



Examination Handbook and Information



2025

Preface

Welcome to the *2025 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.

The new 2025–27 ANZCA syllabuses will be released from early 2025. As usual there is a 12-month changeover period, so all previous editions valid in 2024 can still be used throughout this year.

ANZCA syllabuses are available for purchase from via our Representatives, or as free PDF downloads from the Syllabuses 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.

All contents of this manual, including the ANZCA name and logo, are Copyright © ANZCA Ltd., and may not be reproduced without permission.

Contents

| | |
|---|----------|
| Preface | 1 |
| General Information | 3 |
| Registered Office and General Manager | 3 |
| Board Directors | 3 |
| International Representatives | 3 |
| Introducing the ANZCA Examination System | 4 |
| Important Information for 2025 | 5 |
| Assessment | 5 |
| Regulations | 6 |
| Examination Enrolments | 6 |
| Practical Examinations | 7 |
| Written Examinations | 9 |
| Results | 9 |
| Additional Requirements | 10 |
| Complaints | 10 |

General Information

REGISTERED OFFICE:

Postal Address: P.O. Box 3277, Nunawading Business Hub Vic. 3131, Australia

Office: 3/33 Heatherdale Road, Ringwood Vic. 3134, Australia

A.B.N. 12 006 692 039

Phone: (03) 9434 7640

Email: admin@anzca.com.au Web: www.anzca.com.au

 ANZCA Limited

 <https://www.youtube.com/user/ANZCALimited>

 ANZCA Music Examinations

Office hours: 8:30 am to 4:30 pm AEST/AEDT, Monday to Friday.

GENERAL MANAGER:

TONY BETROS

BOARD DIRECTORS:

MAY GAVIN Chairperson

MAUREEN GRIEVE Vice Chairperson

MAUREEN MILTON, OAM

BRENDAN HAINS

AUDREY CHIN Malaysia Director

PATRON:

JUNE MCLEAN

INTERNATIONAL REPRESENTATIVES:

| | | |
|----------------------------------|--|-------------------|
| <i>New Zealand, North Island</i> | CHERIE KAUSHAL, Auckland | PH. 021 112 9515 |
| <i>New Zealand, South Island</i> | DIANNE OFFICER, Dunedin | PH. 027 504 9450 |
| <i>Malaysia/Brunei/Singapore</i> | AUDREY CHIN, Time & Tune, Kota Kinabalu | PH. 012 828 5111 |
| <i>Indonesia</i> | PT. SINTANADA MUSIC EDUCATION, Jakarta | PH. (21) 451 6762 |
| <i>Thailand</i> | PANADDA HONGSAKUL, Bmas International Music and Performing Arts Academy | PH. 081 621 4307 |

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 face-to-face practical and two theory examination series annually. Practical video exams (Video Performance and ANZCA Go! formats) are also available outside the set exam series and areas. Modern and classical exams are held in pianoforte, organ, guitar, voice, trumpet and flute, as well as contemporary exams in pianoforte duet, mandolin, ukulele, bass, drum kit, trombone, clarinet, saxophone, accordion, recorder, strings and theory of music. Practical Performance exams are also available for all instruments listed above, comprising four pieces only at each level. 2018 saw the introduction of Jazz Syllabus examinations, based around a 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. 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 2025

ANZCA SYLLABUSES

As mentioned in the Preface, the 2025–27 ANZCA syllabuses will begin to be released early in 2025. All editions valid in 2024 will remain current 2025 for the 12-month changeover period.

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. Performance Syllabus requirements are found on the last pages of each syllabus/instrument; Jazz Syllabus requirements are listed in each repertoire book.

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.
- **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. 67–70.

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.

MEDICAL CONDITIONS:

14. Teachers of students with medical or other conditions (e.g. vision or hearing limitations, asthma or allergies, epilepsy, Autism Spectrum Disorder, etc.) which may affect the examination process or requirements must submit written notification to ANZCA, either with the entry form or no later than four weeks prior to the examination. This information should include a medical certificate wherever possible, and an action plan to deal with the condition. Teachers must **not** hand notes to the examiner on the day of the examination. Examiners will only act on advice received in advance from the office.
15. Each case will be considered individually as to whether the examination can be modified or assessed without marks.

ENROLMENT CONFIRMATION:

16. Following the closing date for each Face-to-Face or written exam 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.
17. 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:

18. Application to change set examination times for **practical Face-to-Face** must be made, by the **teacher**, to the office. Transferred exams require a payment of the current grade fee, less 50% of the amount already paid.

19. Applications to transfer **written examination** candidates to new centres must be submitted to the office **at least** four weeks prior to the set examination date. No transfers will be accepted within four weeks of the examination.
20. Candidates transferring for any reason can change grade (by paying the difference in fee if applicable, in addition to the transfer fee), but cannot change subject. Transfers must be completed by the end of the year following the original exam date.
21. Teachers are requested to notify the office of any examination cancellations.
22. Transferred students must lodge an entry by the closing date of the required session in order to be enrolled. A student is not enrolled until an entry form for the new session is received. Enrolment cannot be transferred from one candidate to another.

Practical Examinations

STUDIO REQUIREMENTS:

23. 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.
24. A supervisor must be present at all times to ensure each candidate enters the examination room as required.
25. The examination room must be separated from the view and hearing of the general public, and from external noise.
26. A desk or table and chair must be provided for the examiner.
27. Where a school or studio is made available for pianoforte examinations, teachers must ensure that the instrument is tuned and of examination standard.
28. All studios must provide a keyboard instrument for aural tests, irrespective of the instrument being examined (Drum Kit excepted).
29. A waiting room away from the examination area must be provided for candidates.
30. The examination centre is expected to provide the examiner with tea or coffee at morning tea, and a light lunch (e.g. sandwiches), where these are included on the timetable.
31. Studios are **not** expected to provide practice time for candidates sitting at their centres.

EXAMINATION TIMETABLES:

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

ENTRY SLIPS AND PROGRAM LISTS:

34. For **Face-to-Face exams**, entry slips with venue, date and time will be emailed to teachers approximately three weeks prior to the examination. Candidates must bring the entry slip to the examination. Pieces to be performed must be listed on the entry slip.

For **Video exams**, 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:

35. 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**.
36. 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 35 above.
37. 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:

38. Examiners may, at their discretion, hear the whole or any portion of the works presented for examination, or stop a piece before it is completed; this should not be interpreted as criticism of the performance.
39. 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.
40. 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.

41. 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*.
42. 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.
43. Any standard edition of works will be accepted for classical examinations. Candidates for modern examinations **must** use the edition specified in the syllabus.
44. 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.
45. Where a candidate enters for more than one exam stream (i.e. Classical, Modern or Performance) in the same grade and instrument, **no** solo is to be used twice. A *Free Choice* selection from a higher grade can **not** be used again at a higher level.
46. 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.
47. Candidates must erase written marks from their music prior to the examination. Marks indicating embellishment, fingering, bowing, pedalling or registrations will be accepted.
48. 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.
49. 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.
50. Although not mandatory (except for some Diploma levels), candidates are encouraged to memorise one or more of their pieces.

RECORDINGS – FACE-TO-FACE AND VIDEO EXAMINATIONS:

51. 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.
52. Recording of Face-to-Face practical examinations is **not permitted** under any other circumstances, with or without the knowledge of the examiner.
53. Each Video examination will be assessed by one examiner only from a single viewing of the recording.
54. Video examination recordings must not be distributed, or used to obtain a second opinion or assessment from any other person or organisation.
55. 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:

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

ENTRY SLIPS:

57. 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:

58. Candidates should arrive at the examination centre at least 15 minutes before the scheduled exam time.
59. Candidates will be given five minutes' reading time before the examination commences.
60. 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.
61. 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:

62. It is the candidate's responsibility to ensure they are given the correct examination paper.
63. Candidates may bring only the following materials into the exam room: pens, pencils, an eraser, correction fluid and a ruler.
64. **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.
65. Mobile phones must be 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.
66. Examinations may be completed in pencil, but work must be clear and legible, otherwise marks may be lost.

Results

GRADINGS:

67. 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; 60-74 – Pass; 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:

68. 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.
69. Certificates will be posted to the Representative, who will distribute them to teachers.

REPLACEMENT CERTIFICATES:

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

Additional Requirements

71. 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.)
72. 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

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

a tempo

p

Tempo I (♩ = 72)



ANZCA
MUSIC EXAMINATIONS

Australian and New Zealand Cultural Arts Limited
A.B.N. 12 006 692 039
Email: admin@anzca.com.au Web: www.anzca.com.au