



Vienna Music Examination Board

Certified Music Learning Centres & Exam Supervisors Guideline

**Piano / Violin / Viola / Cello / Double Bass / Harp / Classical Guitar / Recorder /
Flute / Oboe / Clarinet / Bassoon / Saxophone / Horn / E-flat Tenor Horn /
Trumpet / Cornet in Bb / Soprano Cornet in Eb / Flugelhorn / Trombone /
Tuba / E-flat Bass / B-flat Bass**



Wiener Musik-Prüfungskommission

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To facilitate international candidates taking the Board's music exam, with effective from year 2011, candidates may take the Board's music exam at overseas Exam Centre, under the supervision of overseas Exam Supervisor. Exams will be recorded by video and exam videos will be sent to the Board for examiners' evaluation and marking.

This guideline lists out the duties and responsibilities of Certified Music Learning Centres (i.e., Exam Centre) in the preparation of exam room, exam video requirement, and actions to be taken before and after the exam; and the duties and responsibilities of Certified Music Tutors (i.e., Exam Supervisor) in supervising the exam. For those organizations/institutions wishing to apply to be Certified Music Learning Centres and those individuals wishing to apply to be Certified Music Tutors, please read this guideline carefully.

This guideline only applies to Certified Music Learning Centres in overseas. Certified Music Learning Centres in Vienna are not bound by the requirements set forth in this guideline. Exams taken in Vienna are supervised directly by the Board's Examiners, who will give marks on the exam immediately right after the exam.

Certified Music Learning Centre

Certified Music Learning Centres ("CMLC") are organizations/institutions accredited by Vienna Music Examination Board (Official name in German: "Wiener Musik-Prüfungskommission"). CMLC have the followings rights and privileges:

Qualified Exam Centre

CMLC are automatically qualified to be Exam Centre of the Board and to carry out the Board's music exam.

Provision of Exam Room Service

Being the Exam Centre of the Board, CMLC have the right to charge candidates exam room fee if candidates are taking the Board's music exam at CMLC's premises.

CMLC has the sole discretion to determine the exam room fee and Board approval is not required. It is, however, suggested that exam room fee (which shall include rental of exam room, Exam Supervisor fee and rental of instruments for exam) to be between EUR20 to EUR50 per 30 minutes, depending on the living standard of different countries.

Nomination of Certified Music Tutor

Candidates taking the Board's music exam at CMLC must be supervised by Exam Supervisor. CMLC have the right to nominate, subject to registration and renewal fee, their full-time and part-time teaching staff to be Certified Music Tutors. Certified Music Tutors are automatically qualified to be Exam Supervisor (not Examiner) for the Board's music exam.

Use of Title and Logo

Certificate will be issued to CMLC proving the Certified Music Learning Centre status. CMLC have the right to use the title of "Certified Music Learning Centre of Vienna Music Examination Board", "Exam Centre of Vienna Music Examination Board" and the Board's logo.

Registration

Registration for CMLC is open to qualified institutions and organizations in any country offering musical instrument practice lessons. Registration form is available in the Board's official website (www.vmeb.org).

Certified Music Tutor

Certified Music Tutors are persons accredited by Vienna Music Examination Board. Certified Music Tutors have the followings rights and privileges:

Qualified Exam Supervisor

Candidates taking the Board's music exam at CMLC must be supervised by Exam Supervisor. Certified Music Tutors are automatically qualified to be Exam Supervisor (not Examiner) for the Board's music exam.

Since Exam Supervisors only supervise the exam and not to give marks on the exam (Marking and assessments are done by the Board's Examiners only), Exam Supervisors are therefore eligible to supervise exam in any kind of musical instrument and all grade levels.

Use of Title and Logo

Certificate will be issued to Certified Music Tutor proving the Certified Music Tutor status. Certified Music Tutors have the right to use the title of "Certified Music Tutor of Vienna Music Examination Board", "Exam Supervisor of Vienna Music Examination Board" and the Board's logo.

Registration

Registration for Certified Music Tutor is open to music teachers and musicians in any country with instrument practical skills. Registration form is available in the Board's official website (www.vmeb.org).

Certified Music Learning Centre

- Qualified to be Exam Centre for the Board's music exam
- Right to Use the Board's Title and Logo

Certified Music Tutor

- Qualified to be Exam Supervisor for the Board's music exam
- Right to Use the Board's Title and Logo

Exam Room Specification

General Condition

A quiet room with adequate air-conditioning and lighting should be provided.

Size of Exam Room

Exam room should be of a moderate size, but with sufficient room for candidates to perform effectively. Suggested room size at least 8 m².

Facilities and Instrument

Exam room should be equipped with (1) music stand; (2) video recording device; and (3) analogue clock. In case instruments are provided by CMLC, make sure they are properly tuned before the exam. Digital pianos are not allowed for any exam or accompaniment.

Facilities for Disabled Candidates

Reasonable adjustments shall be made for candidates with disabilities.

Exam Video Guideline

If CMLC is located in overseas (i.e., not in Vienna), the whole exam must be recorded by video, under the supervision of Exam Supervisor. The video has to be a straightforward, un-edited performance in one take. No intermediate stopping, editing or splicing of any kind is allowed.

Power

Make sure the recording device is fully charged up so as to avoid interruption due to shortage of power during examination. Use AC power whenever possible.

Steady Shots

Steady shots are essential. A tripod and a solid platform is the easiest way to acquire a steady shot.

Auto Focus

Unless professionally trained, use auto focus rather than manual focus will normally produce a better image.

Zoom and Lighting

Set the zoom before recording begins. Do not zoom and pan during shooting. Make sure the lighting is sufficient for a clear image.

Audio

Both external microphone and build-in microphone in the recording device may be used. Place the external microphone or the recording device with build-in microphone approximately 2 to 5 meters away from candidate. Experiment the distance to gain maximum clarity and beauty (Too close loses beauty. Too far loses clarity).

Shooting Angles

Video should be recorded as if it is filming a live performance. Recording device should be placed at the eye level of audience. Video shot at extreme high-angle or low-angle will be disqualified. It is suggested to use wide-angle if the exam room is not spacious.

Image Capture

Candidate, Exam Supervisor and all related individuals (accompanist, page-tuner if applicable) should remain visible in frame of video from the beginning till the end of the examination.

Entire figure of candidate should be covered in the video if candidates are taking exam for instrument in Group A below.

Group A	Piano, Cello, Double Bass, Harp
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Half-length to entire figure of candidate should be covered in the video if candidates are taking exam for instrument in Group B below.

Group B	Violin, Viola, Classical Guitar, Recorder, Flute, Oboe, Clarinet, Bassoon, Saxophone, Horn, E-flat Tenor Horn, Trumpet, Cornet in Bb, Soprano Cornet in Eb, Flugelhorn, Trombone, Tuba, E-flat Bass, B-flat Bass
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Video must show candidates' hands position (both hands) including the entire instrument (except piano in which only covering the keyboard and pedals is allowed).

In addition, an analogue clock must be prominently displayed and easily discerned in the video. It is suggested to use an analogue clock of relative large size. If the clock is too small, place the clock on a stand near the recording device so that it can be read easily.

Video Format

The exam video must be recorded in DVD (.VOB) format. Make sure it can be played on a conventional DVD player.

Exam Room

- Quiet room
- Good air-conditioning
- Adequate lighting
- Moderate size
- Equipped with
 1. music stand
 2. video recording device
 3. analogue clock
- Ensure instruments are tuned if CMLC also provides instruments to candidate

Exam Video

- No intermediate stopping, editing and splicing of video
- Use AC power
- Use tripod
- Auto focus
- Adequate lighting for video shooting
- Place microphone at appropriate distance
- Eye level shooting angle
- Capture candidate, Exam Supervisor and all related persons (e.g. accompanist, page-tuner)
- Capture entire figure of candidate (for Group A instrument exam)
- Capture half to entire figure of candidate (for Group B instrument exam)
- Capture entire instrument (only cover keyboard and pedals are fine for piano)
- Capture analogue clock
- Record in DVD format

From Start to the End of Examination

Exam Supervisor Identity Verification

CMLC must verify the identity of Exam Supervisor by checking his/her name and date of birth shown in his identity card/passport against the name and date of birth shown in the copy of his/her Certified Music Tutor certificate.

Once Exam Supervisor's identity has been confirmed, CMLC shall sign and stamp on the Exam Statement.

Candidate Identity Verification

Exam Supervisor must verify the identity of candidate by checking his/her name and date of birth shown in his identity card/passport against the name and date of birth shown in the Exam Notification Letter.

Once candidate's identity has been confirmed, Exam Supervisor shall sign on the Exam Statement.

List of Works

Candidate must provide a list of works to be performed in the exam to Exam Supervisor to fill in the Exam Statement. The following format should be used (indicate applicable items only):

- * Composer * Arranger * Name of works * Tonality * Opus Number * Movement
- * Tempo * Syllabus source (Board initials) * Grade of Syllabus * Validation Period

Exam Supervisor Announcement

Before exam starts, Exam Supervisor shall inform candidates and all persons (e.g. accompanist, page-tuner) in the exam room to turn off all alarming and beeping devices, and explain to candidates that there will be a "Beginning Announcement" and an "Ending Announcement" to be made by Exam Supervisor.

After turning on the video recording device, Exam Supervisor shall read the following Beginning Announcement (Fill in the *italic underlined words* with appropriate information):

"This is [Name of Exam Supervisor], VMEB Certified Music Tutor No. [Certified Music Tutor No.], supervising the [Grade Level] VMEB exam of candidate [Name of Candidate] on [Music Instrument], exam no. [Exam No.]. Today is [Date of Today], time now is [Present Time]. I approve the candidate identity authentic. The exam now begins."

At the conclusion of the performance of the exam, Exam Supervisor shall read the following Ending Announcement before turning off the video recording device (Fill in the *italic underlined words* with appropriate information):

"This is the end of the exam of candidate [Name of Candidate], exam no. [Exam No.]. I approve this video and audio is an unedited clip in one take."

** The Beginning Announcement and the Ending Announcement must be made by Exam Supervisor in either English or German. No other languages are allowed.*

End of Examination

After the exam is completed, Exam Supervisor shall spend 1 to 2 minutes to review excerpt of video recording to ensure that the video and audio quality are acceptable.

Exam Supervisor may give comments on the performance clip and may suggest candidate to retake the exam video if he/she has noticed that the candidate is not in condition or the performance quality is too low. It is candidate's own decision whether to retake the exam video or not.

Submission Guideline

CMLC are required to submit the followings to the Board's International Exam Administration Office or the Board's designated office within 2 weeks after the exam:

1. "Exam Statement"
The Exam Statement must be signed by both CMLC and Exam Supervisor. Official stamp of CMLC are also required.
2. "Exam Video"
Candidate's full name, exam number, type of instrument and exam grade level must be written in English in block letters on the DVD using permanent marker.

(Important: CMLC must keep a copy of Exam Statement and Exam Video for backup purpose)

In The Exam

(1)

CMLC verifies Exam Supervisor's identity

(2)

Exam Supervisor verifies candidate's identity

(3)

Candidate provides a list of works to be performed in the exam to Exam Supervisor

(4)

Exam Supervisor makes beginning announcement before exam starts

(5)

Candidate performs his/her exam pieces

(6)

Exam Supervisor makes ending announcement

(7)

Exam Supervisor reviews excerpts of video with candidate

Exam Results

A Statement of Results will be issued by the Board after the Board's Examiners have given marks and comments on the exam.

Depending on Examiners' preference, the Statement of Results may be written in German or English.

Certificates will only be issued to candidates who have passed the examination (i.e., "Sufficient" (genügend) or better results).