



Special Theory Centre Information

Please select your country of origin

**RCM
Certificate
Program**

Canada
CandidateServices@rcmusic.ca

USA
USAccountServices@rcmusic.ca

Please read the following important information *before* submitting the attached request form.

What is a "Special Theory Centre"?

A Special Theory Centre is an examination centre that is set up for one examination session as a special service to candidates who cannot write their theory examination at an existing examination centre. The RCM Certificate Program will consider setting up a Special Theory Centre for the following circumstances:

1. Candidates on a school trip, where a school teacher or official is present to preside over the examination and to take responsibility for receiving and returning the paper(s).
2. Candidates who live more than 200 km away from the nearest existing examination centre.

What do I need for a Special Theory Centre?

To arrange a Special Theory Centre, Prior to the registration deadline, the registrant/parent/guardian needs to:

1. Find a responsible person, who is not related to or the music teacher of any of the candidates, to supervise the examinations.
2. Locate and secure a suitable place for the examination facility, and pay any rental/booking fees.

Who can be a Special Theory Centre Representative and what are their responsibilities?

The Special Theory Centre Representative is a responsible adult who is able to oversee the examination unbiasedly. Ideally, the Representative should be a school teacher/official whenever possible to ensure the academic integrity of the examination. The Representative is responsible for:

1. Receiving the examination papers by courier approximately 2 weeks prior to the examination session.
2. Ensuring that the candidates write their examinations only at the times prescribed by the RCM Certificate Program.
3. Sealing the written paper in the return envelope immediately following the examination.
4. Return of the examination papers to the RCM Certificate Program, by courier, immediately following the examinations (i.e., on the Monday following the examinations, which always take place on either Friday or Saturday).

Who is responsible for the costs incurred?

The RCM Certificate Program will cover the cost to send the examination materials to the Special Theory Centre Representative by courier approximately two weeks prior to the examinations. All other costs, including facility rental fees and courier costs to return the examinations to the RCM Certificate Program, are the responsibility of the registrant or the Special Theory Centre Representative.

What are the fees for setting up a Special Theory Centre?

The fee is \$35.

How do I apply for a Special Theory Centre?

Prior to the registration deadline, email or mail the following to the Centres Coordinator at the RCM Certificate Program, Special Theory Centres:

1. Special Theory Centre Request Form (page 3).
2. The Examination Application Form(s) for all of the candidate(s) who wish to take examinations at the Special Theory Centre (candidates for examination in a Special Theory Centre cannot apply on-line).
3. Letter, on school letterhead (if applicable), explaining the particular circumstances.
4. A cheque/money order, or credit card number (with expiry date) for the Special Theory Centre fee.
Please note:
 - All candidates who wish to write their examination in a Special Theory Centre must submit their application forms with the Special Theory Centre Request form. Candidates cannot transfer into the Special Theory Centre if they initially applied to write in an existing examination centre.
 - The RCM Certificate Program does not guarantee that all requests for a Special Theory Centre will be approved.

When are theory examinations held and what are the deadlines for submitting Special Theory Centre Requests?

Examination Session	Examination Dates	Deadline for submitting Special Theory Centre Requests and All Candidate Application Forms
December 2019	December 13 & 14, 2019	November 4, 2019
May/June 2020	May 8 & 9, 2020	March 2, 2020
August 2020	August 7 & 8, 2020	June 1, 2020

Who do I contact with questions about setting up a Special Theory Centre?

If you require clarification of any of the information above, or if the Special Theory Centre Representative requires information at any time leading up to the examination dates, then please contact Candidate Services.

Special Theory Centre Request

Please read the Special Theory Centre Information before completing this form.

For office use only

Centre Name: _____ Centre Number: _____

For Office Use Only—the Centre Name and Number will be assigned by the RCM Certificate Program Examinations.

Centre Representative: _____

Mailing Address: _____

Please provide a street address for courier delivery of the examination papers

Phone No.: (_____) _____ - _____ Fax No.: (_____) _____ - _____

Email: _____

Location of Examination: _____

Please provide the address as it is to appear on the students' timetables

NOTE:

- Payment and all candidate application forms must accompany this Request Form.
- Candidates for examinations in Special Theory Centres cannot apply online.

Payment: \$35.00

- Cheque or Money Order
Payable to the RCM Certificate Program. Submit by mail with completed form
- Credit Card (VISA, MasterCard or Amex)
We will contact you for credit card information.



Representative's Signature: _____ Date: _____

Return this form to *Attention: Centres Coordinator* Please include the completed examination application forms (paper form) for each candidate who will be taking a theory examination in this Special Theory Centre.

Canada:
Candidate Services Hours and Contact Information
Monday – Friday: 8:30am – 9:00pm EST
1.800.461.6058
CandidateServices@rcmusic.ca

USA:
Candidate Services Hours and Contact Information
Monday – Friday: 8:30am – 9:00pm EST
1.866.716.2223
USAccountServices@rcmusic.ca