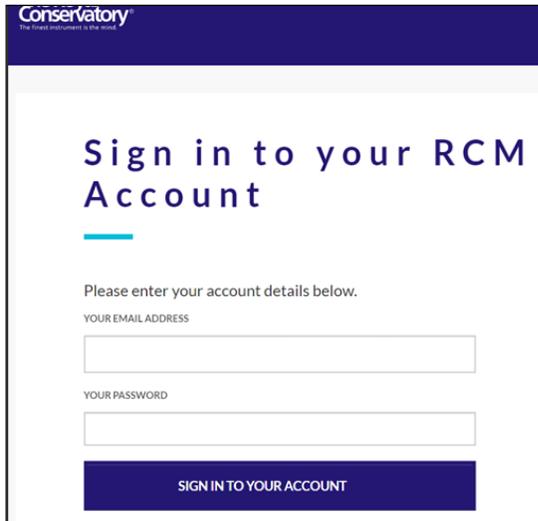


Remote Exams Registration Information

These instructions are for students who are registered in the March, April and May/June Sessions for practical exams. Please follow these step by step instructions carefully.

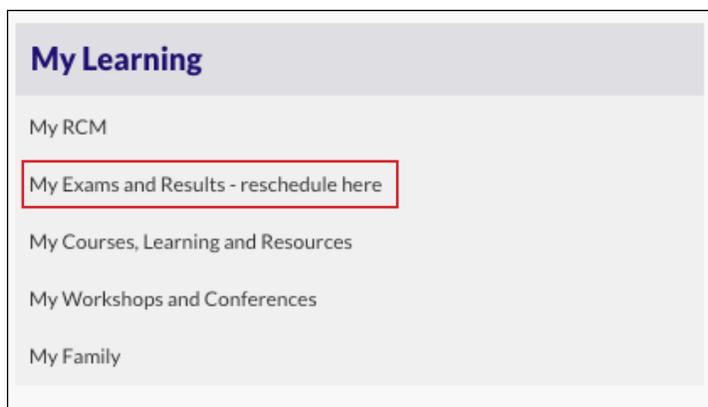
Rescheduling your exam to a remote exam

1. Log into your account on rcmusic.com.



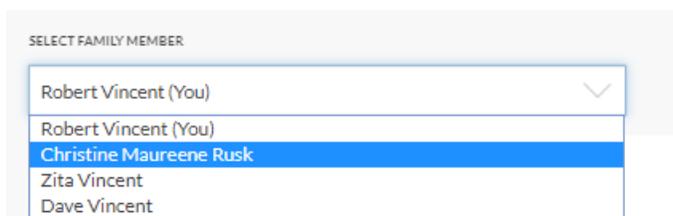
The screenshot shows the RCM login page. At the top left is the Conservatory logo with the tagline "The first instrument is the mind". The main heading is "Sign in to your RCM Account". Below this is a sub-heading "Please enter your account details below." followed by two input fields: "YOUR EMAIL ADDRESS" and "YOUR PASSWORD". At the bottom is a dark blue button labeled "SIGN IN TO YOUR ACCOUNT".

2. Click on "My Exams and Results - reschedule here".



The screenshot shows the "My Learning" dashboard. The title "My Learning" is at the top. Below it are several menu items: "My RCM", "My Exams and Results - reschedule here" (highlighted with a red box), "My Courses, Learning and Resources", "My Workshops and Conferences", and "My Family".

3. Click on "Select Family Member" and choose the student that you want to schedule.



The screenshot shows a dropdown menu titled "SELECT FAMILY MEMBER". The menu is open, showing a list of names: "Robert Vincent (You)", "Robert Vincent (You)", "Christine Maureen Rusk" (highlighted in blue), "Zita Vincent", and "Dave Vincent".

4. Find your exam under “Upcoming Exams”.

SELECT FAMILY MEMBER
Christine Maureen Rusk (You)

Upcoming Exams

SESSION	CONFIRMATION NO.	DESCRIPTION	CENTRE	DATE & TIME	PROGRAM FORM	
April 2020 - CAN Piano Only	4474536	Level 4 Piano	Remote Exams Center	Pending	Pending	RESCHEDULE →

5. Click on the “Reschedule” button.

SELECT FAMILY MEMBER
Christine Maureen Rusk (You)

Upcoming Exams

SESSION	CONFIRMATION NO.	DESCRIPTION	CENTRE	DATE & TIME	PROGRAM FORM	
April 2020 - CAN Piano Only	4474536	Level 4 Piano	Remote Exams Center	Pending	Pending	RESCHEDULE →



6. Confirm your timezone. It should default to whatever time zone you are in. If it does not, please change it to the one that corresponds to your location.

Please select your preferred date(s) and time(s)

You may make up to three date and time selections and can only select a date between **2020-05-29** and **2020-08-03**. Please note that some dates within this range may not be available. If you do not select a time to go with a selected date, the date will not be selected on submission.

PLEASE NOTE: All Remote Exams are recorded for quality assurance and safety reasons. These videos will remain confidential and will not be published. By clicking Confirm you consent to the recording and are confirming your selections.

Your timezone is **America/New_York** [CHANGE](#)

2020-mm-dd
2020-mm-dd
2020-mm-dd

[CONFIRM →](#)

7. Enter up to 3 different dates and start times. Choose carefully as you cannot change your date once you submit. IMPORTANT things to note:

1. The earliest date you will be able to choose will be 14 days from today.
2. The times you see will be the exact start time for your exam. If you are scheduling two or more students, please choose completely different start times, at least one hour apart.
3. We are currently unable to change exam times once they are submitted. If you are unsure, please check your calendar before clicking “CONFIRM”.

Please select your preferred date(s) and time(s)

You may make up to three date and time selections and can only select a date between **2020-05-29** and **2020-08-03**. Please note that some dates will not be available. If you do not select a time to go with a selected date, the date will not be selected on submission.

PLEASE NOTE: All Remote Exams are recorded for quality assurance and safety reasons. These videos will remain confidential and will not be published. By clicking Confirm you consent to the recording and are confirming your selections.

Your timezone is **America/New_York** [CHANGE](#)

2020-mm-dd
2020-mm-dd
2020-mm-dd

[CONFIRM →](#)



Tip! Examinations that take place on the hour are popular selections. To increase your chances of getting the date you'd like, select a start time in the middle of the hour. For example, 12:30pm, 1:30pm, etc.

8. Once you've clicked "CONFIRM" - you're done!
9. Notification timing:
 - 1) The confirmed exam date and time will appear in the student's [MyRCM account](#) no later than 10 days prior to the earliest requested date.
 - 2) An email will be sent no later than 5 days before the exam date with the link to the online Program Form (do NOT submit a PDF - please use the link). Please submit the online Program Form no later than 24 hours ahead of the exam.
 - 3) The Sight Reading will appear in the student's [MyRCM account](#) approximately 23 hours ahead of the exam. As soon as it is received, the sight reading can be printed off and the student can begin preparing it.

Preparing for the Exam

1. Complete your Program Form (You will receive a link to this form when your schedule is complete).

Please complete and submit your Examination Program Form [here](#). Please note that the Program Form must be submitted a **minimum of 24 hours in advance** of your Remote Exam time.

Program Form:

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

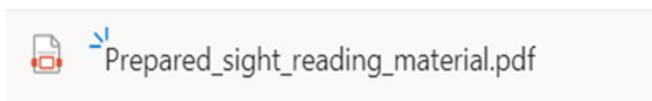
2) For Levels 1 - Level 7: In the Ear Tests section, will you sing or identify intervals?

Sing

Identify

[Repertoire 1](#)

2. Print off your Prepared Sight Reading materials. You can access your Prepared Sight Reading materials in your My RCM Account under "My Exams and Results - reschedule here" (You will also receive an email with your Prepared Sight Reading materials 24 hours prior to your scheduled date).

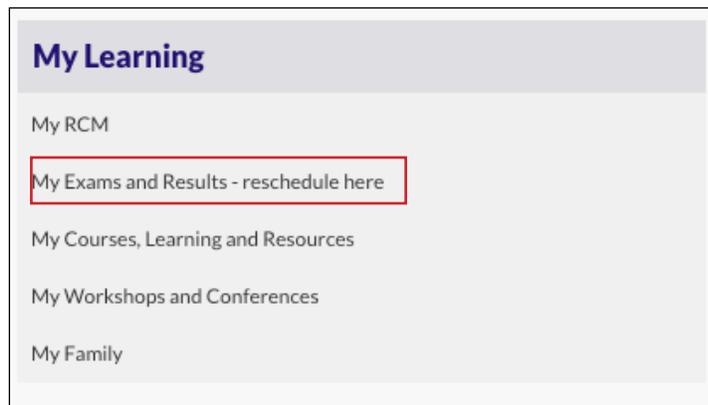


3. Download Zoom at <https://zoom.us/download>.
4. Create your personal account in Zoom.
5. Familiarize yourself with the different functions of Zoom. You can use [this guide](#) to help you.
6. If you are encountering issues within Zoom, please watch the ["How To Zoom" YouTube collection](#) to assist you in trouble shooting. You can also visit Zoom's Help Center at <https://support.zoom.us/hc/en-us>.

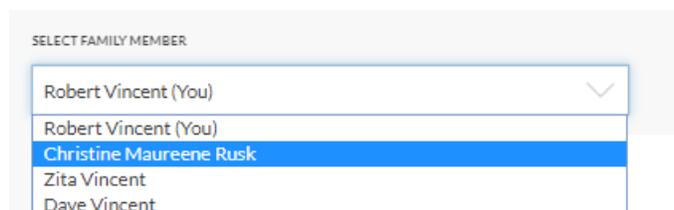
7. If you have a collaborative pianist with you for your exam, enable original sound in zoom settings.
 - a. Click settings → Audio → Advanced → click the checkbox saying show in-meeting option to “enable original sound” from microphone.
 - b. After joining the meeting, in the up left hand corner remember to click “turn on Original Sound”.
8. Turn off auto volume.
 - a. Click settings → Audio → uncheck Automatically adjust volume.

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. Place Etudes, Repertoire, and Prepared Sight Reading on the piano/music stand.
4. Join your exam through your [My RCM account](#) no earlier than 5 minutes before your start time.
 - a. Once you have logged in, go to “My Exams and Results-reschedule here”.



- b. Select the Family Member taking the exam.



- c. Find the exam under “Upcoming Exams” and click on the “Start Exam” button. This button will only be activate **5 MINUTES BEFORE** the exam.

SELECT FAMILY MEMBER

SEARCH BY NAME

Upcoming Exams

Note: Remote exams cannot be accessed until 15 minutes before the exam start time.

SESSION	CONFIRMATION NO.	DESCRIPTION	CENTRE	DATE & TIME	PROGRAM FORM	OPERATIONS
May/June 2020 - USA	XXXXXXXXXX	Level 2 Piano	Remote Exams Center	May 24, 2020 2:00PM America/Chicago	View	START EXAM →

The Exam

1. When you log in, your examiner will welcome you to your exam and help to check your mic and camera settings.
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.
4. **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.

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
3. Click on My Exams and Results.
4. Locate your exam in your exam history – You will now see your mark and a link to your exam results.

Note: Exam Certificates are produced quarterly. You may receive your exam certificate in January, March, June, August depending on when you complete your exam.