



RCM EXAMINATIONS

Practical Examination Schedule

Please print and fill out this form completely and bring it with you to your examination. Examination locations and Center Representative contact information are subject to change. **Please check the “Examination Schedules” section of our website one week prior to your examination to confirm your examination location.**

Candidate's Name:	
RCME Number:	
Confirmation Number:	
Examination:	
Date and Time of Examination:	
Examination Center:	
Location of Examination:	
Examination Center Representative:	

Keyboard Harmony and Musicianship Examination Checklist

For the Day of the Examination

- Keyboard Harmony candidates should plan to arrive 30 – 40 minutes prior to the scheduled examination time to allow for previewing: Basic 20 minutes; Intermediate 25 minutes; Advanced 30 minutes.
- Musicianship candidates should plan to arrive 15 minutes early.

At the Examination Center

- Bags and coats must be left in the waiting area. Only the candidate is permitted into the examination room.
- Candidates may be asked to present photo identification before being admitted into the examination room.
- Recording devices are strictly prohibited in the examination room.
- Parents, other family members, teachers, and friends must wait in the designated waiting area.
- Standing and listening outside the examination room is not permitted.

After the Examination

- Examination results are available on our website (www.rcmexaminations.org) approx. 4 – 6 weeks after the examination.
- Access your results on-line with your RCME Number and Date of Birth. Examination results are not mailed.
- Print and save a copy of your results (**the examiner's comments**) for your records.



If You Cannot Attend Your Examination, then...

- You may be able to reschedule it for the same session. Call your Examination Center Representative to release your examination timeslot for other candidates on a waiting list. You will be placed on a waiting list for any timeslots which become available. Top priority will be given to candidates who cannot attend their examination due to a medical reason or a direct time conflict with a school examination. Other requests will only be considered after all such cases have been accommodated.

If the Examination Cannot Be Rescheduled for the Same Session, and...

- You cannot attend your practical examination due to:
 - Direct time conflicts with a school examination
 - Medical reasons that involve the candidatethen you can apply for an examination credit (formerly called a “fee extension”) for the full amount of the examination fee OR a 50% refund of the examination fee.

PLEASE NOTE:

- The “Credits/Refunds Request Form” should be downloaded (from “Online Forms”), filled in and submitted to RCM Examinations along with supporting documentation (e.g., a letter from a physician or school authority on school letterhead).
- Requests must be submitted to RCM Examinations in writing no later than two weeks after your examination date. Requests received after this time will be denied.
- You must indicate **at the time you submit your Request form** whether you are applying for a credit for the full examination fee or a 50% refund of the examination fee. Changes are not permitted after submission.
- Approved examination credits must be used within one year for one of the examination sessions stipulated in the current Credits/Refunds Request Form, and are non-transferable and cannot be extended beyond one year.
- The credit will be automatically applied the next time you register on-line. RCM Examinations will NOT automatically register you for another session.