Administrative Support Guide

(Instructions for the Conduct of the Examination)

8MT0/01
8MT0/02
8MT0/03
8MT0/41
8MT0/42

9MT0/01
9MT0/02
9MT0/03
9MT0/41
9MT0/42

For submission in 2024

Version 1.0

Edexcel is one of the leading examining and awarding bodies in the UK and throughout the world. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers.

Through a network of UK and overseas offices, Edexcel's centres receive the support they need to help them deliver their education and training programmes to learners.

For further information, please call 08444 632 535 or visit our website at http://qualifications.pearson.com/en/home.html.

If you have any subject specific questions about the content of this Examiners' Report that require the help of a subject specialist please email: teachingmusic@pearson.com

September 2023

Contents

Teachers and Examinations Officers are advised to study the instructions and advice given, since failure to follow the details is likely to disadvantage candidates preparing for the examination.

It is imperative that this document is referred to closely, and its instructions adhered to, at the time of examinations and submission.

1. Introduction

This document has been compiled to inform teachers and centres of the correct procedures for the conduct of AS and A level Music Technology examinations and non-examined components.

Guidance on approaches to teaching the Pearson Edexcel Music Technology AS and A level Music Technology Specification can be found in the Level 3 GCE in Music Technology 8MT0/9MT0 Specification. This is available from the Pearson Edexcel website.

Further guidance may be found in the document *Getting Started* on the Pearson website:

https://qualifications.pearson.com/en/qualifications/edexcel-a-levels/music-technology-2017.coursematerials.html#filterQuery=category:Pearson-UK:Category%2FTeaching-and-learning-materials&filterQuery=category:Pearson-UK:Document-Type%2FGuidance-for-centres

Please consult the Pearson website regularly. This is Pearson's main method of communicating information.

Page numbers quoted refer to the present document unless otherwise stated.

2. Key Dates

AS level

Date	Activity
June 2023	8MT0/01 Recording briefs and audio files released on website
September 2023	8MT0/02 Compositions briefs and audio samples released on website
15th May 2024	Submission deadline for 8MT0/01 and 8MT0/02
15th May 2024	8MT0/03 written examination
23rd May 2024	8MT0/41 written/practical examination

A level

Date	Activity
June 2023	9MT0/01 Recording briefs and audio files released on website
September 2023	9MT0/02 Compositions briefs and video released on website
15th May 2024	Submission deadline for 9MT0/01 and 9MT0/02
23 rd May 2023	9MT0/03 written examination
5th June 2023	9MT0/41 written/practical examination

3. General information

Edexcel will be offering the following components in Music Technology during the Summer 2024 examination series.

AS Level Music Technology: 8MT0 cash-in code with the following component numbers:

Component Number	Paper Name	Assessment
8MT0/01	Recording	Non-examined assessment
8MT0/02	Technology based composition	Non-examined assessment
8MT0/03	Listening and analysing	Written examination
8MT0/41	Producing and analysing	Written/practical examination

A Level Music Technology: 9MT0 cash-in code with the following component numbers:

Component Number	Paper Name	Assessment
9MT0/01	Recording	Non examined assessment
9MT0/02	Technology based composition	Non examined assessment
9MT0/03	Listening and analysing	Written examination
9MT0/41	Producing and analysing	Written/practical examination

4. Entries and Cash-in codes

i. For information on how to submit entries, please check the following website:
http://qualifications.pearson.com/en/support/support-topics/registrations-and-entries/academic-registrations-and-entries/making-academic-entries.html

ii. To amend your entries you can send an email to
examsofficers@pearson.com

5. Audio for the Written Examinations

8MT0 03 / 8MT0 41 / 9MT0 03 / 9MT0 41

In 2024 you will not receive any CDs for the written examinations. Sound files will need to be obtained from the Secure Download Service (SDS).

Sound files for examinations

Sound files for our listening examinations are available for download via our special live materials secure download service (SDS). Your examinations officer needs to have signed up for this service well before the exams are due to take place. This special service is accessed via **Edexcel Online** and not via the Pearson Qualifications website. You will not be able to access these live materials in the same way that you do for other locked, password protected materials on the Pearson Qualifications website (e.g. recent past papers). The recordings can be accessed no earlier than 24 hours* before the published start time of the examination, and transcripts can only be accessed up to one hour* beforehand.

Only the centre's examinations officer should access the downloaded files until after the examination has taken place. The examinations officer should ensure that audio files have been fully downloaded and checked for issues ahead of the examination.

Please see the instructions below on how to register for this service and how to download the material:

How to register for secure downloads:
1. Log on to Edexcel Online (EOL).
2. Select *SECURE DOWNLOAD SERVICE* profile on the left hand side.
3. Check the GMT and daylight saving time settings displayed are correct for your location.
4. Click *REQUEST ACCESS* button.
5. An email will now be sent to the email address we hold for you on Edexcel Online. The subject title of this email is "Edexcel Secure Download Service: Access Granted email 1 of 2".
6. On this email follow the link called *ACTIVATE SERVICE*.
7. You will be asked to confirm that you have read and agreed to the Terms and Conditions. There are new elements in the Terms and Conditions that we ask you take note of.
8. If you agree to the Terms and Conditions tick the confirmation box and the *ACTIVATE SERVICE* button will now become active.
Click on the *ACTIVATE SERVICE* button and a second email will be sent to your Edexcel Online email address. Subject title of this email is "Edexcel Secure Download Service Activated: email 2 of 2".
9. Do not delete this second email as it provides the link by which you will access the secure material.

10. You have now registered.

Accessing content

1. Ensure you are logged on to Edexcel Online.
2. Open the email called "Edexcel Secure Download Service Activated: email 2 of 2" that we sent you when you registered.
3. Follow the *ACCESS MATERIALS* link on this email.
4. A screen will now display showing the items available for you to download.
5. Click Download against the item you need and then select the location on your network that you wish the item to be saved into.
6. Follow any onscreen instructions.
7. Once finished log out of Edexcel Online and close the email.
Please check that any pop-up blockers are switched off.

Issues?

If you experience difficulties and have followed the above processes, please contact qpd@pearson.com

* If a test is due to take place on a Monday at 1.30 pm, you will be able to access the material on the previous *working day*. Please note that if the live exam tasks will take place in an afternoon session, you will not be able to access the material the day before until 1.30 pm onwards. Transcripts for a morning exam are available from 08:00 to 09:30 and from 12:30 to 14:00 for afternoon exams. The sound files for a morning exam are available from 09:00 and from 13:30 for the afternoon exam on the day before (both for a period of 24 hours).

6. Online submission Portal / Despatch of Work to Examiners

Below is a table of what components need to be submitted onto the online submission portal.

Further guidance with regards to the digital submission process has been provided on our website.

Methods of Submission

Component Number	Online submission portal	Hard copy submission
8MT0/01	✓	
8MT0/02	✓	
8MT0/03 Exam paper		✓
8MT0/41 Exam paper		✓
8MT0/42 Exam Audio	✓	
9MT0/01	✓	
9MT0/02	✓	
9MT0/03 Exam paper		✓
9MT0/41 Exam paper		✓
9MT0/42 Exam Audio	✓	

Muddling up the units, i.e. uploading 8MT0/01 to the 8MT0/02 upload destination, will delay the marking of a candidate's submission, as well as causing great inconvenience to the examiners involved.

Please ensure that both the Music Technology department and the Examination Officers are aware of the following points:

- Each component will be uploaded to a separate upload destination.
- When uploading any work, centres must ensure that the component number of the work matches the component number of the upload destination.

Prompt Arrival of All Work

Please ensure that practical work is uploaded on time by adhering to the deadlines.

Please note that if work arrives after the deadline, Edexcel cannot guarantee the publication of results on time.

In the most exceptional cases a short extension to the deadline can be granted at the discretion of the awarding body.

Please note that extensions can be granted by the Music Technology Assessment Team only and not by any other Edexcel department.

No extensions will be granted due to internal issues e.g. staff shortages, problems with the music technology equipment, failure to prepare candidates properly for the assessment for whatever reason or lack of facilities.

We also remind centres that it is essential to have back-up copies of all candidates' work, including the proprietary software files until December 2023. This gives examiners a longer window of opportunity to chase up incomplete submissions or request back-up copies of work where files have become corrupted, thus ensuring that no candidate is disadvantaged.

Please note that all submissions must be clearly labelled with:
- candidate name
- candidate number
- centre number
- paper component number
- year of entry

7. Authentication Declarations

Both candidate and teacher are required to certify that the practical submissions for Components 8MT0/01, 8MT0/02, 9MT0/01 and 9MT0/02 have been produced in accordance with the guidelines in the specification.

Centres must ensure that the authentication statements inside the practical work Submission Booklets have been digitally signed. If the declarations are not digitally signed by both candidate and teacher as indicated, the work cannot be marked.

8. Special consideration

Candidates who miss any component of an examination for a valid reason (e.g. illness or injury), or sit an examination whilst ill or during difficult personal circumstances, could be eligible for Special Consideration.

Centres should refer to the Joint Council *Access Arrangements, Reasonable Adjustments and Special Consideration* document:
http://www.jcq.org.uk/examination-system/access-arrangements-and-special-consideration

The centre's Examination Officer should fill in a Special Consideration Form. The form must be accompanied by evidence to support the reason for absence or underachievement (e.g. a doctor's certificate).

To access the Special Consideration form, please go to the JCQ website at the following link: http://www.jcq.org.uk

This form should be submitted to the Special Requirements Section at Edexcel at the address below.

The centre must not contact the examiner or Music Technology Assessment Team nor submit the form with their submissions to the allocated examiner.

9. Sample Assessment Materials

All sample assessment material is available on the Pearson website.

10. Training from Edexcel

To find out more about Training from Edexcel, please use the link below:
https://qualifications.pearson.com/en/support/training-from-pearson-uk.html

For queries about face-to-face and online training, you can contact our colleagues in Training from Edexcel Team by sending an email to:
trainingbookings@pearson.com

11. Ask the Expert

To submit a subject specific query to our Senior Examiners, please email:
teachingmusic@pearson.com

12. Post Results Services

The breakdown of marks for all GCE Music Technology components will be available on the Results Plus:
https://qualifications.pearson.com/en/support/Services/ResultsPlus.html

As part of the Access to Scripts service (ATS) centres can order copies of the Examiner's mark booklets for components 8MT0 01, 8MT0 02, 9MT0 01 and 9MT0 02. Requests must be submitted via Edexcel Online:
https://qualifications.pearson.com/en/support/Services/access-to-scripts.html

Original externally marked materials will **not** be sent back to centres.

Please note that the E9 moderator reports are not produced for the GCE Music Technology components as the above components are externally assessed (not moderated coursework).

The Examiner Report Summer 2023 will be published on the website.

13. JCQ Guidance

Heads of centres and examination officers must familiarise themselves with the entire contents of the JCQ Instructions for conducting examinations:

http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/

8MT0/01 Recording

Assessment

This component is externally assessed (not moderated) coursework.
The total mark for this component is 60 marks.

An online submission platform will be available for you to upload the digital portfolios.

All submissions must be uploaded to the online platform **no later than 15 May 2024.**

What centres will receive

The stimulus for 8MT0/01 was posted on the Edexcel website in June 2022 under exam materials.

Centres are advised that it is their responsibility to ensure that the correct stimulus material is used for 2023 submissions.

An electronic version of the logbook will be provided on the Edexcel website under exam materials.

What centres must provide

Centres must ensure that they have sufficient equipment in place to complete all tasks before offering the course to potential candidates.

Please note that any issues e.g. problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

Candidates will require:

- a suitably equipped recording environment in which to produce their multi-track recording which will contain:
  - either a dedicated stand-alone multi-track recorder and mixing desk, or a Digital Audio Workstation and a quality audio interface
  - a selection of good quality effects processors, dynamics processors and EQ, either hardware or software, as appropriate to the main recording equipment
  - a pair of high quality, purpose-made studio monitors.

What candidates must do

Candidates must:
- complete the recording task as detailed in the question paper
- bounce/export the final mix as a single 16 bit/44.1kHz stereo .wav file
- submit a completed logbook, detailing their:
  - approaches to the task
  - techniques used
  - equipment.

Advice

The work must be completed under the conditions detailed in the Specification pages 12 to 14. All work submitted must be solely that of each individual student. It is not acceptable under any circumstances to share any part of the process between candidates; e.g. sharing DAW settings, audio files and use of photographs. Any sharing of resources will be treated as malpractice.

The logbook includes a Declaration Form, which must be digitally signed by both the candidate and the teacher.

The signatures are a requirement in order for work to be marked. Submissions with incomplete logbooks will be returned to the centre. Centres must keep copies of all documentation, project files and recordings.

What centres must submit

Centres must submit:
- Audio submission for each candidate containing the completed mix of the recording task. This must be a 16 bit/44.1kHz stereo .wav file. Name it '8MT001_centre number_candidate number_name' (e.g. 8MT001_12345_6789_BloggsJ).
- Data submission for each candidate containing the project file and all associated audio files. If using Logic X, you must submit the project file as a folder, not a package. Name the folder '8MT001_centre number_candidate number_name' (e.g. 8MT001_12345_6789_BloggsJ).
- Electronic Logbook - completed and Declaration Form digitally signed. Where candidates have hand written logbooks, centres will need to scan these and submit them electronically.

An online submission platform will be available for you to upload the digital portfolios.

Back-up files

The centre must keep reliable back-ups of the files. These must be securely archived in folders containing the candidate's name and number, so that candidate's work can be easily identified should the files be requested in future.

8MT0/02 Technology-based Composition

Assessment

This component is externally assessed (not moderated) coursework.
The total mark for this component is 60 marks.

An online submission platform will be available for you to upload the digital portfolios.

All submissions must be uploaded to the online platform **no later than by 15 May 2024.**

What centres will receive

The brief for 8MT0/02 was posted on the Pearson Edexcel website on 1st September 2023. As well as the pdf with the task requirements there will be two samples in wav format for use in this task. The materials are located under exam materials.

Centres are advised that it is their responsibility to ensure that the correct stimulus material is used for 2023 submissions.

An electronic version of the logbook will be provided on the Edexcel website under exam materials.

What centres must provide

Centres must ensure that they have sufficient equipment in place to complete all tasks before offering the course to potential candidates.

Please note that any issues e.g. problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

Candidates will require:

In addition to Digital Audio Workstation and recording equipment, candidates should have access to a variety of:
- synthesisers
- sampling facilities
- a range of effects and processing.

These may be either hardware or software, or a combination of both.

What candidates must do

Candidates must:
- complete the composing task as detailed in the question paper
- bounce/export the final mix as a 16 bit/44.1kHz stereo .wav file
- submit a completed logbook, detailing their:
  - approaches to the task
  - techniques used
  - equipment.

Advice

The work must be completed under the conditions detailed in the Specification pages 22 to 24.

The logbook includes a Declaration Form, which must be digitally signed by both the candidate and the teacher.

The signatures are a requirement in order for work to be marked. Submissions with incomplete logbooks will be returned to the centre. Centres must keep copies of all documentation, project files and recordings.

What centres must send

Centres must send:
- Audio submission for each candidate containing the completed mix of the composition task. This must be a 16 bit/44.1kHz stereo .wav file. Name it '8MT002_centre number_candidate number_name' (e.g. 8MT002_12345_6789_BloggsJ).
- Data submission for each candidate containing the project file and all associated audio files. If using Logic X, you must submit the project file as a folder, not a package. Name the folder '8MT002_centre number_candidate number_name' (e.g. 8MT002_12345_6789_BloggsJ).
- Electronic Logbook - completed and Declaration Form digitally signed. Where candidates have hand written logbooks, centres will need to scan these and submit them electronically.

An online submission platform will be available for you to upload the digital portfolios.

Back-up files

The centre must keep reliable back-ups of the files. These must be securely archived in folders containing the candidate's name and number, so that candidate's work can be easily identified should the files be requested in future.

8MT0/03 Listening and Analysing

Assessment

This component comprises an externally assessed examination.
Duration: 1 hour 15 minutes
The total mark for this component is 60 marks.

What centres will receive

Centres will receive:
- question paper for each candidate.

Centres will **NOT** receive an audio CD.

What centres must do

Centres must download the audio for this paper using the Secure Download Service (SDS). The recordings can be accessed no earlier than 24 hours* before the published start time of the examination.

What centres must provide

Centres must ensure that they have sufficient equipment in place before offering the course to potential candidates. Please note that any issues e.g. problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

For each candidate centres must provide:
- Audio tracks which should have been downloaded using the SDS service
- Media player software
- high-quality headphones.

What candidates must do

Candidates respond to structured questions – see Specification pages 31-37 for content.

What centres must send

Centres must send:
- Completed examination paper for each candidate
- Attendance list

Advice

The examination may be run several times on the examination day to facilitate access to resources, if necessary. In this case, candidates must be:
- isolated from each other within the centre
- prevented from contacting candidates at other centres.

Candidates may listen to the audio tracks as many times as they wish.

There must be no access to the internet or local network.

8MT0/41 Analysing and Producing

Assessment

This component comprises an externally assessed examination.
Duration: 1 hours 45 minutes (plus 10 minutes setting up time)
This component is externally assessed.
The total mark for this component is 84 marks.

An online submission platform will be available for you to upload the audio files.

What centres will receive

Centres will receive for each candidate:
- a question paper for each candidate.

Centres will **NOT** receive a CD ROM.

What centres must do

Centres must download the audio/MIDI materials for this paper using the Secure Download Service (SDS). The recordings can be accessed no earlier than 24 hours* before the published start time of the examination.

What centres must provide

Centres must ensure that they have sufficient equipment in place before offering the course to potential candidates. Please note that any issues e.g. problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

Candidates will require a good quality Digital Audio Workstation with the following features:
- Must be able to import .wav audio files and MIDI files onto at least twelve tracks.
- Must be able to edit, cut and paste audio files.
- Projects must be able to be saved locally so that destructive audio editing is permitted.
- Must be able to process specific tracks or sections of tracks; the processes are in the specification on pages 38-44.
- Must be able to enter and edit MIDI data.
- Must be able to play back MIDI data using plug-in instruments with a variety of sound sources.
- Must be able to create and save a stereo .wav file of both individual tracks and the mix for submission.
- Must have MIDI controller keyboard.
- Must have good quality headphones or monitor speakers, with the left and right the correct way around.

- There must not be access to calculator software.
- There must be no access to the internet or local network.

Score writing packages such as *Sibelius* and/or tape based or analogue studios are not suitable for this examination. Examples of suitable software include:
- *Cubase*
- *Logic*
- *Pro Tools*
- *Sonar*

What candidates must do

Candidates must complete the examination paper which comprises:
Section A – manipulating and correcting recorded music plus written commentary.
Section B – extended response question.

Advice

The examination may be run several times on the examination day to facilitate access to resources, if necessary. In this case, candidates must be:
- isolated from each other within the centre
- prevented from contacting candidates at other centres.

Centres must have the Music Technology teacher present during this examination, to supervise the use of music technology equipment. He/she must not be the sole invigilator.

Before the day of the examination

Candidates must be advised on where to save their files. This would usually be a folder entitled with the candidate name and number on the desktop of the computer.

It is the candidate's responsibility to check that the filenames are correct according to the filenames requested by the question paper.

The filenames must contain the candidate's number so that after the exam, the teacher can identify the files for digital upload submission.

Centres are advised to run mock examinations using past papers so that:
- candidates are familiar with the practical nature of the examination
- teachers can ensure that the Digital Audio Workstation functions as expected with the audio and MIDI files
- candidates can practice saving their work, correctly labelled, to the correct place.

Immediately before the examination

Candidates should be reminded about how to save their files and that the saving of the final stereo .wav files must be completed under examination conditions during the examination time. If the candidate fails to save files required by Section A in the correct folder, they will score zero for those questions because there will be no evidence for the examiner to assess.

Setting Up Time

Candidates will require sufficient working space to be able to operate their equipment and to write in their answer booklet.

Time must be given to set up (allow 10 minutes) as follows: Invigilators must ensure that the track indicated on the front of the exam paper correctly imports into the candidate's Digital Audio Workstation. The metronome must be correctly set, using the tempo marking indicated on the front of the examination paper, so that it is in synchronisation with the audio. The invigilator must check that all candidates can hear the imported track and it's in time with the metronome.

If a centre is not able to load the audio files onto their system on the day of the examination, they should contact Edexcel on 08444 632 535 immediately.

After the examination

The music technology teacher or technician will create a separate folder for each candidate named "[centre name]_[centre number]_[candidate name]_[candidate number]." (e.g. AnySchool_66666_FredBloggs_1234).

Inside this folder, the music technology teacher or technician should put the .wavs of the tasks that candidates saved during the examination. These will be named "q[question number]_[candidate number]" (e.g. q1_1234).

The project folder must not be submitted.

If the examiner cannot access the files or cannot distinguish between them (for example if the filenames are incorrect), then the candidate will receive limited or no credit for these tasks.

What centres must submit digitally

Centres must submit:

- a separate folder for each candidate containing the candidate's wavs

What centres must send

Centres must send:

- the examination paper for each candidate
- the attendance register.

An online submission platform will be available for you to upload the audio files for candidates.

Back-up files

The centre must keep reliable back-ups of the files. These must be securely archived in folders containing the candidate's name and number, so that candidate's work can be easily identified should the files be requested in future.

9MT0/01 Recording

Assessment

This component is externally assessed (not moderated) coursework.
The total mark for this component is 60 marks.

An online submission platform will be available for you to upload the digital portfolios.

All submissions must be uploaded to the online platform **no later than 15 May 2024.**

What centres will receive

The stimulus for 9MT0/01 was posted on the Edexcel website in June 2022 under exam materials.

Centres are advised that it is their responsibility to ensure that the correct stimulus material is used for 2024 submissions.

An electronic version of the logbook will be provided on the Edexcel website under exam materials.

What centres must provide

Centres must ensure that they have sufficient equipment in place to complete all tasks before offering the course to potential candidates.

Please note that any issues e.g. problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

Candidates will require:

- a suitably equipped recording environment in which to produce their multi-track recording which will contain:
  - either a dedicated stand-alone multi-track recorder and mixing desk, or a Digital Audio Workstation and a quality audio interface
  - a selection of good quality effects processors, dynamics processors and EQ, either hardware or software, as appropriate to the main recording equipment
  - a pair of high quality, purpose-made studio monitors.

What candidates must do

Candidates must:
- complete the recording task as detailed in the question paper
- bounce/export the final mix as a single 16 bit/44.1kHz stereo .wav file
- submit a completed logbook, detailing their:
  - approaches to the task
  - techniques used
  - equipment.

Advice

The work must be completed under the conditions detailed in the Specification pages 13 to 15. All work submitted must be solely that of each individual student. It is not acceptable under any circumstances to share any part of the process between candidates. This can include DAW settings, sharing of audio files and use of photographs. Any sharing of resources will be treated as malpractice.

The logbook includes a Declaration Form, which must be digitally signed by both the candidate and the teacher.

The signatures are a requirement in order for work to be marked. Submissions with incomplete logbooks will be returned to the centre. Centres must keep copies of all documentation, project files and recordings.

What centres must submit

Centres must submit:
- Audio submission for each candidate containing the completed mix of the recording task. This must be a 16 bit/44.1kHz stereo .wav file. Name it '9MT001_centre number_candidate number_name' (e.g. 9MT001_12345_6789_BloggsJ).
- Data submission for each candidate containing the project file and all associated audio files. If using Logic X, you must submit the project file as a folder, not a package. Name the folder '9MT001_centre number_candidate number_name' (e.g. 9MT001_12345_6789_BloggsJ).
- Electronic Logbook - completed and Declaration Form digitally signed. Where candidates have hand written logbooks, centres will need to scan these and submit them electronically.

An online submission platform will be available for you to upload the digital portfolios.

Back-up files

The centre must keep reliable back-ups of the files. These must be securely archived in folders containing the candidate's name and number, so that candidate's work can be easily identified should the files be requested in future.

9MT0/02 Technology-based Composition

Assessment

This component is externally assessed (not moderated) coursework.
The total mark for this component is 60 marks.

A new online submission platform will be available for you to upload the digital portfolios. We will provide guidance on the digital submission process over the coming months.

All submissions must be uploaded to the online platform **no later than by 15 May 2024.**

What centres will receive

The brief for 9MT0/02 was posted on the Pearson Edexcel website in September 2023. As well as the pdf with the task requirements there will be one video for use with one of the briefs if chosen. The materials are located under exam materials.

Centres are advised that it is their responsibility to ensure that the correct stimulus material is used for 2023 submissions.

An electronic version of the logbook will be provided on the Edexcel website under exam materials.

What centres must provide

Centres must ensure that they have sufficient equipment in place to complete all tasks before offering the course to potential candidates.

Please note that any issues e.g. problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

Candidates will require:

In addition to Digital Audio Workstation and recording equipment, candidates should have access to a variety of:
- synthesisers
- sampling facilities
- a range of effects and processing.

These may be either hardware or software, or a combination of both.

What candidates must do

Candidates must:
- complete the composing task as detailed in the question paper
- bounce/export the final mix as a 16 bit/44.1kHz stereo .wav file
- submit a completed logbook, detailing their
  - approaches to the task
  - techniques used
  - equipment.

Advice

The work must be completed under the conditions detailed in the Specification pages 25 to 27.

The logbook includes a Declaration Form, which must be digitally signed by both the candidate and the teacher.

The signatures are a requirement in order for work to be marked. Submissions with incomplete logbooks will be returned to the centre. Centres must keep copies of all documentation, project files and recordings.

What centres must send

Centres must send:
- Audio submission for each candidate containing the completed mix of the composition task. This must be a single 16 bit/44.1kHz stereo .wav file. Name it '9MT002_centre number_candidate number_name' (e.g. 9MT002_12345_6789_BloggsJ).
- Data submission for each candidate containing the project file and all associated audio files. If using Logic X, you must submit the project file as a folder, not a package. Name the folder '9MT002_centre number_candidate number_name' (e.g. 9MT002_12345_6789_BloggsJ).
- Electronic Logbook - completed and Declaration Form digitally signed. Where candidates have hand written logbooks, centres will need to scan these and submit them electronically.

An online submission platform will be available for you to upload the digital portfolios.

Back-up files

The centre must keep reliable back-ups of the files. These must be securely archived in folders containing the candidate's name and number, so that candidate's work can be easily identified should the files be requested in future.

9MT0/03 Listening and Analysing

Assessment

This component comprises an externally assessed examination.
Duration: 1 hour 30 minutes
The total mark for this component is 75 marks.

What centres will receive

Centres will receive:
- question paper for each candidate.

Centres will **NOT** receive an audio CD.

What centres must do

Centres must download the audio for this paper using the Secure Download Service (SDS). The recordings can be accessed no earlier than 24 hours* before the published start time of the examination.

What centres must provide

Centres must ensure that they have sufficient equipment in place before offering the course to potential candidates. Please note that any issues e.g. problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

For each candidate centres must provide:
- Audio tracks which should have been downloaded using the SDS service
- Media player software
- high-quality headphones.

What candidates must do

Candidates respond to structured questions – see Specification pages 34-41 for content.

What centres must send

Centres must send:
- Completed examination paper for each candidate
- Attendance list

Advice

The examination may be run several times on the examination day to facilitate access to resources, if necessary. In this case, candidates must be:
- isolated from each other within the centre
- prevented from contacting candidates at other centres.

Candidates may listen to the Audio tracks as many times as they wish.

There must be no access to the internet or local network.

9MT0/41 Analysing and Producing

Assessment

This component comprises an externally assessed examination.
Duration: 2 hours 15 minutes (plus 10 minutes setting up time)
This component is externally assessed.
The total mark for this component is 105 marks.

An online submission platform will be available for you to upload the audio files.

What centres will receive

Centres will receive for each candidate:
* a question paper for each candidate.

Centres will **NOT** receive a CD ROM.

What centres must do

Centres must download the audio/MIDI materials for this paper using the Secure Download Service (SDS). The recordings can be accessed no earlier than 24 hours* before the published start time of the examination.

What centres must provide

Centres must ensure that they have sufficient equipment in place before offering the course to potential candidates. Please note that any issues e.g. problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

Candidates will require a good quality Digital Audio Workstation with the following features:
* Must be able to import .wav audio files and MIDI files onto at least twelve tracks.
* Must be able to edit, cut and paste audio files.
* Projects must be able to be saved locally so that destructive audio editing is permitted.
* Must be able to process specific tracks or sections of tracks; the processes are in the specification on pages 42-50.
* Must be able to enter and edit MIDI data.
* Must be able to play back MIDI data using plug-in instruments with a variety of sound sources.
* Must be able to create and save a stereo .wav file of both individual tracks and the mix for submission.
* Must have MIDI controller keyboard.
* Must have good quality headphones or monitor speakers, with the left and right the correct way around.

- There must not be access to calculator software.
- There must be no access to the internet or local network.

Score writing packages such as *Sibelius* and/or tape based or analogue studios are not suitable for this examination. Examples of suitable software include:
- *Cubase*
- *Logic*
- *Pro Tools*
- *Sonar*

What candidates must do

Candidates must complete the examination paper which comprises:
Section A – manipulating and correcting recorded music plus written commentary.
Section B – extended response question.

Advice

The examination may be run several times on the examination day to facilitate access to resources, if necessary. In this case, candidates must be:
- isolated from each other within the centre
- prevented from contacting candidates at other centres.

Centres must have the Music Technology teacher present during this examination, to supervise the use of music technology equipment. He/she must not be the sole invigilator.

Before the day of the examination

Candidates must be advised on where to save their files. This would usually be a folder entitled with the candidate name and number on the desktop of the computer.

It is the candidate's responsibility to check that the filenames are correct according to the filenames requested by the question paper.

The filenames must contain the candidate's number so that after the exam, the teacher can identify the files for digital upload submission.

Centres are advised to run mock examinations using past papers so that:
- candidates are familiar with the practical nature of the examination
- teachers can ensure that the Digital Audio Workstation functions as expected with the audio and MIDI files
- candidates can practice saving their work, correctly labelled, to the correct place.

Immediately before the examination

Candidates should be reminded about how to save their files and that the saving of the final stereo .wav files must be completed under examination conditions during the examination time. If the candidate fails to save files required by Section A in the correct folder, they will score zero for those questions because there will be no evidence for the examiner to assess.

Setting Up Time

Candidates will require sufficient working space to be able to operate their equipment and to write in their answer booklet.

Time must be given to set up (allow 10 minutes) as follows: Invigilators must ensure that the track indicated on the front of the exam paper correctly imports into the candidate's Digital Audio Workstation. The metronome must be correctly set, using the tempo marking indicated on the front of the examination paper, so that it is in synchronisation with the audio. The invigilator must check that all candidates can hear the imported track and it's in time with the metronome.

If a centre is not able to load the audio files onto their system on the day of the examination, they should contact Edexcel on 08444 632 535 immediately.

After the examination

The music technology teacher or technician will create a separate folder for each candidate named "[centre name]_[centre number]_[candidate name]_[candidate number]." (e.g. AnySchool_66666_FredBloggs_1234).

Inside this folder, the music technology teacher or technician should put the .wavs of the tasks that candidates saved during the examination. These will be named "q[question number]_[candidate number]" (e.g. q1_1234).

The project folder must not be submitted.

If the examiner cannot access the files or cannot distinguish between them (for example if the filenames are incorrect), then the candidate will receive limited or no credit for these tasks.

What centres must submit digitally

Centres must submit:

- a separate folder for each candidate containing the candidate's wavs.

What centres must send

Centres must send:

- the examination paper for each candidate
- the attendance register.

An online submission platform will be available for you to upload the audio files for candidates.

Back-up files

The centre must keep reliable back-ups of the files. These must be securely archived in folders containing the candidate's name and number, so that candidate's work can be easily identified should the files be requested in future.