



Special Theory Centre Information

*Please read the following important information
before submitting the attached request form.*

What is a “Special Theory Centre”?

A Special Theory Centre is an examination centre that is set up for one examination session as a special service to candidates who cannot write their theory examination at an existing examination centre. RCM Examinations will consider setting up a Special Theory Centre for the following circumstances:

1. Students on a school trip, where a school teacher or official is present to preside over the examination and to take responsibility for receiving and returning the paper(s).
2. Students who live more than 200 km away from the nearest existing examination centre.

Who is responsible for setting up a Special Theory Centre?

The Special Theory Centre Representative is responsible for organizing the Special Theory Centre. The Representative should be a school teacher or official whenever possible to ensure the academic integrity of the examinations.

The Special Theory Centre Representative is responsible for the following activities:

1. Paying the Special Theory Centre fee (as outlined below) and submitting a completed Special Theory Centre Request form along with all relevant examination application forms by the deadline.
2. Locating and securing an examination facility.
3. Receiving the examination papers by courier approximately 2 weeks prior to the examination session.
4. Choosing a responsible person, who is neither a parent nor a music teacher of any of the candidates, to supervise the examinations. Provided that this requirement is met, the Representative may supervise the examinations.
5. Ensuring that the candidates write their examinations only at the times prescribed by RCM Examinations.
6. Arranging for the return of the examination papers to RCM Examinations, by courier, immediately following the examinations (i.e., on the Monday following the examinations, which always take place on either Friday or Saturday).

Who is responsible for the costs incurred?

RCM Examinations will send the examination materials to the Special Theory Centre Representative by courier approximately two weeks prior to the examinations. All other costs, including facility rental fees and courier costs to return the examinations to RCM Examinations, are the responsibility of the Representative.



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EXAMINATIONS

5865 McLaughlin Road, Unit 4
Mississauga, ON, Canada L5R 1B8

Telephone 905.501.9553
Fax 905.501.1290

What are the fees for setting up a Special Theory Centre?

1. If the address to courier the examinations is **within Canada or the United States**, then the fee is \$35.00 (CDN) or \$25.00 (US).
2. If the address to courier the examinations is **outside Canada or the United States**, then the fee is \$50.00 (CDN) or \$35.00 (US).

How do I apply for a Special Theory Centre?

Mail or fax the following to the Centres Coordinator at RCM Examinations, Special Theory Centres:

1. Special Theory Centre Request Form.
2. The Examination Application Form(s) for all of the candidate(s) who wish to take examinations at the Special Theory Centre (candidates for examination in a Special Theory Centre cannot apply on-line).
3. Letter, on school letterhead (if applicable), explaining the particular circumstances.
4. A cheque/money order, or credit card number (with expiry date) for the Special Theory Centre fee.

Please note:

- All candidates who wish to write their examination in the Special Theory Centre must submit their application forms with the Special Theory Centre Request form. Candidates **cannot** transfer into the Special Theory Centre if they initially applied to write in an existing examination centre.
- RCM Examinations does not guarantee that all requests for a Special Theory Centre will be approved.

When are theory examinations held and what are the deadlines for submitting Special Theory Centre Requests?

Examination Session	Examination Dates	Deadline for submitting Special Theory Centre Requests and All Candidate Application Forms
Winter 2010	December 10 & 11, 2010	November 2, 2010
Spring 2010	May 13 & 14, 2011	March 1, 2011
Summer 2010	August 5 & 6, 2011	June 1, 2011

Who do I contact with questions about setting up a Special Theory Centre?

If you require clarification of any of the information above, or if the Special Theory Centre Representative requires information at any time leading up to the examination dates, then please contact the Centres Coordinator at extension 527.



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Special Theory Centre Request Form

Please read the Special Theory Centre Information before completing this form.

Centre Name: _____ Centre Number: _____

For Office Use Only—the Centre Name and Number will be assigned by RCM Examinations

Representative: _____

Mailing Address: _____

Please provide a street address for courier delivery of the examination papers

Telephone: () _____

Fax: () _____

E-Mail: _____

Location of Examinations: *Please provide the address as it is to appear on the students' timetables*

Payment:

If mailing address is **within** Canada and the United States \$35.00 (CDN)

If mailing address is **outside** Canada and the United States \$50.00 (CDN)

Payment and all candidate application forms must accompany this Request Form.

Candidates for examinations in Special Theory Centres cannot apply online.

- Cheque or money order (payable to RCM Examinations)
- MasterCard
- VISA

Credit Card Number: _____ Expiry Date (mm/yy): _____

Cardholder Signature: _____

Representative's Signature: _____ Date: _____

Return this form to the Centres Coordinator by mail or by fax to (905) 501-1290. Please include the completed examination application forms for all the candidates who will be taking their theory examinations in this Special Theory Centre.