

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, 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:

Winter

For Office Use Only

Application Deadline:
Theory Examinations:
Practical Examinations:

November 1, 2011
December 9 & 10, 2011
January 16 – 28, 2012

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** **Subject** **Category Code** **Part Code**

(refer to pages 3)

Code

Code

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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) \$ 45.00
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 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? No Yes

Teacher Name: _____ Teacher Phone No.: _____

Teacher Address: _____

Application Policies

General

- Applications may **not** be withdrawn once submitted to The Royal Conservatory
- Once registered for a specific examination session, candidates may **not** change from one session to another.
- The Royal Conservatory will make reasonable efforts to accommodate special needs requests, however they **cannot be guaranteed**.
- The Royal Conservatory 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 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.

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 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 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.
- 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. 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 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 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, 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.

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

WINTER SESSION

ALBERTA	738 Langley #	482 Winnipeg SW #	114 Chatham #	162 Ottawa Central &	199 Vaughan #
608 Calgary NE #	745 Maple Ridge #	483 Winnipeg East &	116 Cobourg #	148 Ottawa East #	195 Welland #
609 Calgary NW #	750 Nanaimo %		012 Etobicoke #	172 Ottawa West #	196 Whitby &
611 Calgary SE #	752 New Westminster #	NEW BRUNSWICK	131 Guelph #	167 Pembroke #	197 Windsor &
610 Calgary SW &	780 North Vancouver &	301 Fredericton &	134 Hamilton &	171 Peterborough #	193 Woodbridge #
613 Calgary Speech Arts	711 Port Coquitlam %	302 Saint John &	140 Kingston &	176 Pickering #	198 Woodstock #
625 Edmonton Central &	763 Prince George &		143 Kitchener/Waterloo &	011 Richmond Hill #	
624 Edmonton SW #	778 Richmond East #	NEWFOUNDLAND	147 Lindsay #	181 Sarnia &	QUEBEC
627 Fort McMurray &	776 Richmond South &	331 St. John's &	149 London &	182 Sault Ste. Marie &	240 Montreal &
646 Lethbridge &	770 Surrey &		151 Markham &	017 Scarborough North #	241 Montreal Ile O'uest
650 Medicine Hat #	774 Terrace &	NOVA SCOTIA	152 Milton #	003 Scarborough South &	
670 Red Deer %	775 Trail &	350 Halifax &	153 Mississauga East &	179 St. Catharines #	SASKATCHEWAN
622 St. Albert #	785 Vancouver Central &		019 Mississauga South #	180 St. Thomas #	537 Moose Jaw #
623 Sherwood Park #	786 Vancouver East #	ONTARIO	018 Mississauga West #	184 Stratford #	551 Prince Albert #
	781 Vancouver West #	103 Barrie &	155 Newmarket #	185 Sudbury &	560 Regina &
BRITISH COLUMBIA	(West side)	104 Belleville #	156 Niagara Falls #	190 Thunder Bay &	565 Saskatoon &
701 Abbotsford #	783 Victoria &	107 Bolton #	157 North Bay &	191 Timmins &	595 Yorkton #
706 Burnaby &		108 Brampton #	158 Oakville #	000 Toronto Central &	
707 Campbell River #	MANITOBA	109 Brantford #	159 Orangeville #	014 Toronto East #	
720 Duncan #	405 Brandon &	112 Burlington #	160 Orillia #	016 Toronto North #	
736 Kelowna &	481 Winnipeg NW #	113 Cambridge #	161 Oshawa #	010 Unionville #	

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	586 Wynward
689 Wainwright	746 Mackenzie	465 Swan River	144 Geraldton	507 Coronach	
		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