

## PROTOCOL FOR REGISTERING FOR RSCM EXAMS IN AMERICA

The RSCM exams have been devised by the Education Department of the RSCM in Salisbury, England to be used by members of the RSCM throughout the world. This practice ensures that the exams maintain retain the same standard and expectations. Each “area” of the RSCM has its own Exam Administrator, who schedules the exams, receives the registration documents and fees and sends the results to the candidates. The following information should help candidates register for exams given by the RSCM America.

### SCHEDULING AN EXAM IN RSCM AMERICA

1. All exams **MUST** be scheduled through the Exam Administrator, Linda Buzard. **COURSE MANAGERS AND EXAMINERS CANNOT REGISTER CANDIDATES FOR EXAMS.**
2. The RSCM in the UK offers exams primarily during two exam periods, one in the fall and one in the spring. Since we are much more widely spread in America we have not found having discrete exam times to be practical. Most exams here are either arranged individually or are taken during the Summer Training Courses offered by the RSCM America.
3. Entry forms (accessed at [www.rscmamerica.org/awards](http://www.rscmamerica.org/awards)) must be must be sent electronically to [lbuzard@gmail.com](mailto:lbuzard@gmail.com) or mailed to: Linda Buzard, The Chapel of St. John the Divine, 1011 S. Wright St., Champaign, IL 61820.
4. Exam fees are \$50 for the Bronze, \$75 for the Silver, and \$125 for the Gold.
5. Exam fees, payable to “RSCM America”, may be sent to Linda Buzard at the above address if you are registering by post. If you are registering online, the fee may be paid via credit card or PayPal when you submit your entry form. (Pay online at [www.rscmamerica.org/medals-and-books](http://www.rscmamerica.org/medals-and-books). A \$3 processing fee applies for online payments.)
6. Upon successful completion of the exam, the candidate will receive a certificate from the RSCM America office. To order a Bronze, Silver, or Gold Medal, please order via [www.rscmamerica.org/medals-and-books](http://www.rscmamerica.org/medals-and-books) or email [office@rscmamerica.org](mailto:office@rscmamerica.org). Medals cost \$40 plus shipping.

### FILLING OUT THE BRONZE/SILVER ENTRY FORM

1. The “Applicant” may be either the Candidate or a responsible adult if the Candidate is under 18. The Applicant is responsible for ensuring that all of the registration materials are in order and all of the deadlines have been met. This person is generally the choir trainer or a parent.
2. The “Candidate” is the person who will be taking the exam.
3. Music **MUST** be selected from the repertoire lists in the exam Syllabus or drawn from the Bronze or Silver Collections published by the RSCM. Silver pieces may not be substituted for Bronze pieces and vice versa.
4. Registration materials and fees **MUST** be received no later than 2 weeks prior to an exam.

5. Exam results will be sent to the Applicant unless requested otherwise.

#### FURTHER ADVICE FOR EXAM PREPARATION

1. Follow the Exam Syllabus as closely as possible while preparing choristers for exams. The exams follow the outline given in the Syllabus, so read it carefully. Pay special attention to the various requirements expected in Section E, Choir in Context.

2. The RSCM has published a helpful resource called *The Voice for Life Guide to Musicianship*. This book contains practice exams and exercises for the music theory and ear training portion of the exams (Section B).

3. The Candidate must supply an accompanist. The examiner will not play for the repertoire in Section A. If the candidate is planning to take an exam at an RSCM course, an accompanist may be found at the course. Please alert the Course Manager if you plan to take an exam during the course and if you will need an accompanist.

4. Candidates should take the Bronze exam prior to registering for a Silver exam. It is possible for an advanced candidate to skip the Bronze exam, but most candidates find the experience of taking the Bronze Exam helpful in their preparations for the Silver. Candidates for the Gold Award MUST have passed the Silver exam.

5. The Candidate is required to have participated in an RSCM choral festival or course. Other non-RSCM events may also fulfill this requirement. The intent of this requirement is for the candidate to have a singing experience outside of his/her own choir.

#### REGISTERING FOR THE GOLD AWARD EXAM

1. Registration for the Gold Award exam is similar to registering for the Bronze and Silver exams. All forms are sent electronically or by post to the Exam Administrator, as above.

2. Gold exams are overseen by the RSCM in Salisbury. Once the exam has been registered in the US the Administrator will register the Candidate for the exam with the English office. Following the exam the results must be certified by an exam panel in Salisbury before they are released to the candidate.

3. Exams MUST be registered 4 weeks prior to the exam. At this time the entry forms must be completed and fees received. Supporting materials, such as the Repertoire choices, Service outlines and Program notes must be received no later than 2 weeks prior to the exam.

#### FURTHER QUESTIONS

Please contact Linda Buzard, RSCM America's Exam Administrator, at [lbuzard@gmail.com](mailto:lbuzard@gmail.com) or call her at 217-898-9943.