

Circular S/IF/10/24

January 2024

To: The Examinations Officer

For circulation to: The Head of Centre and Heads of Department (Music and Modern Languages)

GCSE/GCE Modern Languages and GCSE/GCE Music Qualifications Reminder: Audio provision for examinations from Summer 2024

From Summer 2024, audio content for use with the Listening examinations associated with the following qualifications will be provided via the CCEA Secure Portal **only**. CDs will no longer be provided.

GCE French	SFR21/AFR21
GCE German	SGM21/AGM21
GCE Irish	SIR21/AIR21
GCE Spanish	SEP21/AEP21

GCSE French	GFC11/GFC12
GCSE German	GGR11/GGR12
GCSE Irish	GIH11/GIH12
GCSE Spanish	GSH11/GSH12

GCE Music	SMU31/AMU31
GCSE Music	G9713

GCE/GCSE Modern Languages

Centres should ensure that they have practical arrangements in place for:

- playing the GCSE Listening audio files to a room of candidates; and
- loading the AS and A2 Listening files onto individual devices for candidates.

Please also refer to the Joint Council for Qualifications (JCQ) [Instructions for the conduct of GCSE and GCE Modern Foreign Languages and Irish Listening examinations](#)

GCE/GCSE Music

Centres must ensure that they have a plan in place for the conduct of the listening examinations using the downloaded audio files.

Centres must ensure they have a secure device which the invigilator can access and use to play the downloaded files for all candidates, via linked speakers. The speakers must be of good quality with a good reproduction of sound.

Please refer to the following CCEA document: [Instructions for Conducting GCSE and GCE Music Listening Examinations.pdf \(ccea.org.uk\)](#)

Please note:

- Audio Files will be available to download from CCEA's Secure Portal **one working day** before the awarding body's published starting time of the relevant examination.
- If the examination takes place on a Monday, files will be available on the Friday prior.
- Detailed step-by-step guidance on accessing and downloading from CCEA's Secure Portal will be issued in advance of the Summer 2024 series.
- It is recommended that an IT technician supports the Examinations Officer with this task.
- Subject teachers **cannot** check downloaded listening materials.

Full CCEA *Instructions to Invigilators (Conduct of the Listening and Appraising Examination)* for Summer 2024 will be published on the CCEA website ahead of the Summer series.

Examinations Officer Support Clinic

CCEA will host a support clinic for Examinations Officers on the audio provision for examinations from Summer 2024. This will take place on **Tuesday 6 February at 3.30pm** and full information on how to join this clinic will be shared by CCEA's Centre Support team in due course.

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

Nola Fitzsimons (Secure Portal)

Nicola Black (Education Manager, Music)

Claire Fitzsimons (Education Manager, Spanish)

Philip Cummings (Education Manager, Irish)

Barbara Laffitte-Fitou (Education Manager, French & German)

nfitzsimons@ccea.org.uk

nblack@ccea.org.uk

cfitzsimons@ccea.org.uk

pcummings@ccea.org.uk

blaffittefiou@ccea.org.uk