a 50% transfer fee will apply to change from one exam type to the other.

Teachers and students must be prepared to switch from Face-to-Face to Video exams at short notice (and at no charge) if necessary.

Comprehensive information about Video exam procedure can be found on our website under the Support tab.

ANZCA SYLLABUSES

As mentioned in the Preface, the 2022–24 ANZCA Syllabuses are expected to begin being released in the first quarter of 2022. All current syllabuses will remain valid throughout 2022, and a 12-month changeover period will apply following the release of the 2022 editions.

Assessment

CRITERIA:

Assessment is based on an comprehensive set of criteria, summarised as follows:

- a) **Technical ability:** appropriate for the grade, comprising accuracy, facility, co-ordination and control.
- b) **Musicality:** including interpretation, understanding of the style and structure of the works performed, dynamics, phrasing, rhythmic stability and melodic shape.
- c) **Performance:** conveying to the listener the character and spirit of the music with fluency and style.

BASIS:

All assessment depends upon the extent to which the candidate succeeds in achieving the above criteria. To ensure stability of marking standards, new examiners undergo a two-year training course, and all examiners attend regular meetings for ongoing training.

Assessment of standard practical examinations covers Technical Work, two (Introductory), three (Preparatory to Grade Three) or four (all other grades) pieces of differing styles, Sight Reading, Aural Tests and General Knowledge. Improvisation tests are included as an alternative to Sight Reading in Modern Pianoforte and Modern Organ from Grade Two.

Performance Syllabus and Jazz Syllabus exam assessment is based on four pieces only at all levels. There are no other requirements or requisites.

Examiners’ comments are written during the examination. These are intended to assist the candidate and teacher, and correspond to the marks or grading awarded.

Assessments are based on the following guidelines for grade levels:

- **Introductory to Grade Three:** Development of basic music skills and technical accuracy. While an appropriate grade standard must be attained, students are given every encouragement for their efforts. *Continued*

- **Grades Four and Five:** Development of a greater sense of musicality and style.
- **Grades Six and Seven:** A high degree of technical security and maturity of performance.
- **Grade Eight and Diplomas:** Stylistic awareness, musical sensitivity and technical competence.
A guideline handbook for all Diplomas is available from the Syllabuses page of the ANZCA website.

GRADINGS AND CERTIFICATES: See *Regulations*, nos. 56–58.

Regulations

Examination Enrolments

ENTRY FORMS:

1. All examination entries must be submitted to the Representative.
2. All entries **must** be submitted on an appropriate form. Entry forms are available from the Representative.
3. Enrolments are accepted by ANZCA on the understanding that teachers and students are familiar with the examination requirements and procedure as set out in ANZCA syllabuses and support material, including the Video Examinations Procedure document.
4. ANZCA reserves the right to refuse or cancel the entry of any candidate if considered necessary.

TEACHER NUMBER:

5. Teachers must include their teacher number on the entry form. New teachers will be allocated a number when their entries are recorded in the examination database.

ENROLMENT FEES:

6. The correct fees must accompany all entries. Contact the Representative for payment options.
7. **One** payment per teacher/studio only will be accepted. Do **not** make multiple payments.
8. Fees are not refundable under any circumstances.
9. Dishonoured cheques will result in the teacher incurring an additional fee to cover ANZCA's associated banking and bookkeeping costs. These costs are irrespective of the cheque amount.

LATE ENTRIES:

10. Late entries will be accepted up to one week (7 days) after the closing date; a late fee must be included with the examination fee.
11. Entries received after this period will be returned to the sender.

CANDIDATE DETAILS:

12. Teachers must ensure that all details, particularly spelling of students' names, are correct. A fee will be charged for alterations once report forms have been created.
13. Candidates' identity numbers must be included on the entry forms.

ENROLMENT CONFIRMATION:

14. Following the closing date for each series, teachers will receive an enrolment confirmation list. Teachers are required to check all candidate details (including name, instrument, grade, etc.) on this list, and advise the Representative in writing of any alterations. For any candidate added, a late fee **and** entry fee must accompany the returned list.
15. All alterations must be received at the ANZCA Representative by the date on the candidate list. After this period, alterations to names will only be made to the final certificate, while corrections relating to subject or grade will incur a charge to cover the reprinting/revision of exam material.

TRANSFERS AND CANCELLATIONS:

16. Application to change set examination times for Face-to-Face or high-grade Video examinations must be made, by the **teacher**, to the Representative. Transfers will only be considered on the condition that a suitable time and venue are available, and upon receipt of a further fee of 50% of the original examination fee. For low- grade Video exams, transfers requested within 4 weeks of the scheduled date will incur an administration fee.
17. Applications to transfer **written examination** candidates to new centres must be submitted to the Representative **at least** four weeks prior to the set examination date. No transfers will be accepted within four weeks of the examination.
18. Candidates transferring for any reason cannot change grade or subject.
19. Teachers are requested to notify the office of any examination cancellations.
20. Examination enrolment cannot be transferred from one candidate to another.

Practical Examinations

STUDIO REQUIREMENTS:

21. It is the responsibility of the centre to provide a **safe** environment and ensure that adequate public liability insurance is in place to cover both examiners and students.

EXAMINATION TIMETABLES:

22. Once dates and times are set for each centre, an examination timetable will be forwarded to the centre. Teachers must **not** alter this timetable.
23. Teachers must not contact examiners to discuss timetables or any other details of examinations.

ENTRY SLIPS AND PROGRAM LISTS:

24. For Face-to-Face exams, entry slips with venue, date and time will be forwarded to teachers approximately four weeks prior to the examination. Candidates must bring the entry slip to the examination. Pieces to be performed must be listed on the back of the entry slip.

For Video exams, an email with the exam details will be forwarded to the teacher. A list of pieces to be performed must be submitted to the office no later than two weeks prior to the scheduled examination.

IN THE EXAM ROOM:

25. Only examiners and candidates may enter the examination room, with the following exceptions:
 - An **accompanist**, who is to be present in the room only when required. It is the responsibility of the candidate to provide an accompanist.
 - A **page turner (not the teacher)** may be present when required at Diploma levels **only**.
 - The **teacher**, strictly in the event of student illness or technical problems with instruments or other equipment **only**.
26. For Face-to-Face examinations, neither teachers, parents, nor any other person may enter the exam room for any reason, including page turning or sorting music books, except as specified in point 25 above.
For Video examinations, teachers or parents may assist candidates by asking technical work and introducing each piece by name, but coaching of any sort is not permitted.
27. Teachers and candidates must expect that at times there may be two examiners for levels below Diploma. New examiners need the opportunity to learn in both practical and theoretical situations.

LIST PIECES:

28. Examiners may, at their discretion, hear the whole or any portion of the works presented for examination.
29. Candidates must bring the original music for each list into the examination room, including the *Free Choice* solo. This includes pieces to be performed from memory.
30. Except for the *Free Choice* section, any work presented which is not set for the grade will be marked either from half the maximum score, or as *Not able to assess*.
31. It is the teacher's responsibility to ensure that the *Free Choice* solo is of at least the grade standard. Copies **should not** be submitted to the office for approval.
32. Any standard edition of works will be accepted for classical examinations. Candidates for modern examinations **must** use the edition specified in the syllabus.
33. Candidates should be familiar with repeats, although these should not be performed in the examination; however, *Da capo* and *Dal segno* directions should be observed. Modern-stream candidates may include one repeat with embellishment or improvisation.
34. Where a candidate enters for both a classical and a modern examination in the same grade, **no** solo is to be used twice. A *Free Choice* selection from a higher grade can **not** be used again at a higher level.
35. ANZCA does not approve of the use of photocopies in examinations. Candidates **must** present for examination with their own books or sheet music (including digital downloads), and **will not** be allowed to present works from photocopies of ANZCA publications. A photocopied portion of a page may be used for convenience of turning.
36. Candidates must erase written marks from their music prior to the examination. Marks indicating embellishment, fingering, bowing, pedalling or registrations will be accepted.
37. Tempo should be in keeping with the style of the pieces. Where indicated, the metronome marks are to be regarded as an approximate indication of tempo.

38. Where a backing recording is to be used, each candidate must have a separate recording, to be correctly cued (where applicable) before entering the examination room. It is the responsibility of the teacher or candidate to provide suitable playback equipment and to ensure its smooth and timely operation.
39. Candidates must supply the examiner/s with copies of their music at the beginning of the examination under the following circumstances:
 - In Grades Six and Seven, a copy of any *Free Choice* piece which is not listed in the syllabus.
 - In Grade Eight and Diploma, copies of all list pieces.
 In all cases, photocopies will be retained by the examiner and destroyed.
40. Although not mandatory (except for some Diploma levels), candidates are encouraged to memorize one or more of their pieces.

RECORDINGS – FACE-TO-FACE AND VIDEO EXAMINATIONS:

41. The examiner may at times record a practical examination, but this recording will remain the property of ANZCA and will **not** be made available to the teacher or candidate.
Recording of Face-to-Face practical examinations is **not permitted** under any other circumstances, with or without the knowledge of the examiner.
42. Each Video examination will be assessed by one examiner only from a single viewing of the recording.
43. Video examination recordings must not be distributed, or used to obtain a second opinion or assessment from any other person or organisation.
44. Video examination recordings will be deleted from ANZCA's system one month after results have been posted. A small number of videos may be retained for examiner training purposes, with any identifying details of the student or teacher removed.

Written Examinations

EXAMINATION DATES:

45. Theory examinations are held twice each year on set dates. Under no circumstances can the set dates or times be changed.

ENTRY SLIPS:

46. Entry slips with venue, date and time will be forwarded to teachers approximately three weeks prior to the examination. Candidates must bring this entry slip to the examination.

EXAMINATION TIMES:

47. Candidates should arrive at the examination centre at least 15 minutes before the scheduled exam time.
48. Candidates will be given five minutes' reading time before the examination commences.
49. No candidate may leave the examination room within the first half hour of the exam. No candidate will be admitted to the examination room after this period.
50. ANZCA and its supervisors cannot take responsibility for students once they leave the exam room.
As many candidates complete their examination in less than the time allowed for their respective grade, parents or guardians should be ready to collect students **before** the scheduled finish time. It is not the supervisor's role to mind children after the examination or to check they have been met by their parents.

MATERIALS:

51. It is the candidate's responsibility to ensure they are given the correct examination paper.
52. Candidates may bring only the following materials into the exam room: pens, pencils, an eraser, correction fluid and a ruler.
53. **No** books or writing paper may be brought into the examination. Manuscript paper for rough work is provided, and must be handed in with the completed exam paper.
54. Mobile phones must be switched to silent or turned off before the candidate enters the exam room, and must not be visible to the candidate during the exam. Headphones can not be used during the exam.
55. Examinations may be completed in pencil, but work must be clear and legible, otherwise marks may be lost.

Results

GRADINGS:

56. Marks for practical (including Group Performance) and theory grade examinations are assessed as follows:
95-100 – First Class Honours; 85-94 – Honours; 75-84 – Credit; 65-74 – Pass; 60-64 – Pass, recommended to repeat; 59 and under – Not Satisfactory.

**Introductory, Pianoforte Duet and String Quartet:* No marks will be given. For details of assessment, see the relevant syllabus.

Successful Diploma candidates are awarded Honours or Pass.

Where an examination consists of two or more parts (not including prerequisites), the pass mark will be an average of 75% over all sections, with no one section having a mark lower than 70%.

CERTIFICATES:

57. A certificate is awarded to each candidate who has reached the required standard to pass. The certificate will show the candidate's name, assessment, grade, instrument, teacher's name and date.
58. Certificates will be posted to the Representative, who will distribute them to teachers.

REPLACEMENT CERTIFICATES:

59. Certificates which have to be replaced due to teacher error or reissued at a later date will incur a fee.

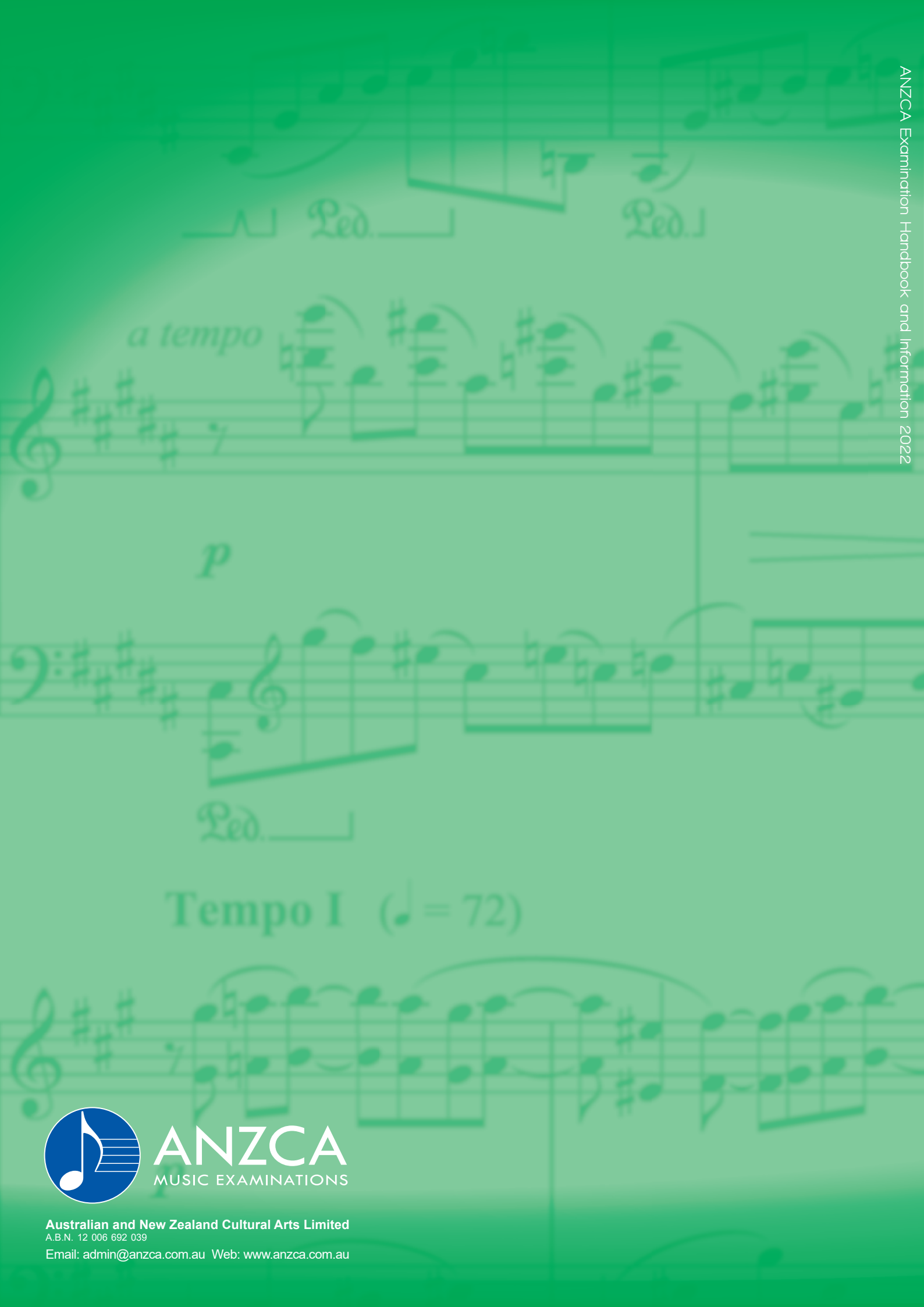
Additional Requirements

60. Certificates will not be issued from Grade Six unless the additional requirements listed in the syllabuses have been obtained and details entered on the enrolment form. Where this information is not given, a charge will be incurred to issue the certificate subsequently. (Note: all requisites must be ANZCA examinations, completed within five years of the practical examination, except where otherwise marked.)
61. Where requisites are obtained after the practical examination, certificates will be sent to teachers only on application to the office. A fee per mailing must be sent to the office with the application.

Complaints

62. The examiner's decision is final and under no circumstances will any alteration be considered.
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Notes



ANZCA
MUSIC EXAMINATIONS

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