

Remote Exam Checklist

Remote exams provide the opportunity for students to take exams wherever and whenever they want, on an instrument they are familiar with.

Check out these tips to prepare for a remote exam!

❑ Download Zoom

Visit Zoom's [website](#) and download Zoom onto the device that will be used for the exam. All remote exams will use Zoom, so take time to become familiar with the platform. You can use this [Zoom guide](#) for more information.

❑ Not Receiving Emails

If an email confirmation has not been received, please check the spam folder for the email account used to register for the exam. Confirm that the student registered for the exam has a correct email address and that noreply@rcmusic.ca has been added to the Safe Sender list. For help on this subject [click here](#). Scheduled exams will also appear in the [MyRCM account](#) of the registered student.

❑ Use What You Have

A desktop, laptop, computer, iPad, tablet, or smartphone are all suitable devices for taking a remote exam. All that is required is an internet connection and a device equipped with a camera and microphone. If available, an external microphone and or speaker can be used to enhance sound quality. [Click here](#) to view what is needed for each instrument.

❑ Set up the Remote Exam Space

- Check the lighting to be sure the examiner will be able to see the instrument and student. Experiment with lighting and add lamps if necessary.
- Set up the camera for a profile view (side view) of the student, from head to toe. Ensure the camera is in a stable position.
- Test the internet reliability. Ensure there is enough bandwidth available using a wi-fi or data connection.

❑ Do a Mock Exam

A mock exam is a great way to test equipment and set up. It also gives the student an idea of what to expect during the remote exam.

❑ Complete and Submit the Program Form

An email containing a link to an online Program Form will be sent prior to the exam. Complete and submit the form at least 24 hours ahead of the exam time.

❑ Prepare Sight-Reading Materials

Sight reading materials will be emailed and be available in the student's [MyRCM account](#) approximately 23 hours prior to the exam. As soon as the document is received the test can be printed and the student may start preparing.



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□ Exam Day

Stay calm. Test the equipment prior to the exam. The link to the remote exam meeting room will be available in the student's [MyRCM account](#) five minutes prior to the exam time. It can be found in Upcoming Exams > My Exams and Results.

The student may enter the exam room as soon as the link is live. If the examiner does not appear right away, not to worry, they will be coming from another exam and may need an extra moment. If the examiner does not appear please submit this [form](#) and a team member will respond to you within the next business day.

□ Trouble Accessing the Meeting Room

If there is an issue accessing the meeting room before or at the time of the exam, please submit this [form](#) and a team member will respond to you within the next business day.

□ Technical Issues During the Exam

Regardless of preparation, technical issues can arise. If a technical issue happens during a piece the student should continue playing. Examiners realize that issues happen and have been trained to differentiate between technical limitations and the quality of a performance. Examiners will work with students to resolve any issues and marks will not be deducted. If the internet connection is lost during the exam and cannot be reconnected, please submit this [form](#) and a team member will respond to you within the next business day.

□ At the End of the Exam

Click the “Leave Meeting” button on the bottom right-hand corner of the Zoom screen. If the student does not do this, they will remain in the meeting even if the screen is closed. This will stop the next candidate from being able to join the exam room, preventing them from doing their exam.



View the results.

2-4 weeks after the examination results will be posted in the student's [MyRCM Account](#).

Simply login, click on “My Exams and Results” and find the exam under “Exam History”.

