



# Administrative Support Guide

## BTEC Technical Diploma in Music Production

Unit 14: Music Project (21314L)

# Table of Contents

<b>Unit 14: Specific information .....</b>	<b>3</b>
This assessment contains: .....	3
Before the assessment .....	3
Accessing the externally set task.....	3
During the assessment.....	4
Preparatory work Activity 1 (16 hours of informal supervision) .....	4
Activity 2: Commentary (4 hours of formal supervision).....	6
Final outcomes for submission: .....	7
Attendance register .....	8
After the assessment .....	9
Submission of work.....	9
<b>General Information .....</b>	<b>13</b>
Adaptations for BTEC assessments 2021/22.....	13
<b>Key Links .....</b>	<b>14</b>
<b>Appendices .....</b>	<b>15</b>
Appendix A - Centre Register .....	15
Appendix B - Learner Authentication and Record Form .....	17
Frequently Asked Questions .....	19

## Unit 14: Specific information

### This assessment contains:

Material	Information	Level of supervision and control	Dispatch Method
Set Task Brief: Preparation	The preparation must be completed within <b>16 hours</b> to allow research and development over the timetabled period and in advance of the supervised assessment period.	Monitored, Low control	download from the Secure Tests website
Set Task Brief: supervised assessment	This should be undertaken within <b>4 hours</b> , under supervision over the timetabled period.	Supervised, High control	download from the Secure Tests website

### Before the assessment

Centres must ensure that:

- They have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.
- They have understood the delivery of the assessment and read the JCQ 'Instructions for Conducting Examinations (ICE)' document and Pearson's 'Instructions for Conducting External Assessments (ICEA)' document, which can be found [here](#).
- Materials received from Pearson are kept secure by the centre until the start of the assessment window.
- Centres must not discuss the details of the examination content with learners
- Learners have been registered onto the correct course and entered for the correct assessment and series.
- Learners due to sit the assessment are made aware of the timetabled sessions for the preparatory work and the supervised assessment.

### Accessing the externally set task

The externally set task will be available for download from the Secure Tests website on the date specified for the series. It will be available [here](#). The set task will be released in December with the supervised assessment undertaken before the submission date specified by Pearson.

**The set task must be completed within the timetabled supervised window as published by Pearson.**

Please note that your Examinations Officer will need to enter their username and password in order to download this secure material. They will then be able to pass this onto you to enable you to set up user accounts prior to the externally set task being completed.

## During the assessment

### Preparatory work Activity 1 (16 hours of informal supervision)

(Medium)

Learners must be given the task brief and allowed **16 hours** to carry out investigation and experimentation under **monitored** (learners are being directly observed by the teacher) conditions. Centres are free to arrange the **16 hours** of informal supervision as they wish, provided this is within the period specified by Pearson.

**During the supervised assessment period, learners will be asked to:**

- experiment, develop and record musical material for the final submission
- make notes and take screenshots and supporting images on their individual contribution to the creative process, the development of the response, strengths and areas for improvement in the creative process in preparation for Activity 2
- create an audio recording of their final Digital Audio Workstation (DAW) projects.

**Learners notes to use during Activity 2 must be:**

- word processed
- the font size must be 10 points minimum
- should be saved into a secure digital folder
- written independently.

### Maintaining security during the preparatory work

- Centres are allowed to print off copies of the assessment paper for Learners to use within the session.
- Any documents of unsubmitted work during any session should be collected and stored under secure conditions by the Exams Officer until the appeals processes have completed, at which point they should be recycled or destroyed.
- Work and resources can be brought in and out of the supervised environment, but these must be monitored so learners' final product can be authenticated. **Most of the work must be produced in the supervised environment.**
- A computer must be made available to each learner on a 1:1 basis for all sessions with a secure folder area (see below 'Transfer onto memory stick(s)' for folder/file names).
- Centres must ensure that learners have access to software that will enable them to meet the requirements of the assessment.
- During the sessions candidates are not allowed access to any unsecured folder containing work they may have created prior to the assessment.
- During this time, they may have access to audio material, and research materials including the internet.
- Learners should not be given any guidance.
- Centres must not discuss the details of the examination content with candidates directly.

**All submitted written work must be word processed in a 12-point font and saved as a pdf file for submission.**

**At the end of the 16 hours for Activity 1, the teacher/tutor must make a copy of the final music product.**

Once **Activity 1** has been completed, the work **must** be kept securely, ready for submission. Learner work must be stored on a secure drive between sessions.

**The outcomes for submission:**

An audio recording of the final music product to CD standard quality (44.1 kHz/16-bit) for one of the following:

- **Option 1:** Create an original individual composition lasting 2-4 minutes
- **Option 2:** Create a DAW project lasting 1 minute 30 seconds to 2 minutes
- **Option 3:** Produce a multi-track recording lasting 2-4 minutes

## Activity 2: Commentary (4 hours of formal supervision)

### (High)

Learners must be given **4 hours** to complete the task under formal **supervised** conditions (see the *Instructions for Conducting External Assessments (ICEA)* document to ensure that the assessment tasks are conducted correctly). Activity 2 should be taken over a **one-week** period and must be taken in two, **two-hour sessions**.

Learners must have access to their notes from Activity 1. They must also have access to the final bounced/exported stereo tracks **for reference only**. Editable audio or video files should not be accessible during this activity.

### During the supervised assessment period, learners will be asked to:

- prepare and submit a commentary discussing their creative process that shows how they developed their final music product from initial idea to final product
- document the various stages they carried out to develop their final music product.

### Learners must prepare a commentary which is:

- up to a maximum of **10 sides of** A4 pages of written and visual content
- use screen shots, annotated images, sketches or anything else they used when developing their final music product
- up to 5 minutes of audio and/or up to 5 minutes of video.

### Learners' commentary must be:

- word processed
- 12 point font
- if written saved as a pdf
- if audio/video saved in a format which is appropriate for any computer and the learner should introduce themselves with their full name and registration number at the start of the recording.

### Maintaining security during the supervised assessment period

(In addition to the requirements of Activity 1)

- All work must be produced in the supervised environment.
- At the end of each two-hour session, materials must be kept securely by the teacher/tutor and no items removed from the supervised environment.
- Learners are not permitted to have access to the internet during the supervised assessment period.
- Communication between Learners during any session is **not allowed**.

**The outcomes for submission:**

You must submit the individual learner's digital commentary

- if a written commentary saved as a PDF
- if a video/audio commentary it must be saved to be read on any computer
- any appropriate notes to accompany any audio/visual submission with screenshots/presentation slides must be saved as a pdf.

**All submissions must be stored securely by the teacher in a clearly labelled digital folder.**

**Final outcomes for submission:**

**Two** pieces of work must be submitted, in a clearly labelled learner folder, clearly labelled with the learner name, registration number and centre number and exported to a storage device:

- Activity 1 Option 1: an original individual composition lasting 2-4 minutes to CD standard quality (44.1 kHz/16-bit) **or**
- Activity 1 Option 2: a DAW project lasting 1 minute 30 seconds to 2 minutes to CD standard quality (44.1 kHz/16-bit) **or**
- Activity 1 Option 3: a multi-track recording lasting 2–4 minutes to CD standard quality (44.1 kHz/16-bit) **and**
- Activity 2: a video/audio/written commentary on the creative process in an appropriate format.

**All submissions must be retained securely by the centre after submission, in a clearly labelled digital folder, and may be requested by Pearson if there is suspected malpractice.**

## Attendance register

The attendance register will be sent to centres along with the postage labels for you to return your learners' work to us.

If a learner is absent or has been withdrawn from the assessment, you must mark the learner as 'Absent' on the attendance register. All learners who complete work should be marked as 'Present'.

## After the assessment

### Submission of work

Learners' work will be externally assessed and marked. You will be provided with postal labels for you to return your learners' work to us. These postal labels will have our script processing centre address on it. **Centres must not send the work to their Standards Verifier or to an examiner for another subject.**

The submission deadline for sending the work to Pearson after the end of the assessment window is 2 working days. Submission deadlines can be found in your [exam timetable](#).

If you are unable to locate the original label, centres can request replacement labels via the following link: <https://collections.parcelforce.net/pearsonlabels>

Please ensure the following are submitted for each learner who sat this task.

Act	Part	Item	✓	Number to be sent
1	<b>Option 1:</b> an original individual composition	Activity1Option1:anoriginalindividualcomposition_[Registrationnumber#]_[surname]_[firstletteroffirstname]		One per learner as appropriate
	<b>Option 2:</b> a DAW project	Activity1Option2:DAWproject_[Registrationnumber#]_[surname]_[firstletteroffirstname]		
	<b>Option 3:</b> a multi-track recording	Activity1Option3:amulti-trackrecording_[Registrationnumber#]_[surname]_[firstletteroffirstname]		
2	Commentary	Activity2commentary_[Registration number #]_[surname]_[first letter of first name]		One per learner
<b>Other documents</b>				
4		Learner Authentication and Record form (printed and signed copy)		One form per learner*
5		Centre Register (printed copy)		One register per cohort*

\*scanned and included on the digital medium and included in the envelope.

Centres **must** retain copies of Learner's work until after the examination session and appeals processes have completed.

**You must submit all assessment material on digital storage device(s). More than one learner’s work can be submitted on each digital storage device presented but must not be split across devices.**

When you have **encrypted** your media, please despatch the physical evidence as per the instructions you have been given. **Do not include the encryption password with the learner work** (for further information see the [GDPR](#) Pearson guidance).

The encryption password should instead be sent to the following email address:

- Pearson BTEC External Assessments: [btecngexams@pearson.com](mailto:btecngexams@pearson.com)

Remember that you need to include your **centre number, name and the unit/component** details within your email. Please also let us know in the same email what **type of computer the content was encrypted** with (Mac or Windows).

<b>Centre number</b>		<b>The type of computer the content was encrypted on</b>
<b>Unit/Component name</b>		

We require that you create **datafiles** organised in the following way:

- You must create a folder for each learner. Each folder should be named according to the following naming convention:  
**[Centre #]\_[Registration number #]\_[surname]\_[first letter of first name]**

Example: Alex Green with registration number JA00756 at centre 12345 would have work in a folder titled:

*12345\_JA00756\_Green\_A*

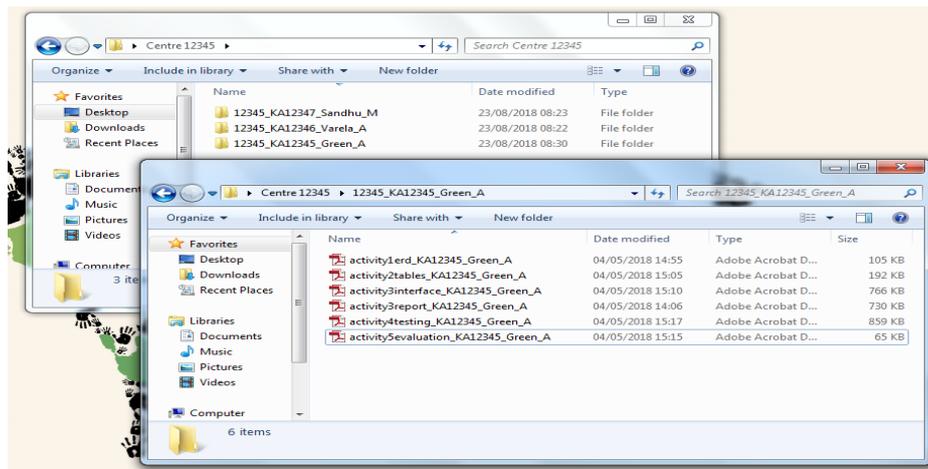
Each folder must then contain all pieces of assessment evidence. Each piece of the evidence should be named according to the filename in the Submission of work section e.g:

**[Activity title #]\_[Registration number #]\_[surname]\_[first letter of first name]**

Example: Alex Green with registration number JA00756 would have work in the folder titled for activity 1 as:

*activity1erd\_JA00756\_Green\_A.pdf*

Please see an example below:



The digital storage device(s) must be sent in protective packaging and should be **clearly labelled** with:

- Centre number and name
- Qualification name – Unit/Component number – (series date)
- Digital storage device number (if more than one is being provided e.g. 1 of 2).

Centres are reminded that **digital storage devices cannot be returned**, therefore you must make a copy for your own records and in case the digital storage device is damaged or lost within the postal system. **Any other form of media will be rejected.**

Before the digital storage device(s) are sent for marking, the teacher should check that:

- They work on other computers.
- At least one copy has been made of the learners' work in case of postal problems.

Centres **must** retain copies of Learners' work until after the examination session and appeals processes have completed.

Please ensure that all required documentation is attached or included with the learner submissions and not sent separately.

Centres will receive pre-paid yellow Parcelforce labels. These labels will arrive in the same pack as the attendance registers. If you are unable to locate the original label, centres can request replacement labels via the following link: <https://collections.parcelforce.net/pearsonlabels>.

Copies of the relevant forms are provided at the bottom of this document. These forms are also available in a Word format on the website. They can be filled in electronically, but **they must be printed and signed.\*\***

Please note that the learner's **BTEC registration number** must be indicated in the relevant field in the forms (GCE candidate number should not be used).

Centres are advised to retain proof of postage.

All materials sent to Pearson for the assessment, including forms, will be retained by Pearson.

\*\*scanned and included on the digital medium and included in the envelope.

# General Information

This Administrative Support Guide (ASG) should be read in conjunction with the [Instructions for Conducting External Assessments \(ICEA\)](#) and specification.

If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

- [Exams Officers](#)
- [Teachers](#)

[The External Assessment Overview document](#) contains key information and definitions of terms related to the delivery of our external assessments from assessment dates, entry deadlines, and levels of control in one useful document.

## Adaptations for BTEC assessments 2021/22

It is expected that COVID-19 will continue to affect teaching, learning and assessment in 2021/22.

Please refer to our [Teaching, learning and assessment 2021/2022](#) webpage for information about any adaptations for external assessments in 2021/22.

This information will be kept updated throughout the academic year, and should be used in conjunction with the [Exam Timetables](#) and Administrative Support Guides.

# Key Links

## Key Dates

Visit [here](#) for information on [entry deadlines](#) and [results dates](#)  
Sign up to our weekly [Exams Officer Update](#) to receive important information on upcoming key dates, system changes and administrative processes regarding the delivery of our academic and vocational qualifications.

## Exam Dates / Submission Deadlines

Visit [here](#) for information on [exam dates](#) / [submissions deadlines](#)

## Post Results Services (PRS)

Visit [here](#) for information on:

- **Access to Scripts (ATS)**
- **Review of Marking and Moderation (RoMMs)**
- **Appeals**

## Special Requirements

Visit [here](#) for information on **special considerations**

Visit [here](#) for information on **access arrangements**

## Training from Pearson

Visit [here](#) to register your interest for our upcoming training events.

## Support Materials for this Unit 14: Music Project

Please visit your qualification page [here](#) to find the following **support materials**:

- **Past papers** and **mark schemes**
- **Lead examiner reports**
- **Sample Assessment Materials**

# Appendices

## Appendix A - Centre Register

The following page provides the Centre Register Form that **must** be completed for the cohort of learners submitting work for **Unit 14: Music Project**.

This form does **not** replace the Edexcel Online register form. Both forms **must** be completed, signed and submitted with the learners' work.



## Appendix B - Learner Authentication and Record Form

The following page provides the Learner Authentication and Record Form that must be completed by each learner submitting work for **Unit 14: Music Project**.

You must complete Section A and Section B. Section C will be completed by the examiner.

The form must be countersigned by the teacher.

Please note that the learner's BTEC registration number should be indicated in the relevant field (GCE candidate number should not be used).

**Section A: Must be completed by the Centre**

<b>Centre Name</b>		<b>Centre No.</b>	
<b>Sector</b>		<b>Unit Code</b>	<b>21314L</b>
<b>Unit Title</b>	<b>Unit 14: Music Project</b>	<b>Assessment Series</b>	

**BTEC LEARNER AUTHENTICATION AND RECORD SHEET**

**DO NOT ATTACH ANYTHING TO THIS FORM**

**Section B: Must be completed by the Teacher and Learner**

<b>Learner Name</b>		<b>Registration Number</b>	
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<p><b>Notice to Learners</b></p> <p>The work you submit for assessment must be your own. You may be disqualified from at least the subject concerned if you copy from someone else, allow another learner to copy from you, or if you cheat in any other way.</p>	<p><b>Declaration by the Teacher</b></p> <p>I confirm that the <b>learner's</b> work was conducted under the conditions laid out by the specification. I have authenticated the <b>learner's</b> work and am satisfied that to the best of my knowledge the work produced is solely that of the <b>learner</b>.</p>
<p><b>Declaration of Authentication</b></p> <p>I have produced the attached work without assistance, other than that which my teacher has explained is acceptable within the specification.</p>	<p><b>Signed (Teacher)</b></p>
<p><b>Signed (Learner)</b></p>	<p><b>Name (Block capitals)</b></p>
<p><b>Date</b></p>	<p><b>Date</b></p>

By signing this declaration, you agree to your work being used to support Professional Development, Online Support and Training of teachers and/or Pearson Moderators or Examiners. If you have any concerns regarding this please contact [Account Services](#).

**Section C: Must be completed by the examiner**

<b>AO1 Meeting the brief (20)</b>	<b>AO2 Application of skills and techniques (20)</b>	<b>AO3 Commentary: creative process (20)</b>	<b>Total</b>

## Frequently Asked Questions

### **Can we retake the external assessment? How many times? When can we retake it?**

There will be an opportunity to retake the external assessment in the following year for learners who are not certificating this Summer; learners will be required to create new work using the following year's task brief. There will be a charge for retaking the external assessment. Please note, learners can only retake this unit once.

### **Shall we wait for the submission deadline before submitting work?**

No, please send work as soon as the work has been completed. It is not necessary to wait until the submission deadline.

### **Can we access and download the paper before we are scheduled to issue it to our learners?**

The task brief is available to download a few days before the release date **only** for the Exams Officer to prepare for any access arrangements. It should be kept in a secure area and **not** be shared with staff/learners before their first supervised session.

**Is there a minimum or maximum length any of the sessions need to be?** No, there is no minimum or maximum length. Sessions can be during learners' normal timetabled hours, if they are sufficient to complete the tasks during the assessment window as timetabled by Pearson.

### **What can be taken into the supervised area e.g. notes?**

Only the materials created in the supervised assessment sessions can be used in the assessment. These materials should be collected at the end of each session and returned to the learners at the start of each supervised session, no other notes should be used.

### **Can the internet be accessed during the supervised assessment sessions?**

Learners should only have supervised access, under controlled conditions, to the internet during the supervised assessment sessions to ensure that it is used for research purposes only. Within the centre network they should only be given access to their secure exam folder and appropriate software to complete the task.

### **What format should I use for the video?**

The video submitted must be in one of the following file types; wmv, avi, mp4, mov or flv.

### **What format should learners use for the audio?**

Acceptable audio files formats are e.g. .wav, .aiff, .mp3. You must check that each file can be opened on any type of computer.



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