



## Practical Examination Schedule

Please print and fill out this form completely and bring it with you to your examination. Examination locations and Centre 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:	
Candidate ID Number:	
Student Number:	
Examination:	
Date and Time of Examination:	
Examination Centre:	
Location of Examination:	
Examination Centre Representative:	

### Voice Examination Program

- Choose the order of your examination:
  - 1. Repertoire, Vocalises    2. Technical Tests, Ear Tests and Sight Reading
  - 1. Technical Tests, Ear Tests and Sight Reading    2. Repertoire, Vocalises
- Please list your Repertoire, Recitative, and Vocalise selections in the order in which you will be singing them (please consult the current syllabus for the Repertoire, Recitative and Vocalise requirements for your grade):

Order of Repertoire	List (A, B, etc.)	Title of Selection	Composer	Page	✓ if memorized
1					
2					
3					
4					
5					
6					

For the Performer’s ARCT examination, candidates must list all ten Repertoire selections on a separate page with the

Order of Recitatives	Title of Selection	Composer	Page
1			
2			

Order of Vocalises	Title of Selection	Composer	Page
1			
2			

same information as shown in the above chart.



**NATIONAL MUSIC**  
CERTIFICATE PROGRAM  
[www.nationalmusiccertificate.org](http://www.nationalmusiccertificate.org)

## **Practical Examinations Checklist**

### **Upon Applying for an Examination**

- You must arrange for an accompanist;
- Bring two 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;
- Arrange for the accompanist (if required) to arrive 15 minutes early;
- Fill out the *Voice 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”.

### **At the Examination Center**

- Bags, coats, and instrument cases must be left in the waiting area;
- Recording devices are strictly prohibited in the examination room;
- Only the candidate and the accompanist (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.
- Candidates may bring a bottle of water into the examination room.

### **After the Examination**

- Practical examination results are available on our website ([www.nationalmusiccertificate.org](http://www.nationalmusiccertificate.org)) approximately 4 – 6 weeks after the examination.
- Access your results on-line with your Candidate ID Number and Date of Birth.
- Print out 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 Centre Representative to release your examination appointment for other candidates on a waiting list. Your Centre Representative will place you on a waiting list for any timeslots which become available. Top priority for rescheduling 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.
- You may be eligible to apply for a Fee Extension (i.e., credit note) for the full examination fee OR a 50% refund of the examination fee. Fee Extensions or 50% refunds are only granted either for medical emergencies or a direct time conflict with a school examination. Requests for Fee Extensions or 50% refunds must be submitted in writing and accompanied by documentation from a doctor or school authority (specifying the date of the school examination which directly conflicts with the practical examination), within two weeks following the missed examination. If granted, Fee Extensions may be used towards payment of another examination within one year. Candidates must apply on-line for the session of their choice to redeem their Fee Extension within the one-year time period.