



Theory Examination Schedule

Please print this form and bring the top half 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:	
Examination:	
Date and Time of Examination:	
Examination Center:	
Location of Examination:	
Examination Center Representative:	

Theory Examination Checklist

For the Day of the Examination

- Plan to arrive at the examination center 15 minutes early.
- Bring your Theory Examination Schedule.
- Bring all necessary pencils, pens (no red ink), erasers, and rulers (keyboard facsimiles are not permitted).

At the Examination Center

- Only you (the candidate) are permitted into the examination room.
- Electronic devices, notes, textbooks, bags and coats must be left at the front or back of the examination room.
- Candidates may be asked to present photo identification before being admitted into the examination room;
- Recording devices are strictly prohibited in the examination room;
- Once the examination begins, you are not allowed to leave and re-enter the examination room. Be sure to use the washroom facilities prior to the examination if necessary.
- You are not permitted to leave the examination room during the first half hour of the examination.
- If you arrive late, then you may be admitted into the examination room only during the first half hour of the examination. No extra time will be allotted for you.
- If you complete your examination paper before the end of the allotted time, then you may hand in your paper to the invigilator and leave the examination room if you can do so with minimal disruption to other candidates still writing. You are not permitted to re-enter the examination room.

After the Examination

- Examination marks are available on our website (www.nationalmusiccertificate.org) approximately 6 weeks after the examination.
- **Access your results on-line with your Candidate ID Number and Date of Birth.** Examination results are not mailed.
- **Print and save a copy of your results (including your marked theory paper) for your records.**



If You Cannot Attend Your 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 the 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 the 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 online. The National Music Certificate Program will NOT automatically register you for another session.