

2011-2012

Application Form

273 Bloor Street West, Toronto, ON M5S 1W2
Phone: (416) 408-5019
Fax: (416) 408-1538, (416) 408-3151
www.examinations.rcmusic.ca



By submitting an application form to The Royal Conservatory Examinations, the candidate agrees to abide by all policies stated on the second page of this Application Form, as well as the rules and regulations laid out in the RCM syllabi. Please use a separate Application Form for each examination.

Examination Session

Please select the session:

Summer

Application Deadline:
Theory Examinations:
Practical Examinations:

June 5, 2012
August 10 & 11, 2012
August 13 - 25, 2012

For Office Use Only

Candidate Information Today's Date: _____

Have you previously taken an examination? No Yes If yes, then enter your RCME Number:

Date of birth: Day Month Year

Email: _____
Last Name _____

First Name _____

Apt. No. _____ Street Address _____

City _____ Province _____ Postal Code _____

Home Telephone _____ Daytime Telephone _____ Extension _____

Check here if the above address is a new address Previous Address _____

YES! Sign me up to be the first to hear about amazing concerts, special events and extraordinary offers from The RCM.

Examination Information – Refer to pages 4, 5, and 6 of this Application Form for grade, subject, part, and category codes. Centre Name _____

Please check here if you are **more than 100 km** from the nearest centre

For what **grade and subject** are you applying? _____

For Grade 10 and ARCT Supplemental Examinations – please specify the section(s) _____

Centre Code	Grade Code	Subject Code	Category Code	Part Code
(refer to pages 3)				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Office Use Only
1 2 3 4 5 6 7 8 9

Payment Information – For examination fees please refer to pages 4, 5, and 6.

Examination Fee	\$	_____
Paper Handling Fee	+\$	18.00
Other Fees (ex. Late Fee - \$45)	\$	_____
Total Fees	\$	_____
Less Credit (if applicable)	-\$	_____
Total Payment Enclosed	\$	_____

Payment by: Cheque/Money Order VISA MasterCard AMEX

Credit Card no.: _____

Expiry Date (mm/yy) /

Cardholder Signature: _____

Teacher Information – The Royal Conservatory Examinations will share the results of this examination and your examination history with your teacher. Teacher

No.: Have you previously submitted candidates for examinations with The Royal Conservatory Examinations? No Yes

Teacher Name: _____ Teacher Phone No.: _____
Teacher Address: _____

Application Policies

General

- Applications may **not** be withdrawn once submitted to The Royal Conservatory Examinations
- Once registered for a specific examination session, candidates may **not** change from one session to another.
- The Royal Conservatory Examinations will make reasonable efforts to accommodate special needs requests, however they **cannot be guaranteed**.
- The Royal Conservatory Examinations reserves the right to withhold marks and records of candidates with **outstanding fees or surcharges**.
- Candidates are responsible for confirming their examination schedule online 2 weeks before the start of the examination session.
- Candidates may access their results (including marks and/or examiner comments and/or marked theory papers) online by clicking on the “Examination Results” section from the homepage.
- Candidates may be asked to present photo identification before being admitted in the examination room.
- The Royal Conservatory Examinations will share a candidate’s examination history and results with the teacher indicated on the application, if applicable.
- Mailing List option: The RCM will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. If you would like to be removed from the mailing list, contact us by email at subscriptions@rcmusic.ca
- Applicants will be charged:
 - \$20.00 for a returned cheque.
 - \$25.00 for the processing of incomplete application forms.
 - \$45.00 late processing fee for on-line applications submitted after the deadline date. Faxed or mailed applications postmarked after the deadline date will not be accepted.

Piano Applications

On-line

- Prior to the application deadline, registered piano candidates may choose a date and time for their examination and may change their schedule **as availability permits**.
- Examination timeslots are available on a **first-come, first-served basis**.
- Once timeslots for a particular examination centre are filled, candidates will be assigned a timeslot either in the **original centre of their choice or at the nearest available centre**.
- Piano candidates agree to appear for the examination **as scheduled**.
- Scheduling and availability of examinations are at the sole discretion of The Royal Conservatory Examinations.

By Fax or Mail

- Requests for specific examination timeslots on mailed or faxed applications **cannot be accommodated**.
- By submitting a mailed or faxed application, piano candidates agree to appear for the examination **as scheduled**.
- Scheduling of mailed or faxed applications begins once the on-line application service is no longer available.
- The Royal Conservatory Examinations can only confirm receipt of mailed or faxed applications through “Examination Scheduling” on our website.
- Candidates **may be transferred to a nearby centre** if all timeslots at their chosen centre have been filled.
- Examination schedule information will be available on-line under “Examination Scheduling” 3-4 weeks after the application deadline.

Non-piano Applications

On-line, Fax or Mail

- The Royal Conservatory Examinations can only confirm receipt of mailed or faxed applications through “Examination Scheduling” on our website.
- Scheduling information is available online starting approximately 3 - 4 weeks after the deadline and is updated on an on-going basis as examinations are scheduled.
- Scheduling and availability of examinations are at the sole discretion of The Royal Conservatory Examinations.
- By submitting an application, non-piano candidates agree to appear for the examination as scheduled.
- Non-piano examinations are not guaranteed to take place in all centres. Non-piano candidates whose examinations cannot be scheduled in the centre originally requested will be notified by The Royal Conservatory Examinations. These candidates may be transferred to another centre or may request a Credit for the examination fee.

Credits and Refunds Policies

- No credits / refunds are granted to candidates who fail to appear for their scheduled examination (there are no academic penalties for missed examinations).
- No credits and/or refunds **on amounts under \$10.00**.
- If you cannot attend your practical or theory 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 The Royal Conservatory 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. The Royal Conservatory Examinations will NOT automatically register you for another session.

Credits and Refund requests may be submitted to the Credits/Refunds Committee by fax: (416) 408-1538 and (416) 408-3151, or by mail to: The Royal Conservatory Examinations, 273 Bloor Street West, Toronto, ON M5S 1W2.

Examination Centres, Fees and Codes

Please refer to the following lists for examination and session availability.

Non-piano examinations are not guaranteed to take place at all centres. Non-piano candidates who cannot be scheduled in the centre originally requested will be notified by The Royal Conservatory Examinations.

Legend for piano examinations

= Introductory to Grade 9 % = Introductory to Grade 10 & = Introductory to ARCT Note: ALL Spring Session
Practical Centres are available for theory exams

SUMMER SESSION

ALBERTA	738 Langley &	482 Winnipeg SW #	112 Burlington #	161 Oshawa #	010 Unionville #
608 Calgary NE #	745 Maple Ridge #	483 Winnipeg East &	113 Cambridge #	162 Ottawa Central &	199 Vaughan #
609 Calgary NW #	750 Nanaimo %		114 Chatham #	148 Ottawa East #	196 Whitby &
611 Calgary SE #	752 New Westminster #	NEW BRUNSWICK	116 Cobourg #	172 Ottawa West #	197 Windsor &
610 Calgary SW &	780 North Vancouver &	301 Fredericton &	012 Etobicoke #	164 Owen Sound #	193 Woodbridge #
613 Calgary Speech Arts	711 Port Coquitlam %	302 Saint John &	131 Guelph #	171 Peterborough #	
625 Edmonton Central &	763 Prince George &		134 Hamilton &	176 Pickering #	QUEBEC
624 Edmonton SW #	778 Richmond East #	NEWFOUNDLAND	140 Kingston &	011 Richmond Hill #	240 Montreal &
646 Lethbridge &	776 Richmond South &	331 St. John's &	143 Kitchener/ Waterloo &	179 St. Catharines #	241 Montreal Ile O'uest
670 Red Deer %	770 Surrey &		149 London &	181 Sarnia &	SASKATCHEWAN
623 Sherwood Park #	785 Vancouver Central &	NOVASCOTIA	151 Markham &	182 Sault Ste. Marie &	560 Regina &
622 St. Albert #	786 Vancouver East #	350 Halifax &	153 Mississauga East &	017 Scarborough North #	565 Saskatoon &
	781 Vancouver West # (West Side)		019 Mississauga South #	003 Scarborough South &	
BRITISH COLUMBIA	783 Victoria &	ONTARIO	018 Mississauga West #	184 Stratford #	
701 Abbotsford #		103 Barrie &	155 Newmarket #	185 Sudbury &	
706 Burnaby &	MANITOBA	104 Belleville #	156 Niagara Falls #	000 Toronto Central &	
735 Kamloops &	405 Brandon &	108 Brampton #	157 North Bay &	014 Toronto East #	
736 Kelowna &	481 Winnipeg NW #	109 Brantford #	158 Oakville #	016 Toronto North #	

ADDITIONAL THEORY CENTRES (ALL SESSIONS)

ALBERTA	691 Youngstown	753 Nakusp	NEWFOUNDLAND	130 Gravenhurst	512 Davidson
638 Hanna		769 Revelstoke	324 Stephenville	142 Kirkland Lake	526 Kipling
647 High Level	BRITISH COLUMBIA	777 Sechelt		166 Parry Sound	528 LaRonge
615 La Crete	759 100 Mile House	787 Vanderhoof	ONTARIO		538 Moosomin
645 Lac la Biche	705 Burns Lake	788 Whistler	119 Haliburton	QUEBEC	540 Nipawin
664 Peace River	714 Creston		125 Elliot Lake	242 Lennoxville	542 Outlook
677 Slave Lake	721 Fort St. John	MANITOBA	169 Durham/Grey County		561 Rosetown
688 Whitecourt	723 Grand Forks	430 Killarney	145 Ear Falls	SASKATCHEWAN	568 Strongfield
689 Wainwright	746 Mackenzie	465 Swan River	144 Geraldton	507 Coronach	586 Wynward
		466 Ste. Rose du Lac			

Please note: All Spring Session Centres are available for theory examinations year-round

PRACTICAL EXAMINATION CODES AND FEES

Grade	Grade Code	Category Code	Fees
Introductory	00		\$80
Preparatory A	00	PA	\$84
Preparatory B	00	PB	\$90
Grade 1	01		\$100
Grade 2	02		\$102
Grade 3	03		\$106
Grade 4	04		\$108
Grade 5	05		\$112
Grade 6	06		\$125
Grade 7	07		\$136
Grade 8	08		\$157
Grade 9	09		\$189
Grade 10	10		\$322
Grade 10 Split (Repertoire Only)	10	P	\$216
Grade 10 Split (Technical Requirements, Ear Tests and Sight Reading)	10	P	\$216
ARCT Performer's	11	P	\$533
ARCT Teacher's (Non-Piano)	11	T	\$565
ARCT Teacher's Part 1(Non-Piano)	11	T1	\$325
ARCT Teacher's Part 2(Non-Piano)	11	T2	\$325
Licentiate in Piano Performance (see special application on our website)			\$687
Piano Pedagogy Certificate Program			
Grade	Grade Code	Category Code	Fees
Elementary Piano Pedagogy Viva Voce	11	TE	\$254
Intermediate Piano Pedagogy Viva Voce	11	TI	\$293
Advanced Piano Pedagogy Practical	11	D1	\$325
Advanced Piano Pedagogy Viva Voce	11	D2	\$325
Elementary Piano Pedagogy Written			\$120
Intermediate Piano Pedagogy Written			\$125
Advanced Piano Pedagogy Written			\$162
Supplemental Practical Examination Fees			
Grade 10			Fees
Technical Requirements			\$126
Ear Tests			\$114
Sight Reading/Sight Singing			\$114
Orchestral Excerpts (where applicable)			\$126
Studies (Harp, Organ, Recorder, Speech Arts & Drama only)			\$126
Discussion (Speech Arts Only)			\$114
ARCT - Teacher's Part 1 (Non-Piano)			
Technical Requirements			\$144
Ear Tests			\$126
Sight Reading/Sight Singing			\$126

Orchestral Excerpts (where applicable)	\$144
Studies (Speech Arts & Drama only)	\$126
ARCT - Teacher's Part 2 (Non-Piano)	
Viva Voce "A" Pedagogical Principles	\$177
Viva Voce "B" Applied Pedagogy	\$177
Viva Voce "C" (Speech Arts and Singing only)	\$177
Piano Pedagogy Certificate Program	
Advanced Piano Pedagogy Technical Requirements	\$144
Advanced Piano Pedagogy Sight Reading or Ear Tests	\$126

PRACTICAL EXAMINATION SUBJECT CODES

Subject	Subject Code	Subject	Subject Code
Piano	P	Oboe	W4
Accordion	K4	Organ	K2
Bassoon	W1	Percussion	DM
Cello	S3	Recorder	W6
Clarinet	W2	Saxophone	W5
Double Bass	S4	Speech Arts and Drama	SD
Euphonium	B1	Trombone	B3
Flute	W3	Trumpet	B4
French Horn	B2	Tuba	B5
Guitar	S5	Viola	S2
Harp	S7	Violin	S1
Harpsichord	K3	Voice	SG
Musicianship	MS		

THEORY EXAMINATION CODES AND FEES

Subject	Grade	Subject Code	Category Code	Part Code	Fees
Preparatory Rudiments	7	TH			\$51
Basic Rudiments	0	TH			\$105
Intermediate Rudiments	1	TH			\$112
Advanced Rudiments	2	TH			\$115
Basic Harmony	3	TH		1	\$123
History 1: An Overview	3	TH		2	\$123
Basic Keyboard Harmony	3	KH			\$120
Intermediate Harmony	4	TH		1	\$125
History 2: Middle Ages to Classical	4	TH		2	\$125
Counterpoint	4	TH		3	\$125
Intermediate Keyboard Harmony	4	KH			\$122
Advanced Harmony (Grade 5 Harmony and Counterpoint)	5	TH		1	\$130
History 3: 19th Century to Present	5	TH		2	\$130
Analysis	5	TH		3	\$130
Advanced Keyboard Harmony	5	KH			\$128
Introductory Harmony	6	TH			\$118
ARCT Teacher's Written (Non-Piano)	11	(practical code)		T 9	\$162

ARCT Composition	11		T	9	\$105
ARCT Composition (<i>Final Submission</i>)	11		T		\$533
Comprehensive Theory	11	CT	T		\$578
LEVEL 1 Speech Arts (History & Literature)	1	TH	SL		\$133
LEVEL 1 Speech Arts (Technique & Theory)	1	TH	ST		\$133
LEVEL 2 Speech Arts (History & Literature)	2	TH	SL		\$133
LEVEL 2 Speech Arts (Technique & Theory)	2	TH	ST		\$133
LEVEL 3 Speech Arts (History & Literature)	3	TH	SL		\$133
LEVEL 3 Speech Arts (Technique & Theory)	3	TH	ST		\$133
LEVEL 4 Speech Arts (History & Literature)	4	TH	SL		\$163
LEVEL 4 Speech Arts (Technique and Theory)	4	TH	ST		\$163
*Note that Keyboard Harmony examinations are available during the Spring Examination Session only					
Additional Services					
Service					Fee
Practice Theory Assessment					\$54
Substitute Piece Request					\$30
Re-Evaluation of Theory Examination Paper					\$60
Re-Calculation of Theory Examination Paper					\$18
Transfer of Theory Credit					\$60
Transcript (if last examination was taken after 1979)					\$30
Transcript (if last examination was taken before 1979)					\$45
Transcripts (per additional copy)					\$6
Duplicate Practical Results					\$30
Duplicate Theory Results					\$30
Duplicate Certificates					\$42
Duplicate Diplomas					\$78
Duplicate Silver Medals					\$95
Organ Location Fee					\$35