



GCE AS/A2 Examinations Summer 2020

Music

Instructions to Invigilators

Conduct of the Aural Perception Tests

**Please note that
the candidates' teacher
should not be responsible
for supervising the
Aural Perception Tests**

1 Introduction

The examination should normally be administered by an Invigilator who is not the candidates' teacher and who should ensure that the Council's procedures are adhered to. The Council should be informed of any unavoidable accident or event which necessitates a change in the time of the examination. The Council should also be informed, in advance, if the candidates' own teacher will be the sole Invigilator for the examination.

2 Preparation of equipment

2.1 A CD player with good reproduction of sound should be used for playing the CD recording.

2.2 *Preparation of the examination room*

The examination room should be prepared in advance, with desks set out so that the candidates are well-spaced apart in each direction.

All books, scores, notes etc. should be left outside the examination room or given to the Invigilator.

Walls should be free of any material which would help the candidates to answer examination questions.

Additional pens should be available in the examination room in case of an emergency. It may be necessary to make arrangements to switch off bells in the immediate vicinity.

2.3 *Information for candidates*

Candidates should be instructed to bring into the examination room a number of pens. They are not allowed to use gel pens.

Candidates should be told that they must not make any sound during the examination. This includes speaking, singing, humming, whistling or tapping. Candidates must not communicate with one another during the test.

Once the test has commenced the CD must not be stopped and re-started, nor should it be repeated in whole or in part. There should be no interruptions from surrounding classrooms, corridors etc.

2.4 *Special examination arrangements*

Special attention should be drawn to any candidate suffering from a disability, which may affect his/her performance in the paper, by asking the examination officer to make an online application through the access arrangements online secure login.

3 Preparations immediately prior to the start of the examination

The Principal will issue the Invigilator with the appropriate CD **30 minutes in advance of the start of the paper.**

The Invigilator may request help from the candidates' teacher to ensure that the recording is acceptable.

S/he should sample each track on the CD **out of the hearing of all candidates and other persons. This should be done so that volume and tone levels may be adjusted.**

If there is a problem with the CD please telephone the Council's Question Paper Production team immediately on (028) 9026 1214.

4 Administering the tests

Each examination should be administered in the following manner:

- candidates should be in the room ready to begin ten minutes before the start of the examination;
- five minutes before the examination is due to start the question and answer booklets should be distributed and candidates should be instructed to write their candidate number and centre number in the spaces provided on the booklet;
- three minutes before the test is due to start the candidates should be instructed to read the paper;
- in no circumstances should the name of the candidate or the name of the school appear on the booklet;
- no paper should be provided other than the question and answer booklets; and
- **five minutes finishing time should be allowed before the answer booklets are collected.**

5 Invigilator's Roll/Advice Note

All question and answer booklets should be collected at the end of the examination and arranged in candidate number order with the lowest candidate number on top. The Invigilator should ensure that the candidate numbers on the answer booklets agree with those on the *Invigilator's Roll*.

The *Invigilator's Roll/Advice Note* should be marked as follows:

✓ for each candidate who is present

abs for each candidate who is absent.

If a candidate whose number is not listed on the *Invigilator's Roll* should take the examination, enter the candidate's number in red at the end of the *Invigilator's Roll/Advice Note*.

Should there be no candidates present for the examination, write the words *no candidates present* on the *Roll/Advice Note* and return it to the Council **immediately** after the time of the examination.

Where it is thought necessary to comment or report upon the work of any candidate, the comment or report should be written on a separate sheet and attached to the *Roll/Advice Note*.

6 Return of scripts

After the examination:

- the bottom copy of the *Invigilator's Roll/Advice Note* should be retained by the centre;
- the completed question and answer booklets and the top copy of the *Invigilator's Roll/Advice Note* should be placed in the pre-printed envelope provided. Details of centre number, subject and level, together with the paper details, should be written clearly in the spaces provided on the envelope;
- the package of scripts should be dispatched to the Council using the collection service provided by the Council. The scripts will be collected on the next working day after the examination has been conducted; and
- the CD may be retained in the school.

This booklet has been drawn up to comply with the relevant regulatory requirements.

Teachers, centres and candidates should note that CCEA, with prior permission, may use extracts from examination scripts/internally assessed material on an anonymous basis in educational presentations, materials and products.



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