

# Remote Exams Setup

To help ensure that your examination runs smoothly, this document has been created to provide a suggestive outline on how to set up your device and room when preparing for your remote exam. Please follow these step by step instructions carefully.

## In Advance (Minimum 24-48 hours in advance):

1. Download Zoom at <https://zoom.us/download>.
2. Create your personal account in Zoom.
3. Familiarize yourself with the different functions of Zoom. You can use [this guide](#) to help you.
4. 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>.
5. If you have a collaborative pianist with you for your exam, enable original sound in zoom settings.
  - a. Click settings → Audio → Advanced → click the checkbox saying show in-meeting option to “enable original sound” from microphone.
  - b. After joining the meeting, in the up left hand corner remember to click “turn on Original Sound”.
6. Turn off auto volume.
  - a. Click settings → Audio → uncheck Automatically adjust volume.
7. Complete your Program Form. Once your exam has been scheduled you can find your program form in your [MyRCM account](#).

## Program Form Example:



**Remote Exam Practical Program Form**

Candidates are expected to have prepared Repertoire, Etudes, Technical Tests, Ear Tests and Sight Reading from the most current edition of the appropriate syllabus.

- Piano Syllabus, 2015 Edition
- Accordion Syllabus, 2008 Edition
- Harp Syllabus, 2009 Edition
- Harpsichord Syllabus, 2008 Edition
- Organ Syllabus, 2008 Edition

1) Choose the order of your examination (Ear Tests & Sight Reading will be conducted at the end):

Technical Tests, Etudes, Repertoire  
 Repertoire, Etudes, Technical Tests

2) For Levels 1 - Level 7: In the Ear Tests section, will you sing or identify intervals?

Sing  
 Identify

Repertoire 1

- Print off your Prepared Sight Reading materials. Your sight reading will be available through your [MyRCM account](#). Once you have logged in, go to “My Exams and Results-reschedule” and select the Family Member taking the exam. It will be available no later than 23 hours before your exam. You will also receive it via email. This email will be from “No-Reply” (noreply@rcmusic.ca) and the subject line is: RCM Remote Exam Sight-Reading Material

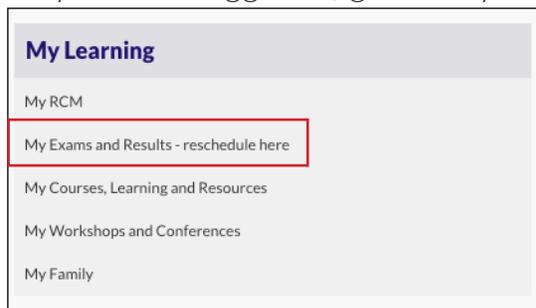


## On the Exam Day:

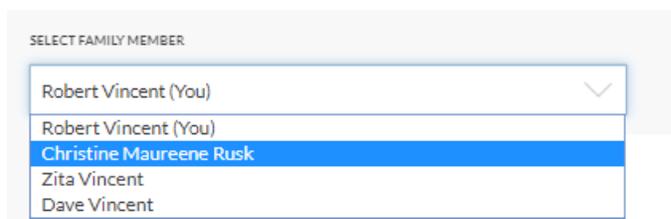
- If you notice a discrepancy with your exam time, please defer to the confirmed exam time in your My RCM account.
- Set up your camera (phone, tablet, or computer) facing you and your instrument. “Head-to-toe” side profile is recommended.
- Place Etudes, Repertoire, and Prepared Sight Reading on your music stand or piano.

Join your exam through your [My RCM account](#) no earlier than 5 minutes before your start time.

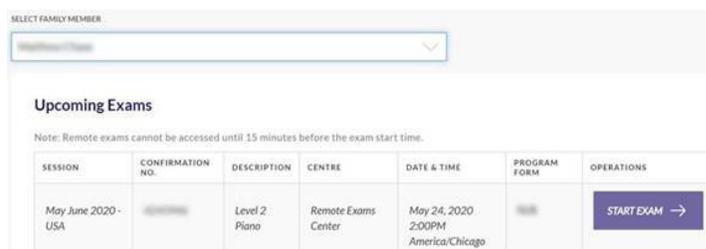
- Once you have logged in, go to “My Exams and Results-reschedule here”.



- Select the Family Member taking the exam.



- Find the exam under “Upcoming Exams” and click on the “Start Exam” button. This button will only be activate **5 MINUTES BEFORE** the exam. If something goes wrong at the start of the exam or during the exam, please submit [this form](#) and a team member will get back to you within one business day.



## The Exam

1. When you log in, your examiner will welcome you to your exam.
2. The examiner will ask you to perform your exam according to the order listed on your program form.
3. When completed, the examiner will thank you for playing.

## At the Conclusion of the Exam:

1. **IMPORTANT:** Click the “**Leave Meeting**” button on the bottom right hand corner of your Zoom screen once your exam is over. 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.
2. Close the zoom application.

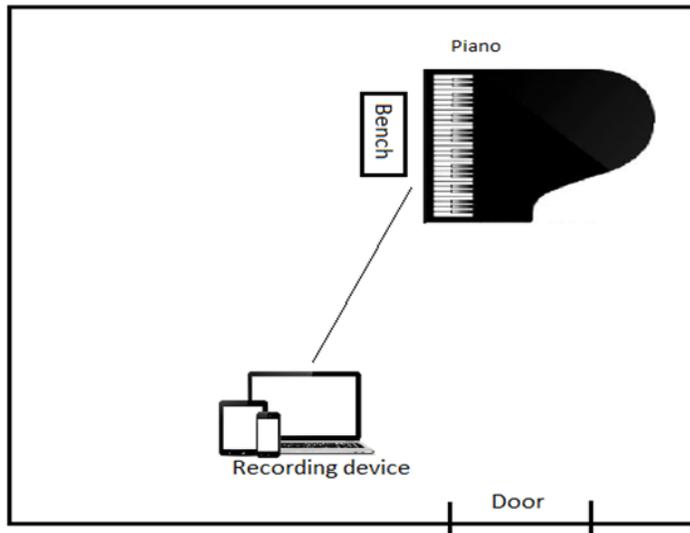
## Ideal room setup for exam

Kindly follow the instructions listed below for optimal results during your remote exam.

- The examination room for Preparatory to Level 9 candidates should be large enough to accommodate your instrument and a table for your recording device. Choose a quiet room— avoid rooms with noticeable street noise, air conditioning or furnace noise, and sounds from other people in the building. Choose a room with good acoustics.
- Wherever possible, the camera position should allow the Examiner to see the full profile of the candidate, including the instrument.
- For instrumentalists with a collaborative pianist, the camera position should allow the examiner to see both the candidate and the collaborative pianist.

# Ideal room setup for Piano exams

Diagram of the Ideal Examination Room (Preparatory to Grade 9)



Kindly follow the instructions listed below aided by the diagram above for optimal results during your remote exam.

- The examination room for Preparatory to Level 9 candidates should be large enough to accommodate a piano and a table for your recording device (see diagram above). There should be room to adjust the piano bench (if there is an adjustable bench). Choose a quiet room— avoid rooms with noticeable street noise, air conditioning or furnace noise, and sounds from other people in the building. Choose a room with good acoustics.
- The piano should be angled so that the Examiner can see the piano keys.
- Wherever possible, the camera position should allow the Examiner to see the full profile of the candidate, including pedal. See image below.



- An acoustic piano or weighted touch (touch-sensitive) keyboard (preferably 88 keys, but a minimum of 76 keys) is permitted for piano candidates.
- Depending on the model, electronic keyboards may require additional external speakers.