



# GCSE Examinations

Summer 2023

**Music**

---

## Instructions to Invigilators

### Conduct of the Listening and Appraising Examination

**Please note that the candidates'  
teacher should not be responsible for  
supervising the aural perception tests**



<b>CONTENTS</b>	<b>Page</b>
1. Introduction	1
2. General Preparations	1
3. Preparations Immediately Prior to the Start of the Examination	2
4. Administering the Examination	2
5. Invigilator's Roll/Advice Note	3
6. Return of Scripts	3

## **1. Introduction**

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

The examination lasts 1 hour and 30 minutes.

## **2. General Preparations**

### ***2.1. Preparation of Equipment***

There is an accompanying audio recording.

Centres will be able to download audio files for this examination from the CCEA Secure Portal (guidance on this will be provided to all Examination Officers).

Centres can download no earlier than one working day before the awarding body's published starting time for the examination. If the examination takes place on a Monday the Centre can download on the previous Friday.

It is recommended that a member of staff from the centre's ICT department or the Exams Officer undertakes this task. Subject teachers cannot check the digital devices once the listening materials have been downloaded.

A CD will also be provided to Centres to use as a back-up. The CD must be held under secure conditions until 30 minutes prior to the start of the examination.

The centre should ensure they have good quality speakers with a good reproduction of sound to play the audio downloaded for the examination. If using the CD, centres need a CD player with good speakers.

### ***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.

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

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

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 examination.

Candidates will be required to answer questions about extracts of music, some of which may include a printed score. Answers must be written in the question and answer booklet provided.

#### **2.4. *Special Examination Arrangements***

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

### **3. Preparations Immediately Prior to the Start of the Examination**

The downloaded audio for the exam should be tested in the examination room, through the speakers, no more than 30 minutes before the start of the examination. The Principal will issue the invigilator with the appropriate CD **30 minutes in advance of the start of the examination.**

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

Different tracks on the CD should be sampled in the room which is to be used for the examination **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 are any problems with the CD please telephone CCEA's Question Paper Production Team immediately on (028) 9026 1214.

### **4. Administering the Examination**

The examination should be administered in the following manner:

- ten minutes before the start of the examination, candidates should be allowed into the room;
- 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 booklets. No paper should be provided other than the question and answer booklets; and
- five minutes reading time should be allowed before the relevant audio is played. From this point on candidates must not communicate with each other. Any interruption must be reported to CCEA stating the exact time and point in the examination when the interruption occurred and the duration of the interruption. There should be no interruptions from surrounding classrooms, corridors etc.

## 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 CCEA **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 CCEA using the collection service provided by CCEA. The scripts will be collected on the next working day after the examination has been conducted; and
- the CD recordings 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/controlled assessment material on an anonymous basis in educational presentations, materials and products.

