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 www.examinations.rcmusic.ca

### 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:	

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### Speech Arts and Drama Examination Program

- Choose the order of your examination (Ear Tests & Sight Reading will be conducted at the end):
  - Repertoire, Studies
  - Studies, Repertoire
- List your Repertoire selections and Studies in the order in which you will be performing them (please consult the current syllabus for the Repertoire and Studies requirements for your grade):

Order of Repertoire	Title of Selection	Author	Page
1			
2			
3			
4			
5			
6			

Order of Studies	Title of Selection
1	
2	
3	

## Practical Examinations Checklist

### Upon Applying for an Examination

- Secure permission for any photocopies of published material to be used at the examination from the copyright holder.

### For the Day of the Examination

- Plan to arrive 15 minutes early;
- Fill out the *Speech Arts and Drama Examination Program* form;
- Organize and take all books and other materials to be performed for the examination;
- Prepare typed copies of each selection and bring them to the examination;
- Prepare typed outlines for extemporaneous stories or speeches and bring them to the examination.

### At the Examination Center

- Bags and coats must be left in the waiting area;
- Candidates may be asked to present photo identification before being admitted into the examination room;
- Recording devices are strictly prohibited in the examination room;
- Only the candidate and duologue partner (if applicable) are permitted into 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;
- Duologue partners are permitted in the examination room only for the duration of the duologue scene;
- Set pieces are the responsibility of the candidate, the examiner will not assist candidates with costumes, properties or set pieces;
- The use of stage properties and a suggestion of costume are permitted as long as their inclusion does not interrupt the smooth delivery of the program.

### After the Examination

- Practical examination results are available on our website ([www.rcmexaminations.org](http://www.rcmexaminations.org)) approximately 4 – 6 weeks after the examination.
- Access your results on-line with your RCME Number and Date of Birth. Examination results are not mailed to candidates.
- Print and save a copy of your results (including the examiner's comments) 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:
  - P Direct time conflicts with a school examination
  - P Medical reasons that involve the candidatethen 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 The Royal Conservatory 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.