

Theory Examination Schedule



Please print, complete this form and bring it 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 (e.g., Level 5 Theory): _____

Date and Time of Examination: _____

Examination Centre: _____

Location of Examination: _____

Examination Centre Representative: _____

Theory Examination Checklist

For the Day of the Examination

- Plan to arrive at the examination centre 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

- 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.
- 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.
- You are not permitted to leave the examination room during the first half hour of the examination.
- Candidates arriving late will be admitted into the examination room during the first **20 minutes** of the examination only. No extra time will be allotted.
- If you complete your examination before the end of the allotted time, 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. You are not permitted to re-enter the examination room.

After the Examination

- Examination results are available in your online account (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 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.