

Special Needs Request

Please select your country of origin

Canada

CandidateServices@rcmusic.ca

USA

USAccountServices@rcmusic.ca



The RCM Certificate Program is committed to accommodating the Special Needs of candidates to the best of our ability. Special Needs are reviewed on a case-by-case basis and every effort is made to provide the extra support needed to allow for participation in the RCM Certificate Program. This may include providing additional resources or increased time allotment. Candidates must alert RCM Candidate Services of any Special Need at the time of examination registration so that we can work with each candidate to provide the best possible examination experience.

Important:

- Please include a copy of any relevant medical or school documentation with this request form. The documentation will be kept confidentially on file.
- Please submit one Special Needs Request Form for each examination registration. For example, if you have registered for both Theory and Practical within the same Session, you will need to submit a Special Needs Request form for each examination.
- Candidates may be asked to travel to a different examination centre to be properly accommodated. If your special needs can be accommodated, a confirmation will be emailed to you.

Candidate Information

RCM No.:

Confirmation No.:

Fill in your 8- or 10-digit number

Candidate Name: _____

Address: _____

City: _____ Province/State: _____

Postal/ZIP Code: _____

Home Phone No.: (_____) _____ - _____ Email: _____

Examination Session: _____ Level/Subject: _____

Examination Centre: _____

Contact Person

Contact Person: _____

Contact Daytime Phone No.: (_____) _____ - _____

Contact Email: _____

rcmusic.com/ExamInfo

CDA: 273 Bloor Street West, Toronto, ON M5S 1W2
Tel: 416.408.5019 | 1.800.461.6058
Email: CandidateServices@rcmusic.ca

USA: 60 Industrial Parkway, Suite 882
Cheektowaga, NY 14227-13 USA
Tel: 1.866.716.2223
Email: USAccountServices@rcmusic.ca

Please specify your special needs below:

I require an examination facility with Wheelchair Accessibility.

The RCM Certificate Program cannot guarantee that all examination facilities are wheelchair accessible. Candidates may be asked to travel to another examination centre in order to be properly accommodated.

Visually Impaired Candidates

For visually impaired candidates, 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
- Special Seating Arrangements (please specify): _____

Hearing Impaired Candidates

For hearing impaired candidates, the RCM Certificate Program offers the following options:

Practical Examinations

- Extended Sight Reading Tests (in lieu of Ear Tests, if necessary)
- Other (please specify): _____

Theory Examinations

- Special Seating Arrangements (please specify): _____

Other Candidates Requiring Special Arrangements

- Please specify: _____

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

Theory Examinations

- Special Seating Arrangements (please specify): _____
- Additional time (1 hour extra) to complete examination
- Candidate requires an assistant* (please specify): _____

Name of Assistant: _____

*NOTE: Candidates must provide their own assistant, if needed. The assistant must be at least 19 years old and cannot be the candidate's teacher or a relative. For practical examinations, an assistant may help the candidate into and out of the examination room, but is not permitted in the room during the examination. For theory examinations, please specify what the candidate requires an assistant to do (specify below):