

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



**The Royal Conservatory**<sup>®</sup>  
 EXAMINATIONS

## Guide to Registering for an Examination

- Visit the The Royal Conservatory Examinations website: **www.examinations.rcmusic.ca**.
  - Available examination centres and current examination fees can be found under “Examination Information”.
  - To register for an examination, click on “Register for an Examination”.
  - Read the instructions and policies carefully before proceeding.
  - Check that you are registering for the correct session; the online registration is only available for the current session.

### Information Needed to Apply For An Examination:

Please Check One:	<input type="checkbox"/> <b>April 2012</b>	<input type="checkbox"/> <b>Spring 2012</b>	<input type="checkbox"/> <b>Summer 2012</b>
Registration Deadline:	January 10, 2012	March 6, 2012	June 5, 2012
Theory Examinations:	Not Offered	May 11 & 12, 2012	August 10 & 11, 2012
Practical Examinations:	April 19 – 21, 2012	June 11-30, 2012	August 13 – 25, 2012

<b>Candidate's Name:</b>	
<b>RCME Number (8-Characters):</b>	<b>Date of Birth:</b>
<b>RCME Teacher Number:</b> <b>OR Teacher's Phone Number ( ) ----</b>	

<b>Examination Information</b>
<b>Check One:</b> <input type="checkbox"/> <b>Theory Examination</b> <input type="checkbox"/> <b>Practical Examination</b>
<b>Grade and Subject:</b>
<b>Examination Centre:</b> (available centres can be found on website under “Examination Information”)
<b>Examination Fee:</b> (available centres can be found on website under “Examination Information”)

### Additional Information:

- If you have taken an examination before, then you will need to enter your RCME Number and date of birth to register. This will ensure that your academic records are up-to-date and accurate, and that you will receive certificates for which you may be eligible. Check your contact information carefully and make any necessary updates/corrections.
- If this is the first time you are registering for an examination, then you will need to enter the following information: your date of birth, full name, address, home telephone number, daytime phone number, contact name, and email address.
- If you have Special Needs (e.g. hearing or visual impairment), then please call The Royal Conservatory Examinations directly before the application deadline to see if they can be accommodated. You must inform The Royal Conservatory Examinations of your special needs each time you register for an examination.
- You will need to provide a Visa or Mastercard credit card number and expiry date to pay the examination fee. After your payment has been approved, you will receive an email confirmation from the third-party provider Mirapay. Be sure that the email address you entered is accurate – the payment confirmation is automatically and immediately sent upon approval of the payment. Once payment has been made, you are registered for the examination and the registration cannot be withdrawn nor can the examination fees be refunded or credited.
- You will be assigned a Confirmation Number and RCME Number (if this is your first examination); be sure to write this information down (e.g., in the inside cover of your repertoire album or syllabus) for future reference or print a copy of the screen.

<b>RCME Number (8-characters):</b>	<b>Confirmation Number (5-digits):</b>
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- If you are doing a piano examination, then you will be given the chance to choose an available timeslot after payment has been processed. Timeslots are available on a first-come, first-served basis. Be sure to print the Examination Program Form after you have registered for your examination. If all timeslots have been taken, then The Royal Conservatory Examinations will assign you a timeslot within 2-3 business days. You may also change or view your chosen timeslot (subject to availability) by clicking on “Examination Scheduling” anytime before the registration deadline.
- If you are doing a non-piano practical examination, then you will be scheduled for your examination by The Royal Conservatory Examinations. The exact schedule will be available online 4-6 weeks after the application deadline