



***Instructions for Conducting
GCSE and
GCE Music Listening Examinations***

Issued January 2024

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1. Context

From Summer 2024 series onwards, the associated audio for use in the Music listening examinations at GCSE, AS and A-level will be made available to centres via CCEA's Secure Portal **only**. CD's will no longer be supplied.

Centres **must** ensure they have the necessary arrangements in place to play the audio for the examination(s) without the use of a CD. Centres must ensure they can link a digital device (desktop, laptop, tablet, or other digital device) to good quality speakers with a good sound reproduction for the examination(s).

Sections 2 and 3 provide detail on the processes that **must** be followed to ensure that the examination material is kept secure.

It is the responsibility of each centre to make the necessary arrangements for how they will conduct the examination **well in advance of the examination period commencing**.

2. Downloading secure material

- 2.1 Centres may download the material from the CCEA Secure Portal and store it in a secure network folder, or it may be downloaded onto the portable device(s), if required, which are stored securely by the Examinations Officer until the day of the examination.
- 2.2 The downloading of GCSE, GCE AS and A-level listening materials onto centres' devices and/or secure network folders from CCEA's Secure Portal **must take place no earlier than one working day before the awarding body's published starting time for the examination**.
- 2.3 All digital devices with confidential material stored on them prior to the examination **must** be returned to the centre's secure storage facility. They must be stored as detailed in the JCQ (Joint Council for Qualifications) publication *Instructions for Conducting Examinations*. The digital device(s) **must** be treated as confidential examination material until the examination has been taken.
- 2.4 When digitising the GCSE, AS or A-level Music listening material, it is recommended that a member of staff from the centre's IT department supports the Examinations Officer when undertaking this task. Prior permission does not need to be sought from CCEA. The material must be downloaded to a secure part of a centre's network, i.e. the part of the network which is only accessible to IT staff as necessary, the Examinations Officer and the relevant invigilating staff conducting the examination.
- 2.5 The downloaded audio for the examination should be tested in the examination room(s) no more than 30 minutes before the start of the examination. The Examinations Officer or Invigilator may request help from a subject teacher to ensure

that the recording is acceptable. Different sections of the track(s) should be sampled out of the hearing of all candidates and other persons. This should be done so that levels may be adjusted if required.

3. Use of desktops, laptops, tablets and other digital devices

The following instructions apply to the use of desktops, laptops, tablets and other digital devices in GCSE, AS and A-level Music Listening examinations.

3.1 Centres must ensure that:

- any digital devices used are of a suitable size and can operate independently;
- any digital devices used are fully operational at the time the downloading of the listening material takes place. The general working condition of the equipment is the responsibility of the centre. CCEA **will not** normally consider a fault in the operation of a digital device as sufficient grounds for an application for special consideration; and
- the digital device(s) are linked to good quality speakers with good sound reproduction in the room(s) where the examination is being taken.

3.2 More than one device will be required if the examination is taking place in multiple rooms.

3.3 Only the listening material for the GCSE, AS or A-level Music Listening examination may be stored on the digital device(s)/in the secure folder. **No other material must be stored.**

3.4 The Examinations Officer **must** keep a log of:

- the date when the confidential material was downloaded into a secure network folder and/or onto the digital device(s);
- when the digital device(s) with confidential material stored on them were placed in secure storage; and
- when the secure folders and/or digital devices were cleared of the listening material.

3.5 Once the examination has finished:

- the listening files **must** be removed from the secure folder and/or digital device(s). The digital device(s) **must** be cleared of files prior to the commencement of a subsequent examination; and

- the files may be retained by the centre for their own internal use with future candidates.

Where the invigilator is using a portable device, such as a laptop or tablet, to play the listening file, access to the internet is prohibited. Access to the internet must be disabled for the entire duration of the examination.

The tempo adjustment on a digital device **must not** be used.
The recording **must** be played at the original speed.

Please note: An appropriate teacher, for example a Music teacher or technician, should be present with an invigilator during the examination to assist with any technical difficulties that may arise unexpectedly.

The Invigilator may be any adult in the employment of the school that is not the teacher of the candidates nor another music teacher.

The Invigilator should remain with the candidates for the full duration of the examination and must have read the regulations around invigilating examinations as outlined in CCEA's *Instructions to Invigilators* issued for GCSE, AS and A-level Music Listening examinations.

This examination must also be conducted in line with JCQ's *Instructions for Conducting Examinations* (ICE).

4. Helpdesk Contacts

For queries relating to the conduct of Music listening examinations, please contact:

Education Manager

Nicola Black

Tel: 028 90261200

Email: nblack@ccea.org.uk

For queries relating to the download of materials from CCEA's Secure Portal or any other exam-related issues, please contact:

Question Paper Manager

Steven Milburn

Tel: 02890 9026 1213

Email: smilburn@ccea.org.uk