

# Keyboard Harmony, Musicianship Practical Examination Program Form



Please print, complete and bring this form to your examination. Examination locations and Centre Representative contact information are subject to change. **Please check the schedule through your online account one week before your examination to confirm the examination location.**

Candidate Name:	
RCM Number:	
Confirmation Number:	
Examination:	
Date and Time of Examination:	
Examination Centre:	
Location of Examination:	
Examination Centre Representative:	

## Examination Checklist

### For the Day of the Examination

- Keyboard Harmony candidates should plan to arrive 30 – 40 minutes prior to the scheduled examination time to allow for preparation and previewing: Basic 20 minutes; Intermediate 25 minutes; Advanced 30 minutes.

### 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.
- 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

- Examination results are available in your online account ([examinations.rcmusic.ca](http://examinations.rcmusic.ca)) approximately 4 – 8 weeks after the examination.
- Examination results are not mailed to candidates.
- Print and save a copy of your results (examiner comments / marked theory paper) for your records.

### If You Need to Reschedule Your Examination

- Examinations can only be rescheduled within the same examination session. To change your date or time within the current session, call your Examination Centre Representative determine if you can be rescheduled. If the Centre you are scheduled for cannot accommodate your change request, you may be able to move to another centre if it has time available.

### If You Need to Cancel Your Examination:

- No refunds or credits are granted to candidates who fail to appear for their scheduled examination (there are no academic penalties for missed examinations).
- Candidates should notify The Royal Conservatory immediately if they will not be attending a scheduled examination.
- Candidates who apply for an examination and are subsequently unable to attend will not be eligible for an

Examination Credit/Refund except for medical emergencies that involve the candidate or direct time conflicts with school examinations.

- For medical emergencies that involve the candidate, candidates must submit a doctor's letter/certificate, on official letterhead, signed and dated by the doctor along with a Credit and Refund Request form.
- For direct time conflicts with school examinations, candidates must submit a letter from the school on official school letterhead indicating the exact date and time of the conflict, along with a Credit and Refund Request form. The letter must be signed and dated by a school official.
- Such candidates may request a credit for the examination fee (excluding any additional surcharges), or a 50% refund of the examination fee. Changes are not permitted after submission.
- Examination Credit and Refund requests must be received in writing within two weeks following the missed examination. Requests received after this time will be denied.
- Approved examination credits must be used within one year for one of the examination sessions stipulated in the Credits and Refund Request form. Credits are non-transferable and cannot be extended beyond one year. Once granted, a credit request may not be changed to a refund request.
- To redeem an examination credit, candidates should apply for the examination online at which point the credit will automatically be applied. The Royal Conservatory will NOT automatically register you for another session.
- No credits and/or refunds on amounts under \$15.00.