

This document outlines Advanced Theory examination details for students taking a Level 9 Harmony, Level 10 Harmony & Counterpoint, ARCT Harmony & Counterpoint, ARCT Analysis, Orchestration 1, and/or Piano Pedagogy examination.

EXAM FORMAT:

- 24 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. Instructions on how to submit the completed exam will be included.
- A designated adult will be required to print the exam upon receipt of the pdf and provide the student with the exam paper at the designated time.
- Students will be required to login to the virtual classroom via Zoom with both the camera and microphone turned on.
- The virtual classroom and exam process will be monitored by an RCM Proctor via Zoom. The exam session will be recorded.
- At the start of the exam, students will be asked to show their blank exam paper to the Proctor. Identification may also be requested.
- Upon completion of the exam or expiration of the allotted exam time as indicated by the Proctor, whichever comes first, the designated adult will collect the exam from the student. No changes can be made once the exam is collected or the exam period has expired.
- The exam must be submitted to the RCM via MyRCM within 60 minutes of the exam being completed. Details on how to submit via MyRCM will be provided along with the exam PDF.
- The exam paper must be retained by the designated adult in a secure location for 60 days upon completion of the exam. Requests for the paper copy of the completed exam may be requested by the RCM at random over this 60-day period for verification.
- Failure to follow this procedure may result in disqualification.

EXAM RULES:

- The camera on the device must be focused on the student for the full duration of the exam.
- The camera on the device must have a full view of the student in their work area for the full duration of the exam.
- Students are not permitted to leave the work area during the exam.
- No books, papers, notes or any additional devices are allowed in the working area during the exam period.
- Students are not permitted to use a piano during the exam period or after to verify their work.
- 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:

- In advance of the exam, students should determine where they will write their exam and test their equipment set up. A camera with full view of the student and work area is required for the entire duration of the exam.
- Students (or a parent) should download Zoom and sign up for a free account prior to the exam.
- Bookmark the link for easy access on the day of the exam. The link can be found in Student's exam date and time confirmation email.
- Students are advised to keep their device plugged in during the exam to ensure the device is fully charged.
- Students should have an extra pen or pencil available when writing their exam.

ON THE DAY OF THE EXAM:

- 15 minutes prior to the designated exam time, students should join the Zoom meeting. The link to join the Zoom meeting can be found in exam date and time confirmation email. Ensure your camera and microphone are turned on.
- Students will be placed in the "waiting room".
- Before the exam starts, the proctor will "open" the virtual classroom.
- Upon entry, the proctor will ask each individual student to show:
 - Blank exam paper. The paper should contain no existing answers or pen marks
 - Work area free of books, papers, notes or any additional devices
 - Identification where possible
- The proctor will announce the start of the exam at which point all students can begin.
- Exam answers must be written directly on the paper using pen or pencil.
- Students will have 3 hours to complete their exam.
- At the end of the 3 hour period, the proctor will announce the end of the allotted exam time at which point all students must hand in their papers to the designated adult. The student can no longer make changes to their exam paper after this time.
- The exam must be submitted to the RCM via MyRCM within 60 minutes of the exam being completed. Details on how to submit via MyRCM will be provided along with the exam PDF.