

Circular S/IF/06/22

February 2022

To: Principals of Centres Entering for GCE/GCSE Music

For circulation to: Examinations Officer and Head of Music Department

GCE/GCSE Music Compositions – Submission of CCEA Files to CCEA

Further to previous communication, CCEA intends to use its eSubmission application for the upload of GCE and GCSE Music Composition samples in 2022. This will replace the collection of physical samples from centres for GCSE Music and the use of ePortfolio for GCE Music. Teachers should note the following key points:

- Centres will be required to upload work for a sample of candidates. This sample will be generated following submission of marks to CCEA, and available in the eCandidate Record Sheet application;
- Samples will be generated from 9am on 6th April for those centres which have submitted marks before that time. After this, samples will appear immediately upon submission of marks. The eCRS deadline is 3rd May at 5pm (GCSE) and 5th May at 5pm (GCE);
- Teachers will not be able to change marks themselves after submission and should contact CCEA if they need to do so;
- The generated sample will also appear in eSubmission the day after marks are submitted to allow files to be uploaded for these candidates;
- Users registered to the eCRS application will have access to eSubmission for the same components;
- Centres will be able to upload files for sampled candidates until 5pm on 6th May (GCSE) and 5pm on 10th May (GCE);
- Composition recordings must be in MP3 format, while Commentaries/Scores/Supporting Documents must be in PDF format, to be successfully uploaded;
- All files must be named using a specific structure to allow for upload to eSubmission. Detailed guidance on the naming of Music files can be found in the Assessment - Guidance section of the Music area on the CCEA website, or by clicking [here](#).

Examination Officers have been informed about components using eSubmission at recent seminars. There will also be detailed user instructions issued to teachers in advance of the summer series, as well as updates to the Music area of the CCEA website.

If you have any queries regarding the content of this circular please email:

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