



McGill

McGill Conservatory

Community Program of the
Schulich School of Music
of McGill University



Schulich School of Music
École de musique Schulich

Conservatoire de McGill

Programme pour la collectivité de
l'École de musique Schulich
de l'Université McGill

www.mcgill.ca/conservatory

2016 Examinations Detailed Information

McGill Conservatory – Downtown
555 Sherbrooke Street West
Montreal, Quebec H3A 1E3

Monday
Tuesday to Friday
Saturday

2 p.m. – 6 p.m.
2 p.m. – 8 p.m.
9 a.m. – 4 p.m.

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Tel. (514) 398-4543
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McGill Conservatory

2016 Examinations

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Questions???

For any questions about our examination system, please first consult the requirements in the syllabus. Please phone the Conservatory Office for any additional questions. An Area Coordinator will be pleased to call you back and explain any aspect of our syllabi.

Overview of the Examination Process		
Before March 1	Student submits online <i>Exam Application</i> , <i>Substitution Form</i> (if applicable), and payment	
As soon as possible to avoid rescheduling	Student submits his/her school examination schedule to Conservatory	
Early – Mid May	Conservatory sends e-mail notification to student regarding <i>Examination date and time</i>	
As soon as possible	Student submits rescheduling request with supporting documentation (in the case of conflict with school examinations only)	
Mid – Late May	Teacher completes <i>Repertoire List</i> , prepares all original scores, and arranges for accompanist (if applicable)	
May 24 – 29	Theory & Ear Training examinations	
June 1 - 20	Practical examinations (all instruments)	
Late July	Conservatory mails examination certificate and report to student	
Accompanists	It is the student's responsibility to arrange for an accompanist for all instruments except piano and guitar. Students failing to do so will not be examined. Accompanists' availabilities will not be considered in the scheduling or rescheduling of examinations.	
Auditors	Auditors are not permitted during examinations. Accompanists, when required, are permitted in the examination room only for the works involved. The examiner will note on the examination report any examination irregularity or any comments made by the accompanist about the student being examined.	
Cancellations	Any notification of cancellation must be submitted in writing. A mark of zero is entered on the student's record unless a written notice of cancellation is sent at least 48 hours before the date of the examination. Examination fees are non-refundable after March 1 except in the case of illness. In such cases, a medical certificate is required before any refund can be issued; an administration fee will be charged (see "Fees").	
Deadlines	Examination applications	March 1 online
	Substitution requests	March 1 online
	Late examination applications and late substitution requests (Late fees applicable: see "Fees")	accepted until March 15 only
Examination applications (online only)	<ul style="list-style-type: none">- Student or parent must create an online student profile, register for the exam, and ensure fee payment.- Student must keep address and personal information up-to-date in the online profile; an outdated address could delay the receipt of examination notices, reports, and certificates.- Student must ensure that the teacher has verified the accuracy of the examination application and that the substitution was requested (if applicable).	

Examination Dates	<p>Instrumental examinations are scheduled from Monday to Friday, 9 a.m. - 9 p.m, and Saturday and Sunday, 9 a.m. - 6 p.m. If for religious reasons you cannot take an examination on Saturday or Sunday, please so indicate (✓) in the examination application.</p> <p>Note: Due to the large quantity of examinations, we cannot consider special requests for dates and times, including family members consecutively or on the same day. We do not reschedule for personal travel plans during our examination session.</p>	
Ear Training	May 28, 2016 (Saturday)	individual and dictation schedules vary
Alternate date - Ear Training	May 24, 2016 (Tuesday)	individual and dictation schedules vary
Theory	May 29, 2016 (Sunday)	1:00 p.m.-4:00 p.m.
Alternate date - Theory	May 26, 2016 (Thursday)	6:00 p.m.-9:00 p.m.
Practical Examinations	June 1 - 20, 2016	9 a.m.-9 p.m., Monday to Friday 9 a.m.-6 p.m., Saturday and Sunday
Examination Date Notification	<p>In early May, an e-mail will be sent notifying students of their examination date and time. Please do not call the Conservatory for schedules unless you have not received notification by mid-May.</p>	
Examination Rescheduling	<p>Examination rescheduling requests are considered only in the case of conflict with school examinations. Requests must be received at least two weeks before the original examination date. A copy of the official school examination schedule, including student name, exact days and times of all school examinations, as well as a copy of the Conservatory <i>Examination Date Notification</i> must be submitted to the Conservatory Office before any rescheduling can take place. Please fax all documents to 514-398-4293.</p> <p>Please note that there is a late rescheduling request fee (see "Fees") and students may receive only one day's notice of the new examination date and time. No request will be accepted less than 48 hours before the original examination date.</p>	
Examination Length	<p>In general the following time allotments are in effect; consult syllabi for specifics. The examiner has the right to stop the student if these time limits are not respected.</p>	
	Elementary through Secondary II	20 minutes
	Secondary III to V	30 minutes
	Collegial I	45 minutes
	Collegial II	60 minutes
Examination Venue	<p>Examinations take place downtown for all instruments and for Theory and Ear Training, or at our Macdonald Campus branch in Ste-Anne-de-Bellevue for piano, violin, and viola only.</p>	
Marks	<p>Examination results, certificates, and reports are sent out by the end of July. Results are not given by phone.</p>	
High Distinction	90 – 100 %	Exceptional
Distinction	85 – 89 %	Excellent
Honours	80 – 84 %	Very Good
Pass	75 – 79 %	Good
Pass	65 – 74 %	Satisfactory
Pass	60 – 64 %	Pass, but prolonged study is recommended before next level is attempted
Fail	0 – 59 %	Fail

Repertoire List	The <i>Repertoire List Form</i> will be available to fill out online at the same time that the <i>Examination Date Notification</i> will be sent in early May . The <i>Repertoire List Form</i> must be completed and presented to the examiner along with the corresponding scores . List all studies and repertoire pieces. Approved substitutions also must be indicated (✓) in the appropriate box.	
Repertoire – Photocopies	By law, photocopies of copyright material are not permitted. Students must provide the examiner with original material only.	
Repertoire – Substitutions	Complete a <i>Substitution Request</i> in the student's online account. Payment of substitution fees must accompany the request or the substitutions are invalid. Please note that the student will receive a mark of zero for any substituted piece that has not been pre-approved. The deadline for substitution requests is March 1 , but we strongly recommend that you submit them for approval with a copy of the scores as early as possible. By doing so, you will avoid any last minute rejection surprises. Please do not send substitutions and music scores by fax. We encourage substitution of pieces and studies for our practical examinations; however, researching and approving these results in a substitution fee per student (see "Fees").	
	Piano Elementary IV to Secondary III	2 substitutions per student permitted
	Piano Secondary IV to Collegial II	3 substitutions per student permitted
	All other instruments	Please consult the syllabi
Repertoire – Syllabi	Piano	2001 syllabus and 2016 Addendum
	Cello, Guitar, Violin, Voice	2003 syllabi
	Brass and Woodwinds	2005 syllabi
	Theory & Ear Training	2004 syllabus
Sample Examinations Theory & Ear Training	Theory and Dictation sample examinations are available for Secondary III, IV, V at a minimal cost (see "Fees"). A free marking service is offered to give you an indication of how our marking system is administered. Completed sample examinations must be returned to the Conservatory Office before April 30, 2016 .	
Transcript of Marks	Complete a <i>Transcript Request</i> in the student's online account. A fee is applicable (see "Fees"). Please note that transcripts requested with the examination application will be prepared for the month of October . An additional fee is required (see "Fees") for transcripts required before October .	
Warm-up Rooms	Warm-up rooms are available for all instrumental examinations requiring an accompanist. Due to the large number of applications for piano examinations, piano warm-up rooms cannot be provided.	

Fees					
Payment is required at the time of registration		Credit Card (Visa/MasterCard): online credit card payment through our secure website is the only method of payment			
Examination Type	Level	Cost	Examination Type	Level	Cost
Practical (all instruments)	Elementary III	\$75	Theory	Secondary III	\$105
	Elementary IV	\$80		Secondary IV	\$110
	Elementary V	\$85		Secondary V	\$115
	Elementary VI	\$90	Ear Training	Secondary III	\$105
	Secondary I	\$95		Secondary IV	\$110
	Secondary II	\$105		Secondary V	\$115
	Secondary III	\$115	Practical Exams: June 1 - 20, 2016		
	Secondary IV	\$130	Theory: Official Date Alternate Date		
	Secondary V	\$150	May 29, 2016 May 26, 2016		
	Collegial I	\$175	Ear Training: Official Date Alternate Date		
	Collegial II	\$225	May 28, 2016 May 24, 2016		
Other Fees		Details		Cost	
Certificate duplication				\$40 per document	
Report duplication				\$40 per document	
Diploma duplication				\$100 per document	
Examination cancellation fee		Medical certificate required		\$40	
Incomplete or inaccurate examination application fee				\$40	
Rescheduling fee		Rescheduling requests are considered on rare occasion. See Examination Detailed Information document for specific details.		\$40	
Late application fee		Applications received after March 1 and until March 15 only		\$40	
Late rescheduling fee		Less than two weeks before examination		\$40	
Late substitution fee		Requests received after March 1 and until March 15 only		\$40	
Credit card refusals				\$40	
Sample examinations Theory & Ear Training (dictation)		Secondary III, IV, and V only		\$30 per exam	
Substitution fee		Per student requesting substitutions		\$30	
Transcript of marks		Current files		\$50 (additional copy \$30)	
Transcript of marks		Archived files (over 5 years old)		\$160 (additional copy \$30)	
Early Transcript request		For transcripts required before October 1		\$30 in addition to Transcript fees	