

## **Guidelines for Private Studio Examination Venues**

In addition to the following guidelines it is a requirement that the examination between the examiner and the entrant is private and as such should be respected. Teachers and supervisors must not stand within listening distance. Any failure to observe this condition may result in the privilege of the use of the examination venue being withdrawn in the future.

The following guidelines are to assist examiners and to ensure that NZMEB examinations are conducted in venues of a similar standard throughout New Zealand.

1. Exam room dimensions to be of a reasonable size (recommended minimum area approximately 9.6 square metres)
2. Room to be adequately lit and heated.
3. One piano regulated and tuned to A440.
4. The treble end of the piano should be towards the examiner.
5. One adjustable piano stool.
6. One reasonable size table for examiner, plus a comfortable chair.
7. Tea or coffee to be provided for morning and afternoon tea breaks.
8. A suitable waiting area where entrants, parents and teachers cannot overhear an exam in progress.
9. Supervisors must ensure that no-one is within listening distance of the examination. Examinations are private.
10. Entrants should be adequately supervised and available to present for exams as scheduled.
11. Supervisors should check that entrants have their correct slip and that the name corresponds with that on the Day sheet.
12. The examiner is not to be approached by either the teacher or parent regarding the examination.
13. Supervisors should check that slips are correctly completed and that entrants have copies of music for examiners.

