

***GUILD***

**Music & Speech Public**

**Examinations...**

**Teacher's Annual**

**Contact & Handbook...**

**2020...**

# **GUILD ADMINISTRATION GUIDE...**

## **GUILD Music and Speech public examinations...**

### **Vet & Higher Education...**

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**PAYMENTS:** Australian Guild of Music Education Account is:-

#### **EFT bank transfer.**

Account: AGME  
BSB: 033050  
Account: 228055

#### **Efpos.**

Phone office for processing.

#### **Cheques & Money Orders.**

Must be written out to - **Australian Guild of Music Education Inc**

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## **PRESIDENT'S REPORT & UPDATE INFORMATION...**

### **Covering the practical and theory public examination divisions of the Guild.**

Welcome all to 2020 for another very busy year I'm sure for all. Again last year was once again quite demanding for all examiners, teachers and their students. Many exams were conducted across Australia, Singapore and Malaysia.

The annual graduation and concert, which was our 50 year Golden Jubilee celebration, was well attended and a very successful day for the Guild. I would like to thank all who participated in making this day memorable.

The August 2018 theory examinations produced very good results across the board. Well done to all the students and their teachers. Many students took advantage of our Theory on Demand which has become very popular for those who wish to do their theory assessments when it suits them.

Video examinations on demand have become more popular over the last year with many more students and teachers finding this method very flexible allowing them to sit their examination when it suits them.

The Guild has introduced many new ideas that allow us to be very progressive and accommodating. We have been a vanguard in many new innovating areas of music and speech examinations.

### **We have introduced:**

*Theory on demand.*

*Video examinations on demand.*

*Own choice examination programs in any style and genre.*

*Performance examinations for any musical stream.*

*Performance and Recital upgrades to the General examination stream.*

*Assisted performance examination up to Level 5 for special needs students.*

**The latest invocation for 2020 is that we will allow students to sit for a Recital version of Their Solo examination for any instrument or vocal. Detail below.**

Once again a big thankyou to all staff, particularly Tia, for all the hard work and input.

In conclusion, please read the following pages to keep up to date with all the changes that have occurred over the last few years. Also read the section:

### **New from 2020.      Solo Recital examinations.**

**Please note:** This document now replaces the old Guild handbook. Please discard your old handbook as a lot of the information within it is way out of date.

Call me anytime for clarification on any syllabi or program details if needed.

**Phone: 0417 318 915 OR Email: >pianoforte@hotkey.net.au<**

All the best in 2020. **Jeffrey Wood. President AGME**

## **IMPORTANT SYLLABUS REQUIREMENTS CHANGES...**

**PLEASE NOTE THAT ALL OF THE BELOW ARE MANDATORY...**

### **New from 2020.**      **Solo Recital Examinations.**

Over the last few years, the Guild has had a Solo Recital syllabus for Pianoforte only as a separate syllabus to the Full Solo Examination syllabus. This now can be an option for all instruments or vocal.

The Recital program's format consists of the following.

Technical work. Up to grade 7 only.

List pieces.

Choice of General knowledge OR Program notes. Up to grade 7 only.

Choice of Ear test OR Sight reading. Up to grade 7 only.

Grade 8, C.Mus, A.Mus & L.Mus Recitals are all Performance based.

No scales or subsections required.

Performance notes are required.

No theory prerequisites are required.

Marking and examination times is the same as the Full Solo examinations.

The only variation in the marking is that General knowledge is awarded 10 marks and the choice of Ear test OR sight is awarded 10 marks also.

Other than Pianoforte, the teacher will use the requirements of the standard solo syllabus for all other instruments and vocal.

If you need any clarification about these examinations, you can make contact with the director of music and theory studies, Mr Jeff Wood on 0417-318-915.

### **Assisted Performance Examinations.**

At the request of a few teachers, we are introducing Assisted Performance Examinations.

These examinations are simply designed for students with additional needs of any age who have been found to be quite competent in their area in performing. However they are students who generally need assistance to progress through an examination from someone who they are familiar with such as the teacher, etc.

These examinations will be based on the performance syllabus from Preparatory through to Level 5 only. Students will have an assistant to help them progress through the examination. It won't be mandatory for the student introduce their pieces themselves. Their assistant can do this for them. A program would be advisable profiling and listing what the student is capable of achieving apart from listing the performance pieces. To enter students for the assisted examinations, the teacher needs to indicate on the entry form as follows. **A-Level ?** followed by what level the student is entering for. The letter **"A"** will indicate that the student will be assisted. This will be shown on the report as well as the certificate.

The teacher will need to obtain and submit a doctor's certificate for these entries to certify that the student is eligible for entry into these examinations. If you need any clarification about these examinations you can make contact with our specialist music advisor **Mrs Greta Grybaitis** on **0409-396-855**.

### **Diploma Performance memory requirements**

The memory component for Associate, Associate Recital and Professional Performance will no longer be compulsory.

Licentiate, Licentiate Recital and Public Performance will be unchanged and a memory piece will still be expected.

### **Technical Exercises.**

Technical exercises are no longer mandatory in examinations if required within the technical work. E.g. Piano, guitar, etc. Obviously singing/vocal exercises will remain, as this is the core part of the technical requirements. Teachers and students are still encouraged to pursue these exercises in the normal technical development as these carefully designed exercises will develop a very secure foundation in finger dexterity.

Please note that vocal students can use their accompanist to play along with the technical exercises during the examination.

Also vocal students can use Vocalizes instead of Concones for their technical exercise. These are common in the VCE or HSC school programs particularly if students are doing year 11 or 12 contemporary music subjects.

### **Sight Reading / Singing.**

Candidates will be allowed a reasonable time to practice their sight reading/singing exercises prior to being asked to perform it. The examiner will provide the sample in which the student can then practice playing or singing. After a short time the examiner will then ask them to perform it from which point they will assess the presentation.

Please note that vocal students can use their accompanist to play through the sight singing exercise prior and during the assessment.

### **General Knowledge Substitute.**

General knowledge oral questions can be substituted with a detailed program presented to the examiner at the start of the examination. The program should consist of a student profile followed by a short but concise detail of each item presented.

This should include the information about the composer, the style, and the general theory elements of the music presented. The examiner will mark on the general impression of the program notes and its content.

**Please note that oral general knowledge questions will be based on the list pieces / songs only.**

General theory questions will no longer be asked as these elements have already been covered in the theory examination prerequisites needed to complete and certify the Full Solo examination grades.

## **Acoustic, Digital Pianos & Keyboard Examinations.**

Acoustic, digital pianos can be used for any level of examination. Both should be 88 key versions. Keyboard examinations using automated backing etc for the different grades/levels still need to be discerned by the teacher. Also the different playing style formats need to be demonstrated and mixed within the examination. This is also a requirement for Electronic Organ as well.

### **Own Choice Pieces.**

As has been in earlier syllabuses, teachers and students can choose any performance program they wish to present for their examination without approval up to grade/level 7. Proficiency, level 8 and diplomas, must still have approval through the appropriate avenues. Own choice can include the use of any other examination boards published books, or general syllabus list, if the teacher so desires. These pieces should be a good guide to the general standard for the grade/level that is being attempted. Other pieces should be carefully picked and it is up to the teacher that the chosen works is similar in standard to others already listed in the syllabus. All teachers can send copies of pieces to the Guild office for approval if in doubt of the standard or suitability. Of course the higher levels, as mentioned above, must have approval.

The most preferred and quickest way for approval is to scan the pieces and email to Jeff Wood >[pianoforte@hotkey.net.au](mailto:pianoforte@hotkey.net.au)< and the reply email will act as your approval notification.

### **Examination Streams:**

The streams are as follows and are available for all instruments and vocal.

#### **1. Full Solo Examination Programs:**

(Recommended if pursuing university music majors)

These grades will cover:

Technical work, Performance, Sight reading, Ear test, General knowledge OR Program Notes.

A theory prerequisite is required for these grades.

#### **2. Recital Solo Examination Programs:**

These grades will cover:

Technical work, Performance, Sight reading OR Ear test, General knowledge **OR** Program Notes.

No theory prerequisite is required for these levels.

#### **3. Performance Examination Programs:**

These levels will cover:

Performance general impression which involves dress code, stage presence, program notes and introductions with conducive information about each item being presented.

No theory prerequisite is required for these levels.

#### **Performance pieces in all streams can be a mixture of any style.**

- |                       |   |
|-----------------------|---|
| 1. Classical only.    | Baroque, Classical, Romantics & 20 <sup>th</sup> century. |
| 2. Contemporary only. | Blues, Jazz, Rock, OR any commercial genre.               |
| 3. Any mixture.       | Classical or Contemporary.                                |

Great care should be maintained that a variety of style is delivered from whatever genre is picked. As mentioned above, any old or new syllabi from any examination board is a good guide and resource for pieces that can be used for your choice in selecting your examination program.

### **Examination Performance & Recital Upgrades.**

This program allows all Performance and Recital examination candidates to upgrade to a full standard grade examination. The candidates will receive credit for all the lists or items that were performed with marks awarded transferred to the examination report. The following details will outline this upgrade procedure.

Please note that these examination upgrades are only available up to Level 8 Performance and Grade 8 Recital.

1. Students will submit a separate entry form detailing the grade to be undertaken and outlining the performance or recital examination details that was completed. A copy of the previous report will need to be supplied along with the entry form for verification.
2. The candidate will pay 50% of the current fees listed for the level they wish to upgrade. A half examination time will be allowed for each upgrade exam.
3. Candidates will be required to bring with them a copy of the previous Performance or Recital examination report for the examiner to calculate and transfer the list / item results and subsections if required.
4. The examination will consist of an extensive technical presentation as well as the subsections that were not covered in the Performance / Recital programs.
5. Theory prerequisites will be required as usual to certify these upgrades.

### **Advertisement      *MUSIC THEORY BOOKS FOR SALE***

Theory books (Preliminary onwards) by Catherine Haydon are now available. Written specifically for the Guild Theory Syllabus, they are designed with clear, simple instructions. Students will learn concepts and complete questions in a 'teach-yourself' manner. Practise exams are included in the same format as Guild exams. Suitable for primary school to adults, these books are highly sought after with some students receiving 100% exam results.

### ***GENERAL KNOWLEDGE PACKAGES***

Tired of cramming general knowledge sessions into your student's lessons before exams? General knowledge Q&A packages are now available for your students to download themselves. Written specifically for the Guild practical exams (Step 1 onwards), they allow students to learn and practise general knowledge by themselves, or with the help of parents (even if the parents know nothing about music).

**VISIT: [catherinehaydon.com/store](http://catherinehaydon.com/store) OR email [catherine@catherinehaydon.com](mailto:catherine@catherinehaydon.com).**



# 2020 EXAMINATION FEES

## MUSIC EXAMINATION FEE 2020 SCHEDULE.

### PLEASE NOTE:

A late fee may be applied to all entries arriving after the advertised closing date. A two week grace period is available providing notification is given to the office prior to the closing dates. Also late entries will be given less priority to choice of dates and times.

### SOLO PRACTICAL - RECITAL & PERFORMANCE EXAMINATIONS.

All Full Practical / Recital Steps and Grades, together with all Performance Level examinations come under the same Fees and time schedules.

<i>Full Practical &amp; Recital Step &amp; Grade Examinations</i>	<i>Performance Level Examinations</i>	<i>Exam Fees</i>	<i>Exam Time</i>
Step One	Level Preparatory.	\$ 67	10 Minutes
Step Two.	Level Elementary.	\$ 77	10 Minutes
Step Three.	Level Preliminary.	\$ 86	15 Minutes
Grade One	Level One	\$ 92	15 Minutes
Grade Two	Level Two	\$ 97	15 Minutes
Grade Three	Level Three	\$ 105	20 Minutes
Grade Four	Level Four	\$ 114	20 Minutes
Grade Five	Level Five	\$ 128	20 Minutes
Grade Six	Level Six	\$ 148	30 Minutes
Grade Seven	Level Seven	\$ 172	40 Minutes
Proficiency, Grade 8, Cmus	Level Eight	\$ 216	45 Minutes
Associate Dip P & Recital	Professional	\$ 341	50 Minutes
Associate Dip TD		\$ 408	60 Minutes
Licentiate Dip P & Recital	Public Perf.	\$ 456	60 Minutes
Licentiate Dip TD		\$ 550	75 Minutes
Fellowship Diploma (FAGM)	By application to the <b>GUILD</b>	\$ POA	

### RECITAL Examination Information. Available for all instruments and vocal.

**RECITAL EXAMINATIONS** do not require any theory pre-requisite. The examination is based on the standard solo examination with technical work along with 3 or 4 pieces as required for the grade level. General knowledge OR Programs notes are a must. However the candidate can choose between Ear Test **OR** Sight Reading. From Grade 8 onwards the examination is based on performance only. Also the candidates are required to submit an explanatory Folio.

### PERFROMANCE Examination Information. Available for all instruments and vocal.

**PERFORMANCE EXAMINATIONS** do not require any theory pre-requisite, Technical work, or Subsections. However candidates are required to submit an explanatory Folio.

**MUSIC ENSEMBLE PERFORMANCES.**

**In all cases, the fees quoted are for each member of the ensemble.**

**Please contact the Guild office for the fees for intermediate numbers.**

<b><i>LEVEL</i></b>	<b><i>2</i></b>	<b><i>3</i></b>	<b><i>4</i></b>	<b><i>8</i></b>
Preparatory	\$ 34	\$ 22	\$ 16	\$ 8
Elementary	\$ 39	\$ 25	\$ 19	\$ 9
Preliminary	\$ 43	\$ 28	\$ 21	\$ 11
Level One	\$ 46	\$ 30	\$ 23	\$ 12
Level Two	\$ 48	\$ 32	\$ 24	\$ 12
Level Three	\$ 53	\$ 35	\$ 26	\$ 13
Level Four	\$ 57	\$ 38	\$ 28	\$ 14
Level Five	\$ 64	\$ 42	\$ 32	\$ 16
Level Six	\$ 74	\$ 49	\$ 37	\$ 18
Level Seven	\$ 86	\$ 57	\$ 43	\$ 21
Level Eight ( <i>Pre-req Prof</i> )	\$ 108	\$ 72	\$ 54	\$ 27
Professional ( <i>P.Dip.AGM</i> )	\$ 170	\$ 113	\$ 85	\$ 43
Public Performance	\$ 346	\$ 152	\$ 114	\$ 57

**THEORY OF MUSIC 2020 FEE SCHEDULE.****PLEASE NOTE:**

**Theory examinations must be taken within a three year period of the appropriate practical examination. Similarly, practical examination with theory examinations.**

<b><i>Preliminary &amp; Grade Theory Examinations</i></b>	<b><i>Exam Fees</i></b>	<b><i>Recommended, OR required pre-requisite</i></b>
Preliminary	\$ 68	Recommended at Grd Two
Grade One	\$ 73	Recommended at Grd Three
Grade Two	\$ 79	Recommended at Grd Four
Grade Three	\$ 85	Pre-req for Grd Five
Grade Four	\$ 93	Pre-req for Grd Six
Grade Five	\$ 100	Pre-req for Grd Seven
Grade Six	\$ 130	Pre-req for Proficiency
Grade Seven	\$ 146	Pre-req for Associate
Grade Eight	\$ 193	Pre-req for Licentiate
Associate Papers 1 & 2	\$ 380	-
Associate TD	\$ 186	Pre-req for Assoc.TD
Licentiate Papers 1 & 2	\$ 454	-
Licentiate TD	\$ 221	Pre-req for Licen.TD

**PLEASE NOTE:**

**General Music Theory examinations are held the last Friday in August of each year.**

**Theory on demand details. (TOD) Music & Speech.**

1. Theory on demand caters for Preliminary up to Grade 8.
2. It will be available any time from the start of February to the end of November each year.
3. A separate entry form is available for the candidate's grade details as well as the supervisor information.
4. Fees will be as listed for each grade in the contact, plus a \$40 surcharge for each student entry. If two or more students are sitting at the same time and grade with the same supervisor, then the additional same grade papers will only incur a fee of \$10 surcharge each. This surcharge will cover the extra cost of producing the individual papers for the candidate. Also these exams do require extra administration and mail costs that need to be covered.
5. Papers will be marked and reports done as soon as the supervisor returns the finished papers. Results should be back within a 2 to 3 week turnaround once they have been returned by the supervisor.
6. Copies of the papers will not be available with theory on demand entries.
7. **TOD ENTRY FORM AVAILABLE ON PAGE 49.**

**SPEECH & DRAMA 2020 FEE SCHEDULE.**

Syllabi 1, 2, 3, 4 & 8 are for individual candidates. Syllabi 5, 6 & 7 are for groups. Please check each syllabus for the recommended number of candidates per group.

**Speech Syllabus 1: Speech and Drama – Practical**

<i>Steps, Grades, Certificates &amp; Diplomas</i>	<i>Examination Fees</i>	<i>Co-requisite Theory</i>	<i>Pre-requisite Practical</i>
Step 1	\$ 72	-	-
Step 2	\$ 82	-	-
Step 3	\$ 91	-	-
Grade 1	\$ 97	-	-
Grade 2	\$ 103	-	-
Grade 3	\$ 110	-	-
Grade 4	\$ 120	-	-
Grade 5	\$ 133	-	-
Grade 6	\$ 153	Grade 6	-
Grade 7	\$ 177	Grade 7	-
Proficiency Certificate	\$ 222	Proficiency	-
Associate Performer & T.D.	\$ 346	Associate	Proficiency
Licentiate Performer	\$ 461	Licentiate	Associate
Lic. T.D. & Creative Drama	\$ 458	Licentiate	Associate
Public Performance Dip.	\$ 460	-	-
Fellowship Diploma	\$ POA	-	Licentiate

**Speech Syllabus 2: Oral Communication - Practical Speech.****Speech Syllabus 3: Oral Communication (ESL) – Practical Speech****Speech Syllabus 8: Business Presentations – Practical**

<i>Syllabus Number</i>	<i>Levels, Stages, Certificates and Diplomas</i>	<i>Exam Fees</i>	<i>Co-requisite Theory</i>	<i>Pre-requisite Practical</i>
2. 3.	Beginners	\$ 85	-	-
2. 3.	Level 1 / Stage 1	\$ 96	-	-
2. 3.	Level 2 / Stage 2	\$ 101	-	-
2. 3.	Level 3 / Stage 3	\$ 107	-	-
2. 3.	Level 4 / Stage 4	\$ 118	-	-
2. 3.	Level 5 / Stage 5	\$ 130	-	-
2. 3. 8.	Level 6 / Stage 6	\$ 147	-	-
2. 3. 8.	Level 7 / Stage 7	\$ 175	-	-
2.	School Leaver's Certificate	\$ 230	-	-
2. 8.	Proficiency Certificate	\$ 230	Proficiency	-
3.	English Speaker's Certificate	\$ 230	-	-
2. 8.	Associate Public Speaking & Assoc. Business Presentations	\$ 345	Associate	Proficiency

**Speech Syllabus 4: Integrated Drama Programmes – Practical**

<i>Year Level</i>	<i>Exam Fees</i>
Year 7	\$ 110
Year 9	\$ 121
Year 9	\$ 132
Year 10	\$ 149
Year 11	\$ 176
Higher Certificate (Year 12)	\$ 230

**Speech Syllabus 5: Oral Communication for Small Groups –Practical****Speech Syllabus 6: Spoken Language Development for Class or Group – Practical****Speech Syllabus 7: Choral Speaking for Class or Group - Practical**

<i>Syllabus 5</i>	<i>Exam Fees</i>	<i>Syllabus 6</i>	<i>Exam Fees</i>	<i>Syllabus 7</i>	<i>Exam Fees</i>
Preparatory	\$ 142	Year 3	\$ 153	Prep – Year 2	\$ 142
Junior	\$ 165	Year 4	\$ 165	Year 3	\$ 153
Elementary	\$ 186	Year 5	\$ 175	Year 4	\$ 165
Intermediate	\$ 208	Year 6	\$ 186	Year 5	\$ 175
Higher Cert	\$ 229	Year 7	\$ 197	Year 6	\$ 186
Advanced Cert	\$ 337	Year 8	\$ 208	Year 7	\$ 197
		Year 9	\$ 219	Year 8	\$ 208
		Higher Cert.	\$ 230	Year 9	\$ 219
				Higher Cert.	\$ 230

**ENTRY FORM AVAILABLE ON PAGE 41.**

**THEORY OF SPEECH 2020 FEE SCHEDULE.****PLEASE NOTE:**

Theory examinations must be taken within a three year period of the appropriate practical examination. Similarly, practical examination with theory examinations.

<i><b>Syllabus Number</b></i>	<i><b>Grades, Certificates &amp; Diplomas</b></i>	<i><b>Exam Fees</b></i>	<i><b>Co-requisite Practical</b></i>	<i><b>Pre-requisite Theory</b></i>
1.	Grade 6	\$ 142	Grade 6	-
1.	Grade 7	\$ 160	Grade 7	-
1. 2. 8.	Proficiency	\$ 218	Proficiency	-
1. 2. 8.	Associate Performer Associate Public Speaking Associate Bus. Presentation	\$ 298	Associate	Proficiency
1.	Associate	\$ 345	Associate	Proficiency
2.	Associate Teacher	\$ 345	-	Associate
1.	Licentiate Performer & Licentiate	\$ 403	Licentiate	Associate
1.	Licentiate	\$ 456	Licentiate	Associate

**PLEASE NOTE:**

Associate Teacher theory, Associate Teacher Public Speaking theory and Licentiate Teacher theory each require two (2) papers. The cost given includes both papers.

General Speech Theory examinations are held on the 3<sup>rd</sup> Friday in June of each year.

**ENTRY FORM AVAILABLE ON PAGE 45.**

# 2020 EXAMINATION CLOSING DATES

All examination entries **MUST** be received at the *GUILD* office by the closing date.

**PLEASE NOTE:** A late fee may be applied to all entries arriving after the advertised closing date. A two week grace period is available providing notification is given to the office prior to the closing dates. Also late entries will be given less priority to choice of dates and times.

## THEORY - One series only.

AUSTRALIA...		Closing date.	Examination.
One series only.	Music.	June 25	Friday – August 25
	Speech.	April 27	Friday – June 19

**PLEASE NOTE:** *“Theory on Demand” is available throughout the year.*  
*Please see separate form.*

Allow up to 6 weeks for marking.

Certificates are posted as soon as the office receives the results.

## PRACTICAL - One or Two series are available.

Examination dates depend on number of entrants. Teachers will be notified of exact date.

Examination dates are general only.

Dates outside the listed Months can be arranged if possible.

STATE...	AREA...	Closing date.	Examination.	Closing Date.	Examination.
		FIRST SERIES.		SECOND SERIES.	
ACT	Canberra	March 27	June	July 30	Sep - Oct
NSW	Sydney	March 27	June - July	July 30	Oct - Nov
QLD	All	March 27	June - July	July 30	Oct
SA	All	March 27	June	July 30	Oct - Nov
VIC	Melbourne	March 27	May - July	July 30	Sep - Oct
WA	All	March 27	June	July 30	Oct - Nov
The following country areas only have one series annually.		MIDDLE SERIES.			
NSW	Country	June 25	Aug - Sep		
VIC	Country	June 25	Oct - Nov		

**PLEASE NOTE:** Video examinations on Demand (VOD) are available throughout the year.  
 Read the information on Page 22.

## **GENERAL INSTRUCTIONS TO TEACHERS.**

**THE OFFICE** requests every teacher to read the following instructions.

**Examination ENTRY FORMS.**

**All ENTRY FORMS** are found from **PAGE 33** onwards.

**There are 2 separate forms for general Music & Speech PRACTICAL entries.**

**There is 1 form for both general Music & Speech THEORY entries.**

**There is 1 form for both Music & Speech for THEORY ON DEMAND (TOD) entries**

**PLEASE INSURE YOU USE THE CORRECT FORMS.**

**STUDENT DETAILS.** Make sure students details are very clearly written and that all details are correct.

**1. Examination Levels.** List each student into the correct Steps, Grades or Levels. Use the below suggested abbreviations on the entry forms for ease of identifying the examination grade level.

**MUSIC:** **Full & Recital examinations** consist of the following grade levels.

Steps 1 to 3. Grades 1 to 7. (Grade 8 for a Recital examination.

**Prof** = (Proficiency).

**AssP** = (Associate Performer). **AssT** = (Associate Teacher).

**LicP** = (Licentiate Performer). **LicT** = (Licentiate Teacher).

**Performance examinations** consist of the following levels.

**Prep** = (Preparatory). **Elem** = (Elementary). **Prel** = (Preliminary).

Levels 1 to 8. **ProP** = (Professional Performance). **PubP** = (Public Performance).

**SPEECH:** **Syllabus 1. Speech & Drama examinations** consist of the following grade levels.

Steps 1 to 3. Grades 1 to 7. **Prof** = (Proficiency). **AssP** = (Associate Performer).

**AssT** = (Associate Teacher). **LicP** = (Licentiate Performer).

**LicT** = (Licentiate Teacher). **LicCD** = (Licentiate Creative Drama).

**Syllabus 2. Oral Communication examinations** consist of the following levels.

**B.L** = (Beginners Level). Levels 1 to 7. **S.L** = (School Leavers Certificate).

**Pro.L8** = (Proficiency - Level 8). **APS** = (Associate Public Speaking).

**ATPS** = (Licentiate Teacher Public Speaking)

**Syllabus 3. Oral Communication English Speaker's.** Examination stages are:

**BS** = (Beginner's Stage). Stage 1 to 7. **ESC** = (English Speakers Certificate).

**Syllabus 4. Integrated Drama Programs.** Examination levels are:

Year 7 to 11. Year 12 = (Higher Certificate in Drama Performance).

**Syllabus 5. Oral Communication for Small Groups.** Examination levels are:

**Prep** = (Preparatory). **Jun** = (Junior). **Elem** = (Elementary). **Inter** = (Intermediate).

**HCOC** = (Higher Certificate in Oral Communication).

**AdvC** = (Advanced Certificate in Oral Communication).

**Syllabus 6. (Spoken Language Development.** Examination levels are:  
Year 3 to 9. Year 10 = (Higher Certificate in Spoken Language Development).

**Syllabus 7. Choral Speaking.** Examination levels are:  
Year 2 = (Prep). Year 3 to 9. Year 10 = (Higher Certificate in Choral Speaking).

**Syllabus 8. Communication for Public Speaking.** Examination levels are:  
Level 6 to 7. **ProL8** = (Proficiency - Level 8)  
**ACPSB** = (Associate Communication and Public Speaking for Business).

## **2. Subject Listing.**

List the instrument, including voice that is being presented for your examination.

No need to identify whether you are performing **modern, classical or a mix of both** as certificates will be issued indicating your instrument or voice only.

Also different styles of guitar such as **Electric, Acoustic & Nylon** will be stated as **Guitar** only as many students are performing on a mixture of guitars within the same examination.

**Keyboard instruments** will be classified:

Acoustic & Digital pianos only need to be listed as – **Piano**

Pipe, Theatre, OR Electronic organs only need to be listed as – **Organ**

Electronic keyboards will be listed as - **Keyboard.**

## **3. Entry Forms. PRINT all details.**

Use first and surnames only No middle names will be used.

Make sure spelling is correct. Teachers need to check spelling and examination details on the examiners running sheets and contact the office if any errors are found.

Use the current fee list to calculate the total of the entries and submit **ONE** payment for the total of the fees. It is the teacher's responsibility for this examination payment. No multiple student payments will be excepted unless the student is a self entry and no teacher is involved.

Make sure entries are submitted on time. Contact the office if any delay is going to occur. Also let the office know if a candidate was overlooked so arrangements can be made to include them.

Once examinations are programmed it is not possible to change days or venues as examiners have been pre engaged and any change is generally not possible. If some unforeseen factor occurs then the teacher must contact the office. Not the examiner.

## **4. Theory examinations.**

Once the theory entries have been received, the GUILD will notify the Supervisor at that particular centre and send the papers direct to them.

**5. Video recordings.** We may record examinations for examiner training only. These are not released in any way to the public. All level 8, Proficiency & Diplomas must be recorded for verification as 2 examiners are needed for assessment.



## **6. Certificates Corrections.**

If an error is made on the certificate, the correct procedure is to mark on the certificate in **RED PEN**, the correct name, etc and return the certificate to the office either by mail or email and a new one will be issued immediately. However, please remember, if the error is from the entry form, there will be a \$10 fee charged.

## **7. Fee Refund.**

Fees cannot be refunded. When the Guild receives an application for an examination and it is accepted, costs such as postage, phone, office procedures, engaging of examiners are then inevitably incurred by the Guild. Hence the reason for no general refund of fees. But in very exceptional circumstances, (or the inability of the Guild to service the examination Centre), application can be made to the Guild management for consideration of a fee refund.

## **8. Pre-requisite certification.**

It is the teacher's or candidate's responsibility for the necessary application to be made for all Certificates and Diplomas that require a pre-requisite. Just post in the required reports and a return address, with a note "Certificates Please".

**Proficiency Certificates, Performance Level 8, Professional, and all Diplomas & Tertiary Qualifications** are not issued until the annual Graduation in April or May of each year. They must be applied for in the normal course of events.

**PLEASE NOTE:** The **Theory Pre-requisite** required, must be a **GUILD** Theory examination. Trinity, AMEB or any other theory result are not generally accepted. However a student can apply for **RPL**. (Recognition of prior learning). The theory exam must have been sat under the same conditions as a Guild examination. No online theory exams will be accepted. Contact the **Guild** office for information.

This also applies where a **Practical Pre-requisites** is required to enter a higher level practical examination. The Guild will generally not accept alternative Grade or Diploma examinations from other examining organisations to satisfy any part of the pre-requisite requirements of any Guild examination.

**However** irrespective of this regulation, consideration may be given to meet the requirements in all Diploma levels and subjects. The student can apply for **RPL**. (Recognition of prior learning). It is advisable to be finalised your prerequisite prior to making any formal entry into an examination you wish to take. **A non refundable RPL fee will be payable at time of submission.**

**Contact the GUILD office for more information.**

## **10. Queensland Certificate of Education Credits.**

Teachers are reminded that many higher **GUILD** examinations in both **MUSIC & SPEECH** are available for study credits for the Queensland Certificate of Education.

The department's requirements are quite stringent, and to apply for these credits, teachers should download the application form from our website. The teacher/student should fill in the form very carefully (as we will not be responsible for correcting any errors), and submit it to us for entry on the QCE database. Forms whose data is rejected by the QSA database will be disposed of without return or query.

**Contact the GUILD office for more information.**

## **GRADUATION 18<sup>th</sup> APRIL 2020**

**For all Tertiary Graduands, Public Examination Graduands for Proficiency and Diploma standard, Recipients of Outstanding Achievement award certificates and Monetary Encouragement awards.**

**Blackman Hall.  
University Of Melbourne Commercial.  
442 Auburn Road, Hawthorn, VIC**

### **Graduation Procedures.**

1. Graduands start collecting academic robes etc.
2. Seating available in hall.
3. Assembly of academic Procession.
4. Commencement of Ceremony.

### **Times.**

11.00 am  
12.30 pm  
12.50 pm  
1.00 pm

Student concert items are interspersed between the presentations.  
Afternoon tea for Graduates and Guild officials at completion of the ceremonies.

It is requested that the audience including award recipients and their family and friends and the family and friends of Graduands be seated by 12.50 pm and stay for the entire ceremony.

It is recommended that Graduands have formal photographs taken as soon as they collect their academic robes, etc.

### **TEACHER RESPONSIBILITIES.**

Teachers are reminded that they have a responsibility to inform their students by passing on this notice and ensuring that all paperwork is returned to the Guild before the closing date.

### **RECIPIENT PROCEDURES.**

All Graduands (Tertiary and Public Examination) must apply on the correct form (emails and notes are not acceptable) with all reports (practical and theory) included. Attending Graduands must also arrange to hire basic academic robes etc. or buy stoles or hoods as required. The teachers of award recipients will be sent a notice which must be returned with attendance indicated and spelling corrections. Awards will be posted to absent graduates and recipients following the Graduation if a suitably sized, self addressed, adequately stamped envelope has been received.

### **CONCERT PERFORMER NOMINATIONS.**

From this year onwards there is a formal request to teachers to nominate students to perform at the Graduation. Full details are on the form which has been sent with examination results.

### **APPLICATION FORM.**

The **GRADUATION APPLICATION FORM** can be found on **PAGE 54** of this booklet.

### **CLOSING DATES.**

All graduation applications, attendance returns, graduation performance nominations & orders close:

**\*\*\*\*\* 11<sup>th</sup> March 2020 \*\*\*\*\***

## ENTRY FEES:

**There is no advance booking of tickets.**

<b>Adults</b>	\$22.00	
<b>Children</b>	\$12.00	
<b>Family</b>	\$47.00	<b>Two Adults. Two or more children.</b>
<b>Pensioners</b>	\$13.00	

**Graduands and award recipients (on presentation of paperwork) are free.**

**EFTPOS is available for door payment.**

## DETAILS OF LOCATION

### MELBOURNE UNIVERSITY PRIVATE.

**442 Auburn Road, Hawthorn. Blackman Hall**

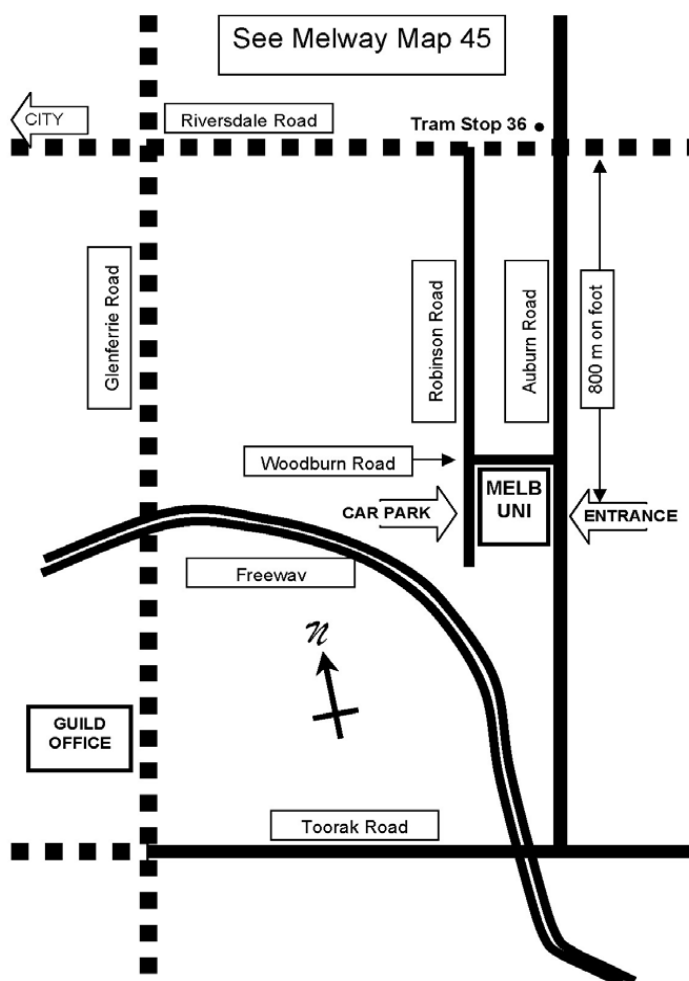
This campus is situated about 5km from Melbourne. Easily be accessed by car or by tram. The walk from Kooyong railway station is inadvisable as the distance is too great and passes through Kooyong Park and under the Freeway.

### TRAM ROUTE.

Flinders Street (Melbourne).  
Catch a Burwood or a Wattle Park Tram. Alight at stop 36. Corner of Riversdale Rd and Auburn Rd. Turn right. Walk up a slight rise and then down for 800 metres.

### PRIVATE CAR.

Refer to Map. Large car park available. Enter from Auburn Rd and Woodburn Rd. Park up near the top end of the car park for ease of access to the Hall entrance which faces onto Auburn Rd.



## **GUILD TEACHERS REGISTER. (MAGTR)**

**PLEASE NOTE:** There is no charge for membership and a complimentary one off *Teacher Membership Certificate* will be sent to each member. *Guild Studio Certificates* are however available for \$13 including postage. These do not require annual replacement as no year is indicated on the certificate. All members can also be listed free of charge on the *Teachers Register* located on the *Guilds web site*.

**AIMS.** Our chief aim is to support the interests of teachers and students associated with the *GUILD* as well as to assist and promote their work and objectives as an organization together through our annual free *GUILD CONTACT - HANDBOOK* that provides essential information for all teachers and students associated with the organisation. This document is sent to all registered teachers annually via email. A teacher can contact the office for a hard copy if they require one.

This *Guild Contact - Handbook* as well as regular updates throughout the year is designed to keep all teachers and students fully informed of *Guild* aims, directions and activities as well as syllabus changes, new publications etc. On the **Enrolment Form**, there are five (5) categories of Membership, but only two (2) categories of registration have permission to professionally use the honours (letters) **MAGTR** within the overall membership of *P, S, A, ST. MM*.

### **PROFESSIONAL MEMBERSHIP. (P) Professional use of 'MAGTR' is authorised.**

Applicants must hold the minimum qualification of an Associate or higher Diploma either issued by the Guild or an approved equivalent issued by a Music or Speech Institution acceptable to the Guild's Faculty Board. Applicants must provide a curriculum vitae and a photo copy of their qualifications together with a letter of recommendation.

### **SPECIAL MEMBERSHIP. (S) Professional use of 'MAGTR' is authorised.**

Granted to applicants with an approved tertiary or other qualification such as:- M.A; B.Sc; B.A etc from a University or TAFE College.

### **ASSOCIATE MEMBERSHIP. (A) Professional use of 'MAGTR' is NOT authorised.**

Granted to all applicants not qualified as above. After **five years** of successful student Guild examination results, an upgrade to professional membership may be applied for. (An assessment fee applies).

### **STUDENT (ST) MEMBERSHIP. (ST) Professional use of 'MAGTR' is NOT authorised.**

For any student enrolled on an approved Guild course.

### **MAILING MEMBERSHIP. (MM) Professional use of 'MAGTR' is NOT authorised.**

Open to any member of the public irrespective of music or speech ability and/or qualifications.

A registered teacher can apply at any time for a membership upgrade when they have reached the required levels requirements.

**REGISTRATION FORM IS FOUND ON PAGE 52.**

**Contact the GUILD office for any clarification.**

## **GENERAL INFORMATION.**

### **1. DIPLOMAS & APPROVED PROFESSIONAL HONOURS (LETTERS).**

#### **MUSIC - PRACTICAL - INSTRUMENTAL & SINGING.**

Associate Performer.	<i>AAGM.</i>	
Associate Teacher.	<i>AAGM.TD.</i>	Includes Teaching Principles.
Licentiate Performer.	<i>LAGM.</i>	
Licentiate Teacher.	<i>LAGM.TD.</i>	Includes Teaching Principles.
Fellowship.	<i>FAGM.</i>	A Thesis is also required.
Professional. (Performer)	<i>P.Dip.AGM.</i>	Performance Stream.
Public Performance Diploma.	<i>Dip.PP.AGM.</i>	A Concert Performance.

#### **THEORETICAL MUSIC.**

Associate in Music.	<i>A.Mus.Th.AGM.</i>
Licentiate in Music.	<i>Lic.Mus.Th.AGM.</i>

#### **SPEECH. PRACTICAL.**

Associate Performer.	<i>AAGS. (P)</i>	
Associate Teacher.	<i>AAGS.TD.</i>	Includes Teaching Principles.
Associate Public Speaking.	<i>AAGS. (PS)</i>	Oral Communication.
Associate TD Public Speaking.	<i>AAGS. (TD.PS)</i>	Includes Teaching Principles.
Licentiate Performer.	<i>LAGS. (P)</i>	
Licentiate Teacher.	<i>LAGS. (TD)</i>	Includes Teaching Principles.
Licentiate Creative Drama.	<i>LAGS. (CD)</i>	
Fellowship.	<i>FAGS.</i>	A Thesis is also required.
Professional. (Performer)	<i>P.Dip.AGS.</i>	Performance Stream.
Public Performance Diploma	<i>Dip.PP.AGS.</i>	A Concert Performance.

(*P = Performer; PS = Public Speaking (Oral Comm); TD = Teaching Diploma; CD = Creative Drama.*)

### **2. RECOMMENDED EXAMINATION ENTRY AGE LIMITATION.**

**Theory of Music.** No age limitation.

**Instrumental Music.** For some candidates, these suggested age limitations are meaningless as maturity and expertise are judgmental. A considered decision can be made.

<b>Associate Performer.</b>	14-15 years.
<b>Associate Teacher.</b>	15-16 years. For some candidates a later age is recommended.
<b>Licentiate Performer.</b>	16-17 years.
<b>Licentiate Teacher.</b>	17-18 years. For some candidates a later age is recommended.
<b>Fellowship.</b>	Requires preparedness, <b>GUILD</b> empathy and maturity.
<b>Professional Performer.</b>	No age restriction.
<b>Public Performance.</b>	Requires a high degree of preparedness and maturity.

<b>Solo Singing.</b>	
<b>Associate Performer.</b>	15-16 years.
<b>Associate Teacher.</b>	15-16 years. For some candidates a later age is recommended.
<b>Licentiate Performer.</b>	16-17 years.
<b>Licentiate Teacher.</b>	17-18 years. For some candidates a later age is recommended.
<b>Fellowship.</b>	Requires preparedness, <b>GUILD</b> empathy and maturity.
<b>Professional Performer.</b>	No age restriction.
<b>Public Performance.</b>	Requires a high degree of preparedness and maturity.

### **3. GUILD ACADEMIC DRESS.**

#### **PUBLIC EXAMINATION SYSTEM.**

<b>Fellowship.</b>	<b>Gown.</b> Royal blue with pleated sleeves. White braid down the front and across the sleeve pleats. <b>Hood.</b> Matching royal blue. Sky blue silk lining edged with red braid.
<b>Licentiate.</b>	<b>Gown.</b> Royal blue with pleated sleeves. White braid down the front and across the sleeve pleats. <b>Hood.</b> Matching royal blue. Sky blue silk lining.
<b>Associate.</b>	<b>Gown.</b> Royal blue with pleated sleeves. White braid across the sleeve pleats. <b>Stole.</b> Pleated. Matching royal blue. Sky blue silk facing.
<b>Proficiency.</b>	<b>Gown.</b> Royal blue with pleated sleeves. White braid across the sleeve pleats. <b>Stole.</b> Nil.
<b>Professional.</b>	<b>Gown.</b> Black Gown with pleated sleeves. White braid down the front and across the sleeve pleats. <b>Stole.</b> Pleated. Matching royal blue. Sky blue silk facing.
<b>Public Performance.</b>	<b>Gown.</b> Black Gown with pleated sleeves. White braid down the front and across the sleeve pleats. <b>Hood.</b> Matching black. Sky blue silk lining.

#### **TERTIARY STUDIES.**

<b>Bachelor of Music.</b>	<b>Gown.</b> Black with pleated sleeves. White braid down the front and across the sleeve pleats. <b>Hood.</b> Matching black. Sky blue silk lining edged with red braid.
<b>Graduate.</b>	<b>Gown.</b> Black with pleated sleeves. White braid down the front and across the sleeve pleats. <b>Hood.</b> Matching Black. Sky blue silk lining.

**Authorization to purchase Academic Robes must first be requested from the GUILD Office.**

### **4. VIDEO ON DEMAND (VOD) EXAMINATIONS. (MUSIC and SPEECH)**

**Video on demand** examinations are available any time throughout the year.

**Solo Full OR Recital examinations** will need a supervisor due to the technical work and sub section requirements. Teachers may assist with the playing of ear test requirements.

**Performance examination**, on the other hand does not need a supervisor. The teacher, parent or student, can video the examination as it only involves performance items.

In both instances the video must be recording from the start to the finish without stopping.

Use a separate practical **ENTRY FORM** indicating in the notes section the details of the supervisor etc and send to the **GUILD** office for processing prior to the video examinations taking place. Documentation sheets will be sent out re the recording process along with examination requirements.

**Contact the Guild office for more information OR assistance if needed.**

**5. EXAMINATION MARKING SYSTEM.****Practical Examination Mark Assessment Descriptors.****All examinations up to Grades & Levels up to 8 & Proficiency.**

96 - 100		High Distinction. (Automatic consideration for an award)
90 - 95		Distinction. (Automatic consideration for an award)
85 - 89	A	Honours.
80 - 84	B+	Credit.
75 - 79	B	Credit.
70 - 74	C+	Pass. (Minimum pass for Grade, Level 6 & above)
65 - 69	C	Pass.
55 - 64	D	Marginal Pass. (No certificate issued)
0 - 54	NGS	Not Grade Standard.
0 - 69	NGS	Not Grade Standard. Grade, Level 6, 7, 8, Proficiency

**Associate, Licentiate, Professional & Public Performance Diplomas.**

96 - 100		High Distinction. (Automatic consideration for an award)
90 - 95		Distinction. (Automatic consideration for an award)
70 - 89		Pass.
0 - 69	NDS	Not Diploma Standard.

**Theory Examination Mark Assessment Descriptors.****All examinations up to Grades 8.**

96 - 100		High Distinction. (Automatic consideration for an award)
90 - 95		Distinction. (Automatic consideration for an award)
85 - 89	A	Honours.
80 - 84	B+	Credit.
75 - 79	B	Credit.
70 - 74	C+	Pass. (Minimum pass for Grade 8 & above)
65 - 69	C	Pass.
0 - 64	NGS	Not Grade Standard

**Associate, Licentiate Diplomas.**

96 - 100		High Distinction. (Automatic consideration for an award)
90 - 95		Distinction. (Automatic consideration for an award)
70 - 89		Pass.
0 - 69	NDS	Not Diploma Standard.

**'D' Marginal Pass.**

No certificate issued at this level. 'D' pass grading is not a fail, but a direction that a repeat of that particular examination is probably necessary before further meaningful progress can be made. This decision, however, rests with the teacher. The 'D' marginal pass category is awarded as an encouragement as it is envisaged that circumstances can sometimes arise that Examiners can easily identify, which could effect a candidate's control over what would normally be a well presented examination.

**NGS. Not Grade Standard.**

Music Examiners will mark as **NGS** (Not Grade Standard), the technical work, or any List piece, which in the opinion of the Examiner falls within that category of assessment in any particular examination. It is not a fail. The mark simply suggests that there is more work to be completed to bring the work up to the standard expected for that level of examination.

**Half Examination Availability for Higher Levels.** A half examination may be requested by the examiner. This occurs when a good majority of the examination was competent, but a couple of sections did not quite make the grade or diploma level. The examiner will indicate in the summary section that a half examination is available and they will outline what sections they wish to hear again. A half fee will be payable on re-entry. Submit the report for verification of the offer. Contact the **Guild office** for more clarification. A video exam is possible rather than waiting for the next series of examinations.

**6. EXAMINATION LIST & ITEMS MARKING.****Full Solo Examinations.**

<i>Step1 to Grade 5</i>		<i>Grade 6 to Proficiency</i>		<i>Diplomas</i>	
<b>Sections.</b>	<b>Marks.</b>	<b>Sections.</b>	<b>Marks.</b>	<b>Sections.</b>	<b>Marks.</b>
Technical	20 Marks	Technical work	16 Marks	List A	20 Marks
List A	20 Marks	List A	16 Marks	List B	20 Marks
List B	20 Marks	List B	16 Marks	List C	20 Marks
List C	20 Marks	List C	16 Marks	List D	20 Marks
Sub sections.	20 Marks	List D	16 Marks	Sub sections	20 Marks
		Sub sections	20 Marks		

**Solo Recital Examinations.**

<i>Step1 to Grade 5</i>		<i>Grade &amp; 7</i>		<i>Grade 8</i>	
<b>Sections.</b>	<b>Marks.</b>	<b>Sections.</b>	<b>Marks.</b>	<b>Sections.</b>	<b>Marks.</b>
Technical	20 Marks	Technical work	16 Marks	Item 1	20 Marks
List A	20 Marks	List A	16 Marks	Item 2	20 Marks
List B	20 Marks	List B	16 Marks	Item 3	20 Marks
List C	20 Marks	List C	16 Marks	Item 4	20 Marks
Sub sections.	20 Marks	List D	16 Marks	Item 5	20 Marks
		Sub sections	20 Marks	Summary	20 Marks
<i>Cmus &amp; Diplomas</i>		Program	80 Marks	Summary	20 Marks



## **Performance – Recital Grade 8 Examinations.**

### ***Pre Levels to Level 5***

<b>Four Items.</b>	<b>Marks.</b>
Item 1	20 Marks
Item 2	20 Marks
Item 3	20 Marks
Item 4	20 Marks
Summary	20 Marks

### ***Level 6 to P.P, Recital Grade 8***

<b>Five Items.</b>	<b>Marks.</b>
Item 1	16 Marks
Item 2	16 Marks
Item 3	16 Marks
Item 4	16 Marks
Item 5	16 Marks
Summary	20 Marks

**Level Eight is the pre-requisite examination for Professional.**

**Professional is the pre-requisite examination for Public Performance.**

**PLEASE NOTE:** Performance Level 6 to P.P, Grade 8 Recital, Cmus Recital, Associate & Licentiate Diplomas. The examiner may choose to mark the overall performance out of 80 rather than 16 for each item. The comments will reflect the overall performance. The concluding summary OR subsections will remain out of 20.

## **7. EXAMINATION ROOM.**

**Music & Speech.** Only the candidate(s) with the Examiner(s) are allowed in the examination room with the exception of that portion only of the singing or instrumental examination that requires the attendance of an accompanist, additional supporting artist or group. On completion of the task, the accompanist, additional supporting artist or group must then leave the examination room. In all practical examinations the **GUILD** reserves the right to use **Video** and/or **Audio** systems at any time.

## **8. ABSENT CANDIDATES.**

Absent candidates will forfeit the fees paid. The only exceptions to this rule are in the event of a death in the family, illness or accident, school examinations being scheduled for the same date, or for religious purposes. An appropriate certificate or letter should be obtained and a copy attached to any future examination entry at half fee at the next Series. A video examination can be organized to save the student waiting till the next series of examinations. Send in a request letter, the certificate and the required half fee to the **Guild office** and the appropriate paper work will be sent to you.

## **9. EXAMINATION STUDENT FORMS.**

Teachers will be sent student examination forms that need to be filled out with the all the details requested on the form. Print clearly all information including the items being performed. Be careful with spelling. These forms will be handed to each student to take into the examination room and given to the examiner.

## **10. MUSIC REPEATS.**

Candidates must be familiar with the repeats as marked in the examination pieces being played, but unless requested by the Examiner, they need not be performed. However, *Da Capo* should always be observed.

## **11. PHOTO COPIES & WEB DOWNLOADED MUSIC.**

Teachers and students need to be aware that photocopies from books that are still in print can be used in examination. However, the book that the music is copied from must be brought into the examination room. Copies can be used for convenience to avoid page turns. Authorised photocopies can be used provided an official authorisation stamp is printed on the copy, or a receipt can be produced for such copies to be used. Also downloaded music should have the web site listed on it from which it was downloaded for verification if ever required.

Examiners are not photo copy police, but we all need to be aware of the photo copy laws that are in place to protect the print music industry. The Guild does not condone, nor does it want to be seen as a third party in allowing blatant photocopying of music.

## **12. PENCIL MARKS. (MUSIC)**

All references to time, keys, modulations, form, word or sign meanings, or similar teaching aids, must be completely erased from each piece of music before entering the examination room. If this is not done, the scope of General Knowledge questioning is severely limited, and therefore must adversely effect the assessment. However, essential marks relative to performance may remain

## **13. METRONOME MARKS. (MUSIC)**

Be aware that the suggested speeds found on the music may not be relevant to the Grade standard you are taking and should be adjusted when preparing for your Grade level. However an unduly retarded tempo downgrades a List piece automatically. An exaggerated tempo destroys the mood and style of the music. Candidates should be guided by their teacher what is the appropriate tempo. Accuracy should be the aim. Not how fast you can get to the end of the piece.

## **14. MEMORY PERFORMANCE. (MUSIC and SPEECH)**

Other than in Licentiate OR Public Performance examinations, candidates are not required to play and perform instrumental music or to recite examination works from memory. However, all students should be encouraged to do so from a very early Step or Grade level. In the music examination, no specific marks are prescribed for memory playing, but if reliably performed, the Examiner will take this into overall account when assessing the performance. Memory playing in itself will in no way lessen the effects of errors in notation, style, rhythm, phrasing, dynamics or expression. To have value, memory playing must have accuracy and a satisfying musical content otherwise it is much better to keep to the printed copy. No exemption is granted from the requirement for memory requirements in the Licentiate OR Public Performance Diploma examinations.

## **15. SPECIAL EXAMINATION REQUIREMENTS.**

**Blind Candidates.** It is recommended the blind students go through the Performance or Recital examination streams which both do not require sight reading. If the student has partial sight they may be able to use an enlarged copy of their sight reading pre prepared by the examiner providing the **Guild office** is informed well in advance of the examination day. In the same way the blind candidate can be given an enlarged theory paper and given extra time to complete it.

**16. GUILD UPDATES.** All syllabi are in the process of a major overall over the next 12 months. We will notify all teachers by email as each of these are finalized and PDFs are available from the **GUILD office OR** web site.

**2019 GRADUATION AWARD RECIPIANTS.**

CANDIDATE	SUBJECT	TEACHER	STATE
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**TERTIARY COURSE DIVISION****BACHELOR OF MUSIC (CRS1201245)**

Jessica Schaefer	Pianoforte	AGME	VIC
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**MUSIC AND SPEECH, PUBLIC EXAMINATION DIVISION****MUSIC – PROFICIENCY CERTIFICATE**

Eloise Budimlich	Pianoforte	Catherine Haydon	WA
Leanne Gosh	Pianoforte	Catherine Haydon	WA
Hana Hodzic	Modern Piano	Janette Downie	ACT
Mya Tint Te Htaik	Pianoforte	Sophie Kerrigan	WA
Julia Sokulsky	Pianoforte	Dorothy Scott	NSW
Leah Stacey	Pianoforte	Self-Entry	VIC
Sharlene Tran-Le	Pianoforte	Kay Hartwig	QLD

**Malaysia**

Thin Mei Yun	Pianoforte	Ng Lay Jin	Malaysia
Fionna Lee	Pianoforte	Prima Music Academy	Malaysia

**Vietnam**

Hoang Thi Ngoc Thuy	Pianoforte	Artista Company Limited	Vietnam
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**MUSIC – PERFORMANCE LEVEL EIGHT CERTIFICATE**

Jason Adams	Pianoforte	Somerset College	QLD
Vanessa Agahi	Singing	Pianoforte Music College	VIC
Serina Caramelise	Pianoforte	Myrtle Cox	VIC
Christine Crooks	Singing	Michelle Read	QLD
Abbi Grades	Pianoforte	Carmel Gutteridge	NSW
Sebastian Ignacio	Pianoforte	Lizzie Moncrieff	NSW
Kieran Knapman	Pianoforte	Andrea Harrison	NSW
Tristan Knapman	Pianoforte	Andrea Harrison	NSW
Nikolas Muller	Pianoforte	Andrew Visser	QLD
Emily O'Brien	Modern Piano	Janette Downie	ACT
Tyler Parikka	Pianoforte	Australian Academy of Music	QLD
Luke Schiffer	Flute	Jodie Petrov	ACT
Maree Schneider	Flute	Jodie Petrov	ACT
John Smith	Pianoforte	Australian Academy of Music	QLD
Makayla Smith	Singing	Carmel Gutteridge	NSW
Jacqueline Styles	Singing	Jessica Spahr	NSW
Isabelle Williams	Violin	Jessica Spahr	NSW

**Malaysia**

Khor Guat Ian Jasmin	Contemporary Band	Jammin' Senzation	Malaysia
Karthik Ram Nathan	Contemporary Band	Jammin' Senzation	Malaysia
Lynliana Unhang	Contemporary Band	Jammin' Senzation	Malaysia
Celia Lim Jia Ling	Contemporary Band	Jammin' Senzation	Malaysia
Kan Khai Wei	Contemporary Band	Jammin' Senzation	Malaysia
Joshua John Samuel	Contemporary Band	Jammin' Senzation	Malaysia
Chong Giap Ho	Contemporary Band	Jammin' Senzation	Malaysia
Lee Kuan Lim	Classical Guitar Ensemble	Koay Jin Jok	Malaysia
Cheong Pei Ling	Classical Guitar Ensemble	Koay Jin Jok	Malaysia
Chan Hock Jin Marcus	Classical Guitar Ensemble	Koay Jin Jok	Malaysia
Lim May Jean	Classical Guitar Ensemble	Koay Jin Jok	Malaysia
Koh Sung Jie	Classical Guitar Ensemble	Koay Jin Jok	Malaysia
Calvin Lin Jia Rong	Classical Guitar	Ang Tiam Siew	Malaysia
Low Boon Hang	Classical Guitar	Ang Tiam Siew	Malaysia
Tew Yi Jun	Classical Guitar	Minims Studio	Malaysia
Charmaine Koh Sher Min	Singing	The Singing Shop Sdn Bhd	Malaysia
Gan Hui Kiat	Pianoforte	Hammerklavier Music World	Malaysia
Chong Hui Wen	Pianoforte	Grace Music School	Malaysia
Tan Li Yee	Pianoforte	Grace Music School	Malaysia
Tan Yi Hao	Pianoforte	Grace Music School	Malaysia
Lissa Simon	Pianoforte	Keningau Music Class	Malaysia
Mah Chun Hoe	Drum Kit	Jammin' Senzation	Malaysia
Vaishnavi Prabakaran	Singing	Jammin' Senzation	Malaysia
Loo Kai Qian	Pianoforte	Harmony School Of Music	Malaysia
Ng Jo-An	Pianoforte	Sunwave Music	Malaysia
Tan Chee Kiong	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Eugene Ho Chun Wai	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Yeoh See Teng	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Lee Wai Seng	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Chiew Vick Chin	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Ho Sze Luan	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Koay Jin Jok	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Ang Tiam Siew	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Gan Jia Huey	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Lee Kuan Lim	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Lim Yi Peng	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Ong Chee Hao	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Low Sian Loung	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Low Chin Siew	Blues Guitar Ensemble	Ang Tiam Siew	Malaysia
Cham Jun Yi	Pianoforte	Hammerklavier Music World	Malaysia
Gabrielle Pang Jin Rou	Pianoforte	Hammerklavier Music World	Malaysia
Lee Yong Jia	Pianoforte	Hammerklavier Music World	Malaysia
Tan Andrew	Pianoforte	Grace Music School	Malaysia

**MUSIC – C MUS RECITAL**

Janice Cabrerra	Light Classical Piano	Naomi Coulton	NSW
Lisa Curcuruto	Contemporary Piano	David Redfern	QLD
Fletcher Day	Contemporary Piano	Sonya Visser	QLD
Serafina Greco	Contemporary Piano	Sonya Visser	QLD
Timothy Ho	Contemporary Piano	Sonya Visser	QLD
Minh-Khue Iakimov-Lam	Contemporary Piano	Bradley Eustace	QLD
Monica Khalil	Contemporary Piano	Bradley Eustace	QLD
Kristine Palenzuela	Light Classical Piano	Naomi Coulton	NSW
Gabriel Palenzuela-Lim	Light Classical Piano	Naomi Coulton	NSW

**MUSIC – ASSOCIATE DIPLOMA AAGM & AAGMTD**

Kate Hodgson	Pianoforte	Greta Grybaitis	ACT
Harrison Whalan	Modern Piano	Greta Grybaitis	ACT

**MUSIC – PROFESSIONAL PERFORMANCE DIPLOMA PDipAGM**

Isaac Mouskovias	Piano Accompaniment	Self-Entry	VIC
Jacqueline Styles	Singing	Jessica Spahr	NSW

**Malaysia**

Lim Yi Shan	Pianoforte	Hammerklavia Music World	Malaysia
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**SPEECH – PROFICIENCY CERTIFICATE**

Sophia Field	Speech & Drama	Roz Watson	VIC
Audrey Varghese	Oral Communication	Jan Skinner	NSW

**MUSIC – LICENTIATE DIPLOMA LAGM(P) & LAGM TD**

Natalia Samarinoff	Pianoforte	Alan West	SA
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### **GRADUATION APPRECIATION - THE GUILD SINCERELY THANKS :**

- \* All Encouragement Award Contributors
- \* Teachers and students in Australia, Singapore & Malaysia.
- \* The general public and many well-wishers whose letters of support are always welcome.
- \* The Guild Committee is very appreciative of your generous support of GUILD Programs and ideals.

### **EXAMINER RECOMMENDATION - MUSIC and SPEECH.**

Students who receive and examiners recommendation for an award will receive a certificate at the annual graduation. These are automatic for students who achieved 90 and above in their results.

Apart from the certificates, Scholarships and special medallions are awarded as well to exceptional students. However, it must be realised that the number of these additional awards are limited and the Guild thanks all current contributors. To expand on these scholarships the **GUILD** invites interested persons to establish a Scholarship or an Award.

This is generally for a minimum of three years with a minimum of \$50.00 per year. Donations are tax deductible as the **GUILD** is incorporated as a non-profit making body. If you wish to establish an award, please indicate the name of the Award and any restrictions which you may attach to it such as applicable grade levels, instrumental discipline, vocal, Speech & Drama etc. All wards are proudly mentioned in each years Graduation booklet.

**Contact the Guild office for more details.**

### **SINGAPORE REPORT 2019**

It was good to have Ms Denise Collins to examine for the guild this time in Singapore again in 2019 even after breaking her ankle the day before the flight to Singapore!. The pupils enjoyed seeing her and it was wonderful how she managed to keep her sense of humour despite her discomfort. Everyone was pleased with the results and we look forward to next year when we hope to have more entries.

We have new intake; with the promise of continuation with examinations next year due to excellent results and very obliging examiners who impress the school's administration with their professional but accommodating approach.

Everyone was pleased with the results and we look forward to next year when we hope to have more entries and thank Mr Jeff Wood and the Guild office for their ever obliging support.

**Andrew & Margaret Wilkinson (Singapore)**

**Directors of A & M Wilkinson School of Music & Drama P/L**

**VET - TAFE COURSES.**

The AGME is a Registered Training Organisation with Nationally Recognised Code No 3589 delivering training in all states and territories of Australia by distance education techniques.

The **VET - TAFE** level courses prepare students towards music industry related careers and entry into higher qualifications.

**ENTRY REQUIREMENTS.**

Previous level required for entry or Audition/Interview. No pre-requisites required for Certificate II in Music Industry.

**COURSES.**

<b>CUS20109 - Certificate II in Music</b>	<b>CUS30109 - Certificate III in Music Industry</b>	<b>CUA40915 - Certificate IV in Music Industry</b>	<b>CUS50109 - Diploma of Music</b>	<b>CUA60515 - Advanced Diploma of Music Industry</b>
Total number of units = 8	Total number of units= 11	Total number of units= 14	Total number of units = 17	Total number of units= 15
3 core units plus	4 core units plus	3 core units plus	4 core units plus	3 core units
5 elective units	7 elective units	7 Group A (specialist) units	7 Group A (specialist) units	7 Group A (specialist) units
Entry: Audition	Entry: Audition	4 elective units	6 elective units	5 elective units
Duration: 1 yr. Enquire	Duration: 1 yr. Entry: Audition	Duration: 1 yr. Entry: Audition	Duration: 1 yr. FT Entry: Audition	Duration: 1 & ½ yrs. FT Entry: Audition
Aimed at high school students years 9 or 10	Aimed at high school students years 10 or 11	Aimed at high school students years 11 or 12	Aimed school leavers and professional musicians.	Aimed school leavers and professional musicians.
What's included: Audio/sound, Music literacy & Music Performance	What's included: Music Composition, Audio/sound, Music literacy & Music Performance	What's included: Music Composition, Audio/sound, Music literacy & Music Performance, Information management and research	What's included: Music Composition, Audio/sound, Music literacy & Music Performance, Information management & research, Learning & Development	What's included: Music Composition, Audio/sound, Music literacy & Music Performance, Information management & research, Learning & Development

**Contact the GUILD office for more information.**

## **BACHELOR OF MUSIC COURSE.**

### **Fully accredited course - Fee Help available.**

Students who have completed **Year 12 VCE (or equivalent)** with a strong music background and are interested in a career in music or music teaching should consider the **AGME** accredited **Bachelor of Music** course. The **Bachelor of Music** equips musicians to become proactive leaders in their profession. Graduates will be fully prepared for further higher study or a range of employment contexts. **AGME** has the resources, staff expertise and facilities to create dedicated musicians, developing and preparing them for entry into a rewarding and fulfilling lifetime career. Students can be enrolled either as on campus or as distance students, or in a blended mode of both face-to-face and distance learning. All students (***on campus and distance***) use our **Online Learning Platform** to access student information and participate in online teaching and learning activities.

### **THE COURSE INCLUDES:**

**PERFORMANCE.** Students attain a level of **Bachelor of Music** on their chosen instrument or voice. Additionally, they study group performance (***ensemble***) as well as solo performance.

**MUSICIANSHIP.** Theory of Music and Aural Training / Sight-singing.

**COMPOSITION.** Composing, orchestration, arranging, notation skills, electronic and computer music composition and production.

**MUSIC TECHNOLOGY.** Music software application and outcomes. Use of the internet and social media. Students use Pro-Tools and other programs to produce professional standard recordings. Use of amplification, lighting, and stagecraft.

**HISTORY OF MUSIC.** A general study of the major historical events and people who influenced the development of music through the various periods.

**AIM OF THE COURSE.** The **AGME** seeks to equip musicians to be productive music professionals and leaders in a rapidly changing world; to be informed by the past, whilst working within the realities of today and able to adapt to the inevitable innovations that will change their profession in the future.

**COURSE LENGTH.** The length of the **Bachelor of Music** will vary depending on whether students take on a full-time or a part-time load. The course is structured around 100 credit points per year for three years of full-time or six years of part-time study, though this will vary depending on the student's entry qualifications and **RPL** approval. Contact Administration for further details or information about fees.

**ENTRY REQUIREMENTS.** Audition, theory placement test (or a pass in 5<sup>th</sup> grade Guild, Trinity etc. music theory), and interview.

**Contact the Guild office for more information.**



## **PRINTABLE GUILD FORMS information.**

### **PRINTING.**

**Remember when printing to follow the following procedure.**

- 1. Click on the page you want to print.**
- 2. Activate print on your computer.**
- 3. Select current page. (If you don't, all 53 pages of this file will print).**
- 4. You can select page range if more than 1 page is needed.**  
**Example: (34 – 36) if the Publication pages are required.**

### **PHOTO COPYING.**

**If you have already printed out the whole Contact-Handbook you can simply photo copy what forms you want.**

### **OFFICE SUPPLIED OR WEB DOWNLOADED PDFs.**

**All the following forms are available individually from the Web site or from the GUILD office which can be sent via Email OR Post.**

**Contact the GUILD office.**

### **LIST OF FORMS ON THE FOLLOWING PAGES.**

**Page.**

- 34. 2020 PUBLICATON ORDER FORM.**
- 37. PRACTICAL ENTRY FORM - Music**
- 41. PRACTICAL ENTRY FORM - Speech**
- 45. THEORY ENTRY FORM – Music & Speech**
- 49. THEORY ON DEMAND (TOD) – Music & Speech**
- 52. TEACHER REGISTRATION FORM.**
- 54. GRADUATION APPLICATION FORM.**

# 2020 PUBLICATIONS ORDER FORM

Mail: Po Box 8051 Kooyong VIC 3144 - Ph: 03 9822 3111  
 Email: admin@guildmusic.edu.au - Web: guildmusic.edu.au

DISCRIPTION	NUMBER	COST	TOTAL
<b>THEORY...</b>			
Music Theory Syllabus <b>Web download</b>		<b>PDF</b>	
Theory papers. Year 2000 onwards. <i>List on separate form.</i>			
Music/Speech-year-series-(1/2)-(performer/teacher)-grade			
Preliminary and Grades (each)		\$ 2.50	
Proficiency, Associate, Licentiate (each paper)		\$ 5.00	
<b>Theory Workbooks – Guild.</b>			
Preliminary		\$16.50	
Grade One		\$10.50	
Grade Two		\$17.00	
Grade Three		\$17.00	
Grade Four		\$17.00	
Grade Five		\$17.00	
Grade Six		\$17.00	
Grade Seven		\$18.00	
Grade Eight		\$18.00	
<b>Theory Workbooks - Greta Grybaitis.</b>			
Grade One		\$19.00	
Grade Two		\$20.00	
Grade Three		\$20.00	
Grade Four		\$24.50	
Grade Five		\$32.00	
<b>SPEECH...</b>			
Speech and Drama Syllabi <b>Web download</b>		<b>PDF</b>	
<b>MUSIC...</b>			
<b>Organ.</b>			
Organ Syllabus		<b>Free</b>	
Organ Supplementary Student Book		\$21.00	
<b>Guitar.</b>			
Syllabus - Classical, Modern & Electric <b>Web download</b>		<b>PDF</b>	
<b>Guitar Exercise Books.</b>			
Steps 1, 2 & 3 in one book		\$13.00	
Grades 1, 2, 3, 4 & 5 in one book		\$16.00	
<b>Guitar Requirements for Practical Examination.</b>			
Step One		\$12.50	
Step Two		\$12.50	
Step Three		\$12.50	
Grade One		\$14.50	
Grade Two		\$14.50	
Grade Three		\$14.50	
Grade Four		\$15.50	
<b>All in 1 alternative Guitar books - External publisher.</b>			
Step One		\$32.00	
Step Two		\$32.00	
Step Three		\$32.00	
Grade One		\$32.00	
Grade Two		\$32.00	
Grade Three		\$32.00	
Grade Four		\$32.00	
Grade Five		\$32.00	
Grade Six		\$32.00	
Grade Seven		\$32.00	
Proficiency		\$32.00	
Associate		\$32.00	
Licentiate		\$32.00	

Continued on next page...

DISCRIPTION	NUMBER	COST	TOTAL
<b>Piano – Keyboard.</b>			
Pianoforte Examination Syllabus <b>Web download</b>		<b>PDF</b>	
Ear Test Book		\$17.00	
Student's Sight Reading Exercises		\$20.00	
Supplementary Student Book		\$23.00	
Recital - Contemporary Piano Syllabus <b>Web download</b>		<b>PDF</b>	
Recital - Light Classical Piano Syllabus <b>Web download</b>		<b>PDF</b>	
Performance Syllabus <b>Web download</b>		<b>PDF</b>	
<b>Complete Syllabus Requirements.</b>			
Step One		\$32.00	
Step Two		\$32.00	
Step Three		\$32.00	
Grade One		\$32.00	
Grade Two		\$26.50	
Grade Three		\$26.50	
Grade Four		\$26.50	
<b>Wind instruments.</b>			
Recorder Syllabus		<b>Free</b>	
Recorder Exercise & Sight Reading Book		\$14.00	
Clarinet Syllabus - Class, Modern, Jazz <b>Web download</b>		<b>PDF</b>	
Flute Syllabus - Classical, Modern & Jazz		<b>Free</b>	
Bassoon Syllabus - Classical		<b>Free</b>	
Saxophone (Eb Alto) Syllabus – Classical, Mod & Jazz		<b>Free</b>	
Trumpet & Bb Cornet Syllabus <b>Web download</b>		<b>PDF</b>	
<b>Violin Family.</b>			
Violin Syllabus <b>Web download</b>		<b>PDF</b>	
Violin Exercise & Sight Reading Book		\$17.50	
Viola Syllabus <b>Web download</b>		<b>PDF</b>	
<b>Voice.</b>			
Solo Singing Syllabus		<b>Free</b>	
Modern Singing Syllabus		<b>Free</b>	
Solo Singing Technical Manual		\$14.00	
Soprano Singing Tech Man'l + CD (back & Concone)		\$37.50	
Alto Singing Tech Manual + CD (Backing & Concone)		\$37.50	
Tenor Singing Tech Man'l + CD (Backing & Concone)		\$37.50	
Bass Singing Tech Man'l + CD (Backing & Concone)		\$37.50	
<b>TOTAL</b>			

**PLEASE NOTE:**

All syllabuses are free for download. Any syllabi not on the web will be supplied by mail from the office free of charge. Also the office is happy to email you any of the PDFs if you wish.

**Payments :**

**Cheques-Money Orders:** MUST be written out to - Australian Guild of Music Education Inc  
**EFT Transfer:** BSB: 033 050 ACCOUNT NO: 228055  
**EFTPOS:** Phone Guild office for processing.

**Order Details:** Prepaid Purchases only. Prices includes GST & Postage.

**DATE:** ...../...../..... **PHONE:** .....

**NAME/STUDIO:**

.....

**ADDRESS:**

.....

No & Street

State

Postcode

*Past papers are stored by year and series, rather than grade. If you could keep this in mind when preparing your listing it would be appreciated. PLEASE NOTE: There is only one series from 2015.*

Tick one: MUSIC: ..... SPEECH: .....

[illegible]



# GUILD

AGME. Public Exams - Music & Speech.  
Ph: 03 9822 3111 - Mail: Po Box 8051 Kooyong Vic 3144  
Email: admin@guildmusic.edu.au - Web: guildmusic.edu.au

## EXAMINATIONS IN MUSIC – ALL SYLLABI

# PRACTICAL ENTRY FORM - MUSIC

PLEASE PRINT CLEARLY. Tick preferences where required. ....✓.....

Year: .....	Series 1: .....	Middle Series: .....	Series 2: .....	VIDEO: .....
State: .....	Examination centre: .....			
Teacher OR School. (Use own name if self entry). ..... Title. Name. ....				
Address: ..... No & Street. Suburb. State. Postcode.				
Contact details: Mobile : ..... Home / Studio: ..... Email : .....				
Number of entries in total: .....		Total of fees for this entry: \$ .....		
Signature: .....		Date: ...../...../.....		

### GENERAL INSTRUCTIONS.

**PAYMENTS** : It is the teacher's responsibility to make the total payment of entry fees to the **GUILD**. Payment can be made by EFT - Credit Card – Cheque / Money order. Individual student's or parent's payments are not acceptable.

**LATE ENTRIES** : Late entries may incur a late fee.

**RECIEPTS** : In accordance with normal business practice no receipts will be issued unless requested in writing.

**REFUNDS** : No refunds on examination entries are possible.

**Refer to the Contact – Handbook for all details of fees and procedures.**

**Contact the GUILD office for assistance if required.**

**PLEASE PRINT CLEARLY.** Practical candidate details. Teacher Name: .....

Name details will be printed on certificates the way it is entered onto this entry form.

Abbreviation to be used for FULL & RECITAL entries. Step ? = S ? Grade? = G?

PERFORMANCE entries. Preparatory = PREP. Elementary = ELEM. Preliminary = PREL. Use 1 to 8 for Levels.

Check Contact - Handbook for higher level indications such as Proficiency, Cmus & Diplomas.

No.	Given name...	Surname...	Indicate ONE practical steam only.			Instrument OR Vocal.	FEE.
			Full Practical.	Recital Practical.	Perform. Level.		
1							\$
2							\$
3							\$
4							\$
5							\$
6							\$
7							\$
8							\$
9							\$
10							\$
11							\$
12							\$
13							\$
14							\$
15							\$
16							\$
17							\$
18							\$
19							\$
20							\$
Continue to next page if more than 20 students are being enrolled.					Total...	\$	

Continued from previous page. Teacher Name: .....

No.	Given name...	Surname...	Indicate ONE practical steam only.			Instrument OR Vocal.	FEE.
			Full Practical.	Recital Practical.	Perform. Level.		
21							\$
22							\$
23							\$
24							\$
25							\$
26							\$
27							\$
28							\$
29							\$
30							\$
31							\$
32							\$
33							\$
34							\$
35							\$
36							\$
37							\$
38							\$
39							\$
40							\$
			Total both pages...			\$	

**NOTES & COMMENTS to the GUILD office.**

**Teacher Name:** .....

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**VIDEO EXAMINATIONS.**

**Indicate with a Tick if video exams are taking place.**  
**Use a separate ENTRY FORM to enter video examinations.**  
**Fill in the supervisor's details below if these examinations are**  
**FULL or RECITAL PRACTICAL. PERFORMANCE examinations**  
**do not require a supervisor.**  
**The GUILD office will send out the paperwork to both the supervisor and teacher.**

**Supervisors Details.**

**Name:** .....

**Address:** .....

**Phone:** ..... **Mobile:** .....

**Email:** .....





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 Email: admin@guildmusic.edu.au - Web: guildmusic.edu.au

## EXAMINATIONS IN SPEECH & DRAMA – ALL SYLLABI

# PRACTICAL ENTRY FORM - SPEECH

PLEASE PRINT CLEARLY. Tick preferences where required .....✓.....

Year: .....	Series 1: .....	Series 2: .....	VIDEO: .....
State: .....	Examination centre: .....		
Teacher OR School. (Use own name if self entry). ..... ..... Title. Name.			
Address: ..... ..... No & Street. Suburb. State. Postcode.			
Contact details: Mobile : ..... Home / Studio: ..... Email : .....			
Number of entries in total: .....		Total of fees for this entry: \$ .....	
Signature: .....		Date: ...../...../.....	

### GENERAL INSTRUCTIONS.

**PAYMENTS :** It is the teacher's responsibility to make the total payment of entry fees to the **GUILD**. Payment can be made by EFT - Credit Card – Cheque / Money order. Individual student's or parent's payments are not acceptable.

**LATE ENTRIES :** Late entries may incur a late fee.

**RECIEPTS :** In accordance with normal business practice no receipts will be issued unless requested in writing.

**REFUNDS :** No refunds on examination entries are possible.

**Refer to the Contact – Handbook for all details of fees and procedures.**

**Contact the Guild office for assistance if required.**

**PLEASE PRINT CLEARLY.** Practical candidate details. Teacher Name: .....

Name details will be printed on certificates the way it is entered onto this entry form.

Abbreviations for identifying examination levels etc. Step ? = S ? Grade = G? Beginner level = BL?

Levels? = L? School Leavers = SL. Beginner Stage = BS. Stage? = S? Year? = Y? Preparatory = PREP.

Junior = JUN. Elementary = ELEM. Intermediate = INTER.

Check Contact - Handbook for higher level indications such as Proficiency, Certificates & Diplomas.

No.	Given name...	Surname...	Age.	Using abbreviations, list your exam level according to the syllabus being used.	Syllabus Number.	FEE.
1						\$
2						\$
3						\$
4						\$
5						\$
6						\$
7						\$
8						\$
9						\$
10						\$
11						\$
12						\$
13						\$
14						\$
15						\$
16						\$
17						\$
18						\$
19						\$
20						\$
Continue to next page if more than 20 students are being enrolled.				Total...	\$	

Continued from previous page. Teacher Name: .....

No.	Given name...	Surname...	Age.	Using abbreviations, list your exam level according to the syllabus being used.	Syllabus Number.	FEE.
21	.....					\$
22	.....					\$
23	.....					\$
24	.....					\$
25	.....					\$
26	.....					\$
27	.....					\$
28	.....					\$
29	.....					\$
30	.....					\$
31	.....					\$
32	.....					\$
33	.....					\$
34	.....					\$
35	.....					\$
36	.....					\$
37	.....					\$
38	.....					\$
39	.....					\$
40	.....					\$
				<b>Total both pages...</b>	<b>\$</b>	

**NOTES & COMMENTS to the GUILD office.**

**Teacher Name:** .....

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**VIDEO EXAMINATIONS.**

**Indicate with a Tick if video exams are taking place.**  
**Use a separate ENTRY FORM to enter video examinations.**  
**Fill in the supervisor's details below if these examinations are**  
**FULL or RECITAL PRACTICAL. PERFORMANCE examinations**  
**do not require a supervisor.**  
**The GUILD office will send out the paperwork to both the supervisor and teacher.**

**Supervisors Details.**

**Name:** .....

**Address:** .....

**Phone:** ..... **Mobile:** .....

**Email:** .....



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 Email: admin@guildmusic.edu.au - Web: guildmusic.edu.au

## EXAMINATIONS IN THEORY – MUSIC & SPEECH

# THEORY ENTRY FORM – MUSIC & SPEECH

PLEASE PRINT CLEARLY. Tick ☒ one of the following. MUSIC ..... SPEECH .....

Year: .....	<b>ONE GENERAL SERIES PER YEAR.</b> <b>MUSIC</b> – Last Friday in August. <b>SPEECH</b> – Third Friday in June. <b>TOD –THEORY ON DEMAND</b> is available from February to December. See Contact – Handbook for more details & separate entry form.		
State: .....	Examination centre: .....		
Teacher OR School. (Use own name if self entry).  .....			
Title. Name. ....			
Address:  .....			
No & Street. ....	Suburb. ....	State. ....	Postcode. ....
<b>Contact details:</b> <b>Mobile :</b> ..... <b>Home / Studio:</b> ..... <b>Email :</b> .....			
Number of entries in total: .....		Total of fees for this entry: \$ .....	
Signature: .....		Date: ...../...../.....	

### GENERAL INSTRUCTIONS.

**PAYMENTS :** It is the teacher's responsibility to make the total payment of entry fees to the **GUILD**. Payment can be made by EFT - Credit Card – Cheque / Money order. Individual student's or parent's payments are not acceptable.

**LATE ENTRIES :** Late entries may incur a late fee.

**RECIEPTS :** In accordance with normal business practice no receipts will be issued unless requested in writing.

**REFUNDS :** No refunds on examination entries are possible.

**Refer to the Contact – Handbook for all details of fees and procedures.**

**Contact the Guild office for assistance if required.**

**Theory candidate details. Teacher Name:** .....

**PLEASE PRINT CLEARLY.**

**Name details will be printed on certificates the way it is entered onto this entry form.**

**Abbreviations for identifying examination levels etc. Preliminary = PREL. Grade? = G?**

**Check Speech syllabus & Contact - Handbook for higher level indications such as Proficiency & Dip.**

No.	Given name...	Surname...	Theory level...	FEE.
1	.....			\$
2	.....			\$
3	.....			\$
4	.....			\$
5	.....			\$
6	.....			\$
7	.....			\$
8	.....			\$
9	.....			\$
10	.....			\$
11	.....			\$
12	.....			\$
13	.....			\$
14	.....			\$
15	.....			\$
16	.....			\$
17	.....			\$
18	.....			\$
19	.....			\$
20	.....			\$
<b>Continue to next page if more than 20 students are being enrolled.</b>			<b>Total...</b>	<b>\$</b>

Continued from previous page. Teacher Name: .....

No.	Given name...	Surname...	Theory level...	FEE.
21	.....			\$
22	.....			\$
23	.....			\$
24	.....			\$
25	.....			\$
26	.....			\$
27	.....			\$
28	.....			\$
29	.....			\$
30	.....			\$
31	.....			\$
32	.....			\$
33	.....			\$
34	.....			\$
35	.....			\$
36	.....			\$
37	.....			\$
38	.....			\$
39	.....			\$
40	.....			\$
Total both pages...			\$	

**NOTES & COMMENTS to the GUILD office.**

**Teacher Name:** .....

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**Fill in the SUPERVISOR'S details below if these examinations are being organized locally.**

**Also state the VENUE where the examinations are being held.**

**Supervisors Details.**

**Name:** .....

**Address:** .....

**Phone:** ..... **Mobile:** .....

**Email:** .....

**Venue details.**

**Address:** .....





# **GUILD**

AGME. Public Exams - Music & Speech.

Ph: 03 9822 3111 - Mail: Po Box 8051 Kooyong Vic 3144

Email: admin@guildmusic.edu.au - Web: guildmusic.edu.au

## **ENTRY FORM FOR THEORY EXAMINATIONS IN MUSIC & SPEECH.**

# ***THEORY ON DEMAND***

This entry form is to be used for candidates applying for theory on demand examinations. Theory on demand is only for levels from Preliminary up to Grade 8 and is available from the start of February to the end of November of each year. A \$40 surcharge (SC) must be added to the listed to the initial examination fee as found in Contact - Handbook. Each additional student sitting at the same time and Grade Level will only attract an additional \$10 surcharge on top of the regular fee.

**>Allow up to 3 weeks to receive papers<**

**Syllabus.** (Tick one only) **MUSIC:** ..... **SPEECH:** .....

**Teacher OR School Details.** (Use own name if self entry) **PRINT CLEARLY ALL DETAILS.**

**Name:** .....

**Address:** .....

**Phone:** ..... **Mobile:** ..... **Email:** .....

### **Supervisors Details.**

**Name:** .....

**Address:** .....

**Phone:** ..... **Mobile:** ..... **Email:** .....

### **Summary Details.**

**Number of entries:** ..... **Total amount of all fees: \$** .....

**Teacher OR self entry signature:** ..... **Date:** ..... / ..... / .....

### **Important Instructions.**

It is the teacher's OR schools responsibility to make one total payment of entry fees to the GUILD. This can be done by chq / money order, EFT or Credit card payment.

Contact office for Credit card payments.

Individual payments from candidates are not acceptable unless self entry.

**Please note: No refunds will be possible once entries have been submitted.**

**Continue next page for entries.**

**Use a separate page for each Grade Level entered for.**

**CANDIDATE DETAILS.** *Grade Level:* ..... **PRINT CLEARLY ALL DETAILS.**

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

> *Name:* .....

*Teacher:* ..... *Fee:* \$ ..... *Plus \$40 SC. Total \$* .....

**PLEASE NOTE.**

**Copy this page if you require more entries for the same grade and continue with a \$10 SC. Different grades will however require a completely separate page with the initial \$40 SC.**

**NOTES & COMMENTS to the GUILD office.**

**Teacher Name:** .....

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# **AUSTRALIAN GUILD TEACHERS' REGISTER**

The free **AGTR** provides professional recognition for teachers of Music or Speech & Drama. Membership provides the following.

There is no charge for membership and a complimentary one off *Teacher Membership Certificate* will be sent to each member. *Guild Studio Certificates* are however available for \$13 including postage. These do not require annual replacement as no year is indicated on the certificate.

All members can also be listed free of charge on the *Teachers Register* located on the *Guilds web site*.

This *Guild Contact - Handbook* as well as regular updates throughout the year is designed to keep all teachers and students fully informed of *Guild* aims, directions and activities as well as syllabus changes, new publications etc. On the **Enrolment Form**, there are five (5) categories of Membership, but only two (2) categories of registration have permission to professionally use the honours (letters) **MAGTR** within the overall membership of *P, S, A, ST, MM*.

### **PROFESSIONAL MEMBERSHIP. (P) Professional use of 'MAGTR' is authorised.**

Applicants must hold the minimum qualification of an Associate or higher Diploma either issued by the Guild or an approved equivalent issued by a Music or Speech Institution acceptable to the Guild's Faculty Board. Applicants must provide a curriculum vitae and a photo copy of their qualifications together with a letter of recommendation.

### **SPECIAL MEMBERSHIP. (S) Professional use of 'MAGTR' is authorised.**

Granted to applicants with an approved tertiary or other qualification such as:- M.A; B.Sc; B.A etc from a University or TAFE College.

### **ASSOCIATE MEMBERSHIP. (A) Professional use of 'MAGTR' is NOT authorised.**

Granted to all applicants not qualified as above. After **five years** of successful student Guild examination results, an upgrade to professional membership may be applied for. (An assessment fee applies).

### **STUDENT (ST) MEMBERSHIP. (ST) Professional use of 'MAGTR' is NOT authorised.**

For any student enrolled on an approved Guild course.

Free listing on Guild website by suburb of: Phone (Day OR Mobile OR A/H) OR E-mail

### **MAILING MEMBERSHIP. (MM) Professional use of 'MAGTR' is NOT authorised.**

Open to any member of the public irrespective of music or speech ability and/or qualifications.

A registered teacher can apply at any time for a membership upgrade when they have reached the required levels requirements.

**Contact the Guild office for any assistance with Registration applications,  
Studio certificates required OR any Member upgrade details.**

**REGISTRATION FORM on next page...**

## GUILD TEACHER'S REGISTRATION FORM.

**PLEASE PRINT CLEARLY.** (Tick preferences where required). ....✓....

**TYPE OF REGISTRATION.** (Please tick one).

**New registration.** ..... **Upgrade membership details.** .....

**TEACHER NAME.**

.....  
Title. Name.

**MAILING ADDRESS.**

.....  
No & Street. Suburb. State. Postcode.

**CONTACT DETAILS.**

**Mobile :** ..... **Home / Studio:** .....

**Email :** .....

**TEACHING STREAMS TAUGHT.** (Please tick one).

**Music.** ..... **Speech.** .....

**CATEGORY OF MEMBERSHIP.** (Please tick one).

**Professional.** ..... **Special.** .....

**Associate.** ..... **Student.** .....

**Mailing.** .....

**QUALIFICATIONS.** (Must attach supporting documentation).

.....  
**INSTRUMENTS TAUGHT.** (Music only).

.....  
**STUDIO NAME.** (If different to teachers name).

.....  
**STUDIO ADDRESS.** (if different from mailing address).

.....  
No & Street. Suburb. State. Postcode.

**Once completed send via Email : [admin@guildmusic.edu.au](mailto:admin@guildmusic.edu.au)**  
**OR Post to : Po Box 8051 Kooyong Vic 3144**

# GRADUATION: 18th APRIL 2020

## APPLICATION FOR AWARDS for CERTIFICATES, DIPLOMAS or DEGREE

You must complete this form to receive your award whether you attend the Graduation ceremony or not.

**APPLICANT'S NAME:** \_\_\_\_\_  
TITLE GIVEN NAME SURNAME

**ADDRESS:** \_\_\_\_\_  
NO. & STREET SUBURB STATE POSTCODE

**CONTACT:** H (\_\_\_\_) \_\_\_\_\_ B (\_\_\_\_) \_\_\_\_\_ M \_\_\_\_\_

**E-mail** \_\_\_\_\_

**TEACHER'S NAME:** \_\_\_\_\_

**DETAILS OF AWARDS APPLIED FOR. Attach appropriate reports. Use one form per award.**

**TERTIARY** ☐ **PUBLIC** ☐ **AWARD** \_\_\_\_\_ **SUBJECT** \_\_\_\_\_

PLEASE TICK APPROPRIATE BOXES

### ATTENDING GRADUATION

☐

All Graduands **must** be capped, gowned and assembled by 12.50 pm.

#### **HIRE Cap & Gown (plain black) – recommended**

Measure accurately – there are no spares

☐

**Blk Cap \$31.00** size: \_\_\_\_\_cm

Measure circumference of your head horizontally above ears with a tape measure.

☐

**Blk Gown \$43.00** size: \_\_\_\_\_cm

Measure your height when standing from floor to the top of your head.

#### **PURCHASE Cap, Gown, Stole or Hood.**

Refer to the Guild Contact-Handbook for requirements. Stoles and hoods are not available for hire and must be purchased.

☐

**Cap \$POA** size: \_\_\_\_\_cm

Measure circumference of your head horizontally above ears with a tape measure.

☐

**Gown \$POA** size: \_\_\_\_\_cm

Measure your height when standing from floor to the top of your head.

☐

**Stole Assoc & Prof P. \$100.00**

☐

**Hood Bach. \$99.00**

☐

**Hood Lic. \$96.00**

☐

**Hood PP. \$89.00**

### NOT ATTENDING

☐

Your Award and Graduation program will be mailed to you after the Graduation, so you must supply a postage paid (stamped), self addressed envelope of the correct size with this form. Teachers may also collect testamurs and programs for absent students immediately after the ceremony.

Degree, diploma (all), A Mus, L Mus Awards are C4 size and require at least a B4 envelope (multiples – Jiffy utility U6, at least).

Proficiency, C Mus, Level 8 Awards are A4 size and require at least a C4 envelope (multiples – Jiffy utility U5, at least).

If teachers are being sent multiple Awards, consider sending a Jiffy utility envelope to accommodate the additional programs (A5, 36 pages each). Check with your stationer or post office shop for suitable envelope sizes.

If you unexpectedly miss the graduation your teacher may collect your Award immediately after the ceremony or it will be mailed to your teacher the following week.

**TOTAL AMOUNT  
PAYABLE**

\$ \_\_\_\_\_

**PLEASE READ all information PAGE 18 of this booklet.**

**Payments for Robes etc can be made via BANK TRANSFER, CHEQUE or EFT.  
Refer to PAGE 2 of this booklet for payment details.**

**All applications, attendance returns & orders close: 11<sup>th</sup> March 2020**

**Graduation Procedures.**

1. Graduands start collecting academic robes etc.
2. Seating available in hall.
3. Assembly of academic Procession.
4. Commencement of Ceremony.

**Times.**

11.00 am  
12.30 pm  
12.50 pm  
1.00 pm

**ENTRY FEES:**

**There is no pre-booking of seats nor advance booking of tickets.**

<b>Adults</b>	<b>\$22.00</b>	
<b>Children</b>	<b>\$12.00</b>	
<b>Family</b>	<b>\$47.00</b>	<b>Two Adults. Two or more children.</b>
<b>Pensioners</b>	<b>\$13.00</b>	

**Graduands and award recipients (on presentation of paperwork) are free.**

**EFTPOS is available for door payment.**