



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:	
Candidate ID Number:	
Confirmation Number:	
Date and Time of Examination:	
Examination Center:	
Location of Examination:	
Examination Center Representative:	

Elementary Piano Pedagogy Part 2: Viva Voce Examination Program

Please list your Teaching Repertoire Sample:

Teaching Level		Title of Selection (including method, if applicable)	Composer	Page
Beginner	1.			
	2.			
	3.			
	4.			
Grade 1	List A			
	List B			
	List C			
	Study/ Etude			
	Study/ Etude			
Grade 2	List A			
	List B			
	List C			
	Study/ Etude			
	Study/ Etude			



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 *Elementary Piano Pedagogy Part 2: Viva Voce 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 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 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