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Special Needs Request Form

Instructions: In order to provide you with the best examination experience possible, please complete and submit this form to The Royal Conservatory Examinations. Requests for special needs must be submitted to The Royal Conservatory Examinations in writing by the application deadline every time an application is submitted. Candidates may be asked to travel to a different examination centre in order to be properly accommodated. The Royal Conservatory Examinations cannot guarantee that all special requirements can be provided. If your special needs can be accommodated, then a confirmation will be emailed to you. If you cannot attend the examination please call The Royal Conservatory Examinations immediately.

Candidate's Name: _____ RCME Number: _____

Address: _____

Home Phone Number: _____

Name & Daytime Phone # of Contact Person: _____

Session: _____ Confirmation No.: _____

Grade/Subject: _____ Centre: _____

Please specify your special needs below:

I require an examination facility with **Wheelchair Accessibility**

The Royal Conservatory Examinations cannot guarantee that all examination facilities are wheelchair accessible. Candidates may be asked to travel to another examination centre in order to be properly accommodated.

Visually Impaired Candidates

For visually impaired candidates, The Royal Conservatory Examinations offers the following options:

Practical Examinations:

() Enlarged Sight Reading Tests

OR

() Extended Ear Tests (in lieu of Sight Reading Tests, if necessary)

Theory Examinations:

1. () Braille theory examination paper (and separate room for Braille)

OR

() Enlarged Print theory examination paper

2. () Additional time (1 hour extra) to complete examination

3. () Special Seating Arrangements (please specify):

Hearing Impaired Candidates

For hearing impaired candidates, The Royal Conservatory Examinations offers the following options:

Practical Examinations:

1. () Extended Sight Reading Tests (in lieu of Ear Tests, if necessary)

2. () Other (please specify):

Theory Examinations:

() Special Seating Arrangements (please specify):

Other Candidates Requiring Special Arrangements

For other candidates with special needs, please specify the circumstances and the arrangements needed.

Candidate's circumstances: _____

Practical Examinations: () Please Specify:

Theory Examinations:

1. () Special Seating Arrangements (please specify):

2. () Additional time (1 hour extra) to complete examination

3. () Candidate requires an assistant* (please specify):

* **Please note:** Candidates must provide their own assistant, if needed. For practical examinations, an assistant may help the candidate into and out of the examination room, but is not permitted in the room during the examination. For theory examinations, please specify what the candidate requires an assistant to do.

For Office Use Only (please do not write in this space)

Received by: _____ Date: _____

Approved by: _____ Date: _____

Denied by: _____ Date: _____

Notes: _____