



## 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:	

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### Speech Arts and Drama Examination Program

1. Choose the order of your examination (Ear Tests & Sight Reading will be conducted at the end):
  - Repertoire, Studies
  - Studies, Repertoire
2. 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	



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

## **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;
- 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.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.