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## 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](http://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 / marked theory paper**) 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 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 on-line. RCM Examinations will NOT automatically register you for another session.