



# 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 “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 & Time of Examination:	
Examination Center:	
Location of Examination:	
Center Representative:	

### Piano, Accordion, Guitar, Harp, Harpsichord, and Organ Examination Program

- Piano candidates are expected to have prepared using the *Piano Syllabus, 2008 Edition*.
- Choose the order of your examination (Ear Tests & Sight Reading will be conducted at the end):
  - Repertoire, Studies/Etudes, technical Tests
  - Technical Tests, Studies/Etudes, Repertoire
- For Grade 2 and above, will you be singing or identifying intervals?
  - Sing
  - Identify
- List your repertoire selection and Studies/Etudes in the order in which you will be playing them (please consult the syllabus for the Repertoire and Studies/Etudes requirements for your grade):

Order of Repertoire	List (A, B, Etc.)	Title of Selection	Composer	Page	if memorized
1.					
2.					
3.					
4.					
5.					
6.					

Order of Studies/Etudes	Title of Selection	Composer	Page	If applicable, indicate whether selection is a “Teacher’s Choice” or “Popular Selection List”
1.				
2.				

**IMPORTANT:** Candidates doing the *Part 2: Viva Voce* examination for Teacher’s ARCT or the Elementary, Intermediate, and Advanced Piano Pedagogy examinations should print out their respective Examination Program forms from the “Online Forms” section of [www.rcmexaminations.org](http://www.rcmexaminations.org).



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### Practical Examinations Checklist

#### Upon Applying for an Examination

- You must arrange for an accompanist (if required);
- Arrange to bring original copies of the music to be performed to the examination;
- You must secure permission for any photocopies of music to be used at the examination from the copyright holder.

#### For the Day of the Examination

- Plan to arrive 15 minutes early;
- Arrange for the accompanist (if required) to arrive 15 minutes early;
- Fill out the *Piano, Accordion, Guitar, Harp, Harpsichord, and Organ Examination Program* form;
- Organize and take all music to be performed for the examination;
- Flag the first page of the selections you will be performing with a paper clip or a “sticky note”;
- Choose proper footwear to wear during the examination.

#### At the Examination Center

- A tune-up room for guitar examinations may be provided for tuning; candidates should bring their own tuners as pianos are not provided in the tune-up room;
- Bags, coats, and instrument cases must be left in the waiting area;
- Candidates may be asked to present photo identification before being admitted into the examination room;
- Recording devices are strictly prohibited in the examination room;
- Only the candidate and the accompanist (if applicable) are permitted into 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

- Practical examination results are available on our website ([www.rcmexaminations.org](http://www.rcmexaminations.org)) approximately 4 – 6 weeks after the examination.
- Access your results online with your RCME Number and Date of Birth. Examination results are not mailed to candidates.
- Print and save a copy of your results including 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.

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### 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 candidate

then 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 online. RCM Examinations will NOT automatically register you for another session.