

Accommodation Request Form for the RCM Certificate Program



Please select the country in which the exam will be taken:

☐

Canada

CandidateServices@rcmusic.ca

☐

USA

USAccountServices@rcmusic.ca

The Royal Conservatory Certificate Program is committed to providing examinations and supporting resources that are inclusive and accessible to people of all abilities. Accommodation requests are reviewed on a case-by-case basis and every effort is made to provide the support needed to enable participation in the RCM Certificate Program.

In order to be provided with the best possible examination experience, candidates should submit the Accommodation Request Form by the examination application deadline.

Important:

- ☐ Please include a copy of all relevant and up-to-date documentation with this request form. All information will remain confidential.
- ☐ Please submit one Accommodation Request Form for each examination registration. The candidate will receive a response via email for each accommodation request.

Candidate Information

RCM Number:

Fill in your 8- or 10-digit number

Confirmation Number:

Candidate Name: _____

Address: _____

City: _____ Province/State : _____

Postal/ZIP Code: _____

Phone: (_____) _____ - _____ Email: _____

Examination Session: _____ Level/Subject: _____

Examination Center: _____

Contact Person Information

Contact Person Name: _____

Contact Person Phone: (_____) _____ - _____

Contact Person Email: _____

Please specify your accommodation requirements below.

Candidates requiring an accessible examination center

While the RCM Certificate Program strives to provide barrier-free access at all examination facilities, some locations may not be fully accessible for individuals who use mobility aids, such as wheelchairs, walkers, scooters, or crutches. In such cases, candidates may be offered an alternative examination location to ensure accessible and equitable participation.

Candidates who are blind or have low vision

The RCM Certificate Program offers the following options:

Practical Examinations

- ☐ Enlarged Sight Reading Tests **or** ☐ Extended Ear Tests (in lieu of Sight Reading Tests, if necessary)

Theory Examinations

- ☐ Braille theory examination paper (and separate room for Braille) **or** ☐ Enlarged Print theory examination paper
- ☐ Additional time (1 hour extra) to complete examination
- ☐ Alternate seating arrangements (please specify): _____

Candidates who are Deaf or hard of hearing

The RCM Certificate Program offers the following options:

Practical Examinations

1. ☐ Extended Sight Reading Tests (in lieu of Ear Tests, if necessary)
2. ☐ Other (please specify): _____

Theory Examinations

- ☐ Alternate seating arrangements (please specify): _____

Candidates requiring other accommodations

Circumstance: _____

Accommodation request: _____

Accommodation requests that extend the examination beyond the scheduled time slot may result in a time, day, or location change.

Theory Examinations

- ☐ Alternate Seating Arrangements (please specify): _____
- ☐ Additional time (1 hour extra) to complete examination

Theory Examinations or Practical Examinations

- ☐ Candidate requires a support person (please specify what the support person is required to do): _____

Name of Support Person: _____

***NOTE:** The candidate must provide their own support person, when needed.