



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 “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 & Time of Examination:	
Examination Center:	
Location of Examination:	
Center Representative:	

Piano, Accordion, Guitar, Harp, Harpsichord, and Organ Examination Program

1. Piano candidates are expected to have prepared using the *Piano Syllabus, 2008 Edition*.
2. Choose the order of your examination (Ear Tests & Sight Reading will be conducted at the end):
 - Repertoire, Studies/Etudes, technical Tests
 - Technical Tests, Studies/Etudes, Repertoire
3. For Grade 2 and above, will you be singing or identifying intervals?
 - Sing Identify
4. List your repertoire selection and Studies/Etudes in the order in which you will be playing them (please consult the syllabus for the Repertoire and Studies/Etudes requirements for your grade):

Order of Repertoire	List (A, B, Etc.)	Title of Selection	Composer	Page	Mark ‘X’ if memorized
1.					
2.					
3.					
4.					
5.					
6.					

Order of Studies/Etudes	Title of Selection	Composer	Page	If applicable, indicate whether selection is a “Teacher’s Choice” or “Popular Selection List”
1.				
2.				

IMPORTANT: Candidates doing the *Part 2: Viva Voce* examination for Teacher’s ARCT or the Elementary, Intermediate, and Advanced Piano Pedagogy examinations should print out their respective Examination Program forms from the “Online Forms” section of www.rcmexaminations.org.



Practical Examinations Checklist

Upon Applying for an Examination

- Arrange to bring original copies of the music to be performed to the examination;
- You must secure permission for any photocopies of music 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 *Piano, Accordion, Guitar, Harp, Harpsichord, and Organ Examination Program* form;
- Organize and take all music to be performed for the examination;
- Flag the first page of the selections you will be performing with a paper clip or a “sticky note”;
- Choose proper footwear to wear during 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 is 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.

After the Examination

- Practical examination results are available on our website (www.nationalmusiccertificate.org) approximately 4 – 6 weeks after the examination.
- Access your results on-line with your Candidate ID 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:
 - 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 National Music Certificate Program along with supporting documentation (e.g., a letter from a physician or school authority on school letterhead).
- Requests must be submitted to National Music Certificate Program 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. National Music Certificate Program will NOT automatically register you for another session.