

This document outlines examination details for students taking Level 9, 10 or ARCT Keyboard Harmony examinations.

## EXAM FORMAT:

- Keyboard Harmony is administered as a Practical Exam using the Zoom Platform (See below for more information).
- All Keyboard Harmony exams will be held between June 24 – 26, 2020. Students will be notified of the exact date and time of their exam by email.
- 23 hours in advance of the designated exam time, a PDF of the exam will be sent to the email address associated with the student's record.
- A designated adult will be required to print the exam upon receipt of the pdf and provide the student with the exam paper no sooner than one hour in advance of the confirmed exam time
- Students may review the exam questions for the time specified (20 minutes for Level 9, 25 minutes for Level 10, 30 minutes for ARCT), but no marks should be made on the paper.
- At the start of the exam, students will be asked to show their blank exam paper to the examiner. Identification may also be requested.
- Upon completion of the exam, the exam paper must be retained by the designated adult in a secure location for 30 days. In the interest of academic integrity, the examination paper, or information about it, must not be shared with anybody (including the teacher, or other students) until the 30 day period has passed.
- Failure to follow this procedure may result in disqualification.

## EXAM RULES:

- Students are not permitted to consult with their teacher, parent, or other students during the preparation time.
- No books, papers, notes or any additional devices are allowed in the working area during the exam period.
- It is expected that students will use a piano during the preparation time.
- No interaction or discussion with parents, family members or teachers is permitted during the exam period. This includes speaking, texting, or other forms of messaging.

## EXAM PREPARATION TIPS:

1. In advance of the exam, students should download Zoom at <https://zoom.us/download>.
2. Students should create a personal account in Zoom, and become familiar with the different functions of Zoom. You can use [this guide](#) to help you.
3. If you are encountering issues within Zoom, please watch the "[How To Zoom](#)" YouTube collection to assist you in trouble shooting. You can also visit Zoom's Help Center at <https://support.zoom.us/hc/en-us>.
4. Remote Keyboard Harmony exams will be conducted using the same procedures as in-person exams, with one exception. For the ARCT Figured Bass Realization question, the student will be expected to play the realization alone (rather than with the examiner playing the melody on a second piano.)

## ON THE DAY OF THE EXAM:

1. If you notice a discrepancy with your exam time, please defer to the confirmed exam time in your My RCM account.
2. Set up your camera (phone, tablet, or computer). "Head-to-toe" side profile is recommended.
3. Join your exam through your MyRCM account. Go to "My Exams and Results – Reschedule Here" and select the family member taking the exam. Find the exam under "Upcoming Exams" and click the "Start Exam" button. This button will be available 15 minutes prior to your exam.
4. When you log in, your examiner will welcome you to your exam and help to check your mic and camera settings.
5. The examiner will guide you through the examination paper, pausing to record marks and comments after each question.
6. At the conclusion of your exam, be sure to click the "Leave Meeting" button on the bottom right hand corner of your Zoom screen. If you do not do this, you will still be in the meeting, even if your screen is closed. This will stop the next candidate from being able to join their meeting room, which means that they cannot do their exam.

## AFTER THE EXAM:

1. Your exam marks and results will be available in your online account within 10 days of your exam. You will receive an email once these marks have been received.
2. Log-in to [rcmusic.com](http://rcmusic.com)
3. Click on "My Exams and Results – Reschedule Here."
4. Locate your exam in your exam history – You will now see your mark and a link to your exam results.