



Administrative Support Guide

BTEC Level 3 Nationals in Music Performance

Unit 3: Ensemble Music Performance (20175K)

This Admin Support Guide has been created for customers to keep, please note this document will not be updated each year. This ASG should be read in conjunction with the [BTEC ICEA](#).

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| 09/10/25 | Added guidance on Use of Non-Assessed Performers | 8 | 3.0 |
| 09/10/25 | Emboldened ruling that use of notes is not permitted in Activity 4 | 13 | 3.0 |

Glossary of Terms

Definition of conditions

The level of control will depend on the individual external assessment, and you'll find arrangements specific to each one detailed in the relevant BTEC specification and sample assessment material.

Non-supervised conditions - Many of the set tasks include a period during which learners can conduct research, plan, prepare and develop their response to the task. During this period, learners follow the non-supervised conditions.

Supervised conditions - In many cases the set tasks include a period during which learners write up the final version of their work ready for submission. During this period, learners follow the supervised conditions.

Levels of control

Each external assessment has a defined degree of control under which it must take place. Some external assessments may have more than one part and each part may have a different degree of control. We define degrees of control as follows.

High control - This is the completion of assessment in formal invigilated examination conditions.

Medium control - This is completion of assessment, usually over a longer period of time, which may include a period of controlled conditions. The controlled conditions may allow learners to access resources, prepared notes or the internet to help them complete the task.

Low control - These are activities completed without direct supervision. They may include research, preparation of materials and practice. The materials produced by learners under low control will not be directly assessed.

There is no requirement for BTEC examinations to be held in an exam hall. You can use a classroom setting as long as the room is appropriately set up. Please see the [BTEC ICEA](#) for further guidance.

Methods of dispatch

Secure web release – these documents will be made available to Exams staff to on the date specified by Pearson in the timetable on the [Pearson Website Secure Tests page](#).

Secure dispatch – these documents will be sent securely to the centre in the same way as an Exam Paper, ahead of the release date in the [BTEC Timetable](#).

Timetabling

Set tasks and performance tasks will usually have:

- a timetabled period during which the task must be completed
- a deadline for submission of work.

You are free to decide when and how to complete the tasks within the particular parameters set for each relevant unit.

Where this document references centre-timetabled, this indicates you must schedule time for your learners within the Pearson timetabled window.

For pre-release materials which are released ahead of a Christmas break, Easter or half term, we have accommodated for this within the window. This will mean a January window and a Summer window might have different lengths of time depending on when they are released.

Summary of assessment conditions for BTEC external assessments

| | Paper-based/ Written and onscreen tests | Set tasks and performance tasks | |
|----------------------|---|---|--|
| Control Type | Exam Conditions | Supervised Conditions | Non-supervised Conditions |
| Authenticity | Learners complete all work under the direct supervision of an invigilator. Learners are within direct sight of the invigilator(s) throughout the assessment. | Learners complete work under direct supervision. Learners are within direct sight of the supervisor(s) throughout the assessment. | Learners do not need to be directly supervised at all times, but there is sufficient supervision to ensure that work submitted for assessment can be authenticated to confirm it is the learner's own. |
| Time | Learners have a limited amount of time in which to complete all work; the duration is specified by Pearson. | | Learners may use as much time as they wish to work on the task up until the deadline for submission or start of the supervised conditions (depending on specific unit) |
| Resource | The use of resources is tightly prescribed, and if appropriate, restricted to material provided by Pearson (supplemented by preparatory notes if allowed). The centre must ensure that there is no access to internet (or mobile phones) or e-mail; display materials which might provide assistance are removed or covered. | Clearly specified in the task paper. The centre must ensure that learners only have access to materials and resources as defined in the task paper; display materials which might provide assistance are removed or covered. | The use of resources, including the internet or prepared notes, is not tightly prescribed. |
| Collaboration | Learners complete their work independently; there is no interaction with other learners. | Learners complete their work independently; there is no interaction with other learners. | Whilst interaction with other learners is not prohibited, the work that an individual learner submits for assessment must be their own. |
| Feedback | There must be no assistance of any description provided to the learner during the assessment. | | General advice may be given unless BTEC specification or task instructions say otherwise. |

Unit Information

This set-task is to be completed on a date or window set by Pearson. This date can be found in our [BTEC timetable](#).

The table below shows information specific to this unit.

| Part | Guidance | Level of Supervision and Control | How to access |
|---|---|----------------------------------|------------------------------------|
| Set Task: Preparation | 30 hours of research and development, in advance of the final supervised assessment period within the Pearson specified window. | Low control | Secure Web Release |
| Set Task: Assessment Activities 1 & 2 | It is recommended the time for the completion of Activities 1 and 2 is timetabled before the end of March , during the preparation period. | Supervised High control | Secure Web Release |
| Set Task: Assessment Activities 3, 4 & 5 | Sufficient time for the completion of Activities 3 and 4 plus 2 hours for Activity 5: Critical Review. These three activities should be in a 2-week period at the end of the assessment period as stipulated by Pearson. | Supervised High control | Secure Web Release |

Before the assessment

You must ensure that:

- You 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.
- You 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.
- Materials received from Pearson are kept secure until the start of the assessment window.
- Centre staff 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 supervised assessment and any prior preparatory work.
- If **non-assessed** performers are required for **exceptional circumstances**, you must **contact Pearson** Assessment immediately to obtain **authorization** (see below*).
- Video recording equipment should be tested in the centre prior to the start of all recording sessions to ensure it is functioning. See [Conditions for all video recordings](#) below for further guidance.

Use of Non-Assessed Learners*

Under **exceptional circumstances**, Pearson may authorise the use of Non-Assessed Performers.

Centres **must** contact Pearson to obtain authorisation for the use of Non-Assessed Performers **before** activities take place – this should be at the start of the Set Task preparation process and certainly no later than the end of March when it is recommended that Activities 1 and 2 have been completed.

Late requests are accepted only in cases of unforeseen circumstances, such as illness or injury, when an assessed performer requires replacement.

Exceptional circumstances could include additional performers to make up the minimum ensemble requirement of three learners. Where cohort sizes exceed three learners, it is expected that ensembles are formed exclusively from learners within the cohort. Where there are fewer than three assessed learners, centres should not request authorisation of additional non-assessed performers that would exceed the number of performers required to comprise the minimum ensemble size.

Centres may request authorisation for the use of non-learners such as teaching staff, in instances where the centre confirms there are no other learners available such as from other year groups or extra-curricular activities.

Requests should be sent to Pearson and will be authorized on a case-by-case basis. Following authorisation, further instructions and guidance on the use of Non-Assessed Performers will be provided.

Set Task Preparation (30 hours)

The assessment brief must be made available to learners at the beginning of their timetabled preparation and assessment sessions.

Learners must be allowed **30 hours** to carry out research and development tasks. Centres may split the hours allowed for this assessment into sessions convenient to themselves.

A computer **with access to the internet** must be made available to each learner on a 1:1 basis for all sessions.

Centres must ensure that learners have access to software that will enable them to meet the requirements of the assessment. During the preparation period, learners will be asked to:

- create an ensemble
- choose music
- research and agree a style for the ensemble performance
- consider how much of each piece will be performed
- prepare for Activity 1: the rehearsal by developing the material over time
- create notes **only** for Activity 2 and Activity 5

Learners can also print out sheet music or lyrics for their chosen music only with the tutor's **knowledge and approval**.

These pieces of work are in response to a music industry scenario where musicians might reasonably find themselves working.

Learners' notes:

- should be written in bullet point form
- must not contain full sentences or extended writing
- must not contain pre-prepared wording activities
- may contain mind maps of ideas.

Centres must ensure that all notes are:

- Printed if word processed
- 10 points minimum font size
- Visible to the naked eye if handwritten
- Checked by the tutor prior to the supervised assessment period.

Maintaining security during the preparation period - follow the procedures as set in the BTEC ICEA, in addition:

- Centres can print or share a digital copy of the task brief for learners to use.
- Learners are only allowed to remove or bring anything into the room between sessions with the tutor's **knowledge and approval** for authentication purposes.
- All copies of examination papers and candidates' notes must be collected at the end of each session and re-issued at the start of the next session.
- Learners must only be allowed access to their secure folder during the sessions.
- Learners are permitted to have **access** to the **internet**, audio **material**, and other **research**

resources, during each session.

- Learners may **not** have access to email during each session.
- Learners must not have access to any digital devices e.g. Mobile phones.
- Centres must not discuss the details of the examination content with learners directly.
- Learners must not be given direct guidance or any other pre-prepared materials.

Any documents produced and not submitted 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.

Outcomes for Preparation:

At the end of the preparation period, all documents should be printed, stored securely, and subsequently erased from each secure learner folder before the start of each **Supervised Activity**.

Candidates do not need to submit any prepared notes from preparatory work.

During Secure Assessment Activities

Activity 1, the rehearsal, should be planned and prepared for during the 30 hours allocated for the preparation period. Activity 1 & 2 should be undertaken before the 2-week window as timetabled by Pearson.

Activity 2 should take place immediately after Activity 1. Learners should have time to reflect on their rehearsal and prepare up to two pages of notes before recording the Activity 2 video but must not confer with other learners and must be securely supervised until Activity 2 is completed.

Activity 3, 4 and 5 must take place in the two-week period at the end of the assessment period as stipulated by Pearson.

Activity 4 and Activity 5 must take place soon after Activity 3. Learners should have time to reflect on their performance but must not confer with other learners before recording the Activity 4 video. Learners must not bring any notes into the video recording for Activity 4.

Learners should reflect on their process and performance and may produce up to two sides of A4 notes for Activity 5 Critical Review but must not confer with other learners.

For Activity 3 an audience can be present and respond to the performance but must not inappropriately participate in, or interrupt the task

Conditions for video recordings. Recordings must:

- Not contain evidence for more than two learners from a single digital recording of the Activity 1 Rehearsal.
- Take place in a suitable quiet space with no extraneous sound.

- Be carried out by the supervising teacher under formal supervision and high control.
- Have each learners' name and registration number clearly at the beginning of all activities.
- Not be edited, amended or manipulated.
- Have each individual learner and their musical part clearly distinguishable from the wider group.
- Be comprised of a clear wide shot that allows all participants to be clearly seen and identified.
- Have a sound quality that ensures all musical parts and spoken instructions and discussion are clearly audible.
- Be set up so that any non-assessed performers do not obstruct views of those being assessed.
- Be saved for submission in one of the following file types: wmv, avi, mp4, mov, or flv.
- Must not be paused or stopped. During the recording, if a learner stops, they should restart, and special consideration must be sought as any material longer than the stated period may not be assessed. The recording, including any 'false start', should be submitted to the examiner with a covering note.
- Tutors cannot prompt or ask questions during activities, 1, 2 and 4.

NB: If any issues occur with the recording, the centre must notify Pearson immediately for advice on how to proceed to avoid issues with submission.

All recordings should be checked for sound/video quality.

Any documents produced and not submitted should be collected and stored under secure conditions by the Examinations Officer until the appeals processes have completed, at which point they should be recycled or destroyed.

For further detailed guidance on recording requirements, please refer to our support document *Guidance on Evidence Requirements for Unit 3 Ensemble Music Performance 20175K* or the *guidance video recording* using this link:

<https://app.heygen.com/videos/16e372d8e4b54df486bfb9d4f3f72f8b>.

Activity 1

Learners must be allowed a suitable period of time for Activity 1 to prepare and record a rehearsal (ensemble) and immediately after, (Activity 2) record a rehearsal brief (individually).

The assessment brief must be made available to learners at the beginning of the timetabled preparation and assessment sessions.

Learners can have access for reference to a hard copy of their notes from the Set Task Preparation period and use pre-printed sheet music or printed song lyrics only with the tutor's knowledge and approval.

This task does not require access to a computer.

During Activity 1 learners will be asked to:

- rehearse the develop material over time as an ensemble.
- provide evidence of a significant individual contribution
- record a single ensemble rehearsal session that should last between 8 and 10 minutes.

The video recordings must be created under the [conditions](#) as outlined above including.

- the recording should focus on no more than two learners who are being assessed during that rehearsal in order to provide evidence of the individual's contribution.

Maintaining security during the supervised assessment period - follow the same procedures as set by JCQ and ICEA for Exams in addition:

- Centres can print or share a digital copy of the task brief for learners to use
- Learners must not have access to a computer, mobile phones, the internet or email.
- Learners must not have access to audio material unless part of their rehearsal. The use of additional audio material such as backing tracks is not permissible in this assessment.
- During Activity 1, centres may schedule supervised rest breaks.
- Learners are not allowed to remove anything from the examination room during any scheduled supervised breaks.

Outcomes for submission:

One piece of work must be submitted and exported to a digital folder containing learner work, clearly labelled with the learner's name, registration number and centre number:

- Activity 1: a digital video^{1 2} recording of the ensemble rehearsal that should last between 8 and 10 minutes.

1. For no more than two learners per single digital recording.

2. Saved in one of the following file types: wmv, avi, mp4, mov, or flv.

Activity 2

Learners must be allowed a suitable period of time immediately after Activity 1 to record a rehearsal brief (individually).

The assessment brief must be made available to learners at the beginning of the timetabled assessment sessions.

Learners can have access for reference to a hard copy of their notes from the Set Task Preparation period and use pre-printed sheet music or printed song lyrics only with the tutor's knowledge and approval.

A computer with access to an empty secure folder and without access to the internet must be made available to each learner, prior to the recording of Activity 2, on a 1:1 basis for the assessment.

Centres must ensure that learners have access to software that will enable them to meet the requirements of the assessment.

During Activity 2, learners will be asked to:

- prepare up to two A4 sides of notes as they reflect on the rehearsal
- record a monologue video recording lasting between 3 and 5 minutes in isolation from the group.

The video recordings must be created under the [conditions](#) as outlined above.

Maintaining security during the supervised assessment period - follow the same procedures as set by JCQ for Exams in addition:

- Centres can print or share a digital copy of the task brief for learners to use
- Learners must only be allowed access to their own empty secure folder during each session.
- Learners must not have access to the internet, email, video or audio material.
- Learners must not confer during Activity 2.

Outcomes for submission

One piece of work must be submitted and exported to a digital folder containing learner work, clearly labelled with the learner's name, registration number and centre number:

- Activity 2: a digital video² recording of an individual rehearsal debrief lasting between 3 and 5 minutes.

2. Saved in one of the following file types: wmv, avi, mp4, mov, or flv.

At the end of the activity, all written files should be printed and subsequently erased from each secure learner folder before the start of the next activity.

Activity 3 – Ensemble Performance

For Activity 3 learners must be allowed a suitable period of time to prepare and record their performance under high control conditions.

Learners may not have access to any notes but can use printed sheet music or printed song lyrics only with the tutor's knowledge and approval.

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

- prepare their performance
- perform an ensemble music performance for the chosen pieces, lasting between 6 and 15 minutes.

The ensemble performance must consist of three or more people performing undoubted independent parts, with or without additional live accompaniment, as appropriate.

During the task each assessed performer must make a significant contribution in order to demonstrate they have met the assessment outcomes.

The video recordings must be created under the [conditions](#) as outlined above.

Maintaining security during the supervised assessment period - follow the same procedures as set by JCQ for Exams in addition:

- Centres can print or share a digital copy of the task brief for learners to use
- Learners may not have access to email, mobile devices or the internet during the session.
- An audience can respond to the performance, but they must not inappropriately participate in, or interrupt the task.

Outcomes for submission

One piece of work must be submitted and exported to a digital folder containing learner work, clearly labelled with the learner's name, registration number and centre number:

- A digital video recording¹ of the ensemble music performance lasting between 6 and 15 minutes.

1. Saved in one of the following file types: wmv, avi, mp4, mov, or flv.

Activity 4 – Stylistic Presentation

Learners should record a stylistic presentation lasting between 3 and 5 minutes to explain and demonstrate how they have deployed musical elements and stylistic features in one piece from their performance.

Learners should record their stylistic presentation in the period immediately following the performance.

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

- Record a stylistic presentation as a monologue video to explain and demonstrate how they have deployed musical elements and stylistic features in one piece from their performance, lasting between 3 and 5 minutes in isolation from the group.

The video recordings must be created under the [conditions](#) as outlined above.

Maintaining security during the supervised assessment period as above - follow the same procedures as set by JCQ for Exams in addition:

- Centres can print or share a digital copy of the task brief for learners to use
- **Learners may not have access to any notes.**
- Learners may not have access to any recorded materials.
- Learners must not confer during this period.
- The assessment areas must only be accessible to the individual learner and to named members of staff.
- During any break, all learners from Activity 4 must remain supervised.
- Learners may not have access to email, mobile devices or the internet during the session.
- Learners must not be given any direct guidance or other prepared materials.
- Tutors cannot prompt the learner or ask questions during this activity

Outcomes for submission

One piece of work must be submitted and exported to a digital folder containing learner work, clearly labelled with the learner's name, registration number and centre number:

- A digital video recording² of the individual learner's stylistic presentation lasting between 3 and 5 minutes.

2. Saved in one of the following file types: wmv, avi, mp4, mov, or flv.

At the end of the activity, all written files should be saved and subsequently erased from each secure learner folder before the start of the next activity.

Activity 5 – Critical review (2 hours)

Learners must be allowed 2 hours to carry out this task under supervised conditions.

Learners should record their Critical review in the period soon following their stylistic presentation.

Learners must have access to a hard copy of their notes for reference from the Set Task Preparation period. Learners can have access to uneditable recordings of performances for reference only. Editable video files should not be accessible during this activity.

A computer without access to the internet must be made available to each learner on a 1:1 basis for all sessions.

Centres must ensure that learners have access to software that will enable them to meet the requirements of the assessment.

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

- Write a critical review which analyses their individual contribution to the process from the start of rehearsals to the final performance.

Maintaining security during the supervised assessment period as above - follow the same procedures as set by JCQ for Exams in addition:

- Centres can print or share a digital copy of the task brief for learners to use. Learners may have access to printed notes from the preparation period.
- Learners may have access to uneditable recorded performances.
- Learners must not confer during this period.
- During any break, all learners must remain supervised.
- Learners may not have access to email, mobile devices or the internet during the session.
- Learners must not be given any direct guidance or other prepared materials.

Outcomes for submission

One piece of work must be submitted and exported to a digital folder containing learner work, clearly labelled with the learner's name, registration number and centre number:

- a critical review saved as a pdf.

Final outcomes for submission:

Five pieces of work must be submitted digitally, clearly labelled with the learner's name, registration number and centre number. One word-processed document and four recordings as follows:

- Activity 1: Rehearsal - digital video recording of an ensemble rehearsal^{1 2}
- Activity 2: Rehearsal debrief - digital video recording of the individual rehearsal debrief²
- Activity 3: Performance - digital video recording of the ensemble music performance²
- Activity 4: Stylistic presentation - digital video recording of the individual stylistic presentation²
- Activity 5: Critical review - word-processed response saved as a pdf.

1. No more than two learners per single digital recording (Activity 1).
2. Saved in one of the following file types: wmv, avi, mp4, mov, or flv.

All learner work 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.

File Sizes

To facilitate a faster uploading/downloading experience for users of Learner Work Assessment and Learner Work Transfer, ideal file sizes are 1GB or below. LWT will reject any files larger than 8GB because it will take too long to be uploaded:

1. Ensure the recording time meets the assessment criteria
2. Use a file converter to reduce resolution of a recording e.g. 4K to standard resolution
3. Record at a standard resolution, rather than default which might be too high
4. Please check the resolution that recordings are in - for example, if you've recorded at anything above HD, please use a converter to reduce this (typically each step up in resolution, e.g. full HD to 4K, is a 4x increase in size).

For additional support to reduce files sizes of PDF documents using Adobe Acrobat, please see:

- [Optimising PDFs](#)
- [Saving PDFs](#)

Please refer to any subject-specific guidance about the submission of evidence, e.g. expected file format(s), method of providing evidence for learners etc.

More guidance is available in our [LWT Frequently Asked Questions](#) which can be found along with other support documentation on our [LWT webpage](#).

If you continue to experience an issue uploading your file, please contact [Customer Support](#).

After the Assessment

Centres must ensure that a learner's work is submitted to Pearson for marking in the format in which the learner completed it. A learner's work cannot be amended or changed by anyone once the Assessment has been completed.

Submission of work

Methods for returning the work to Pearson can be found on our submitting Set Task work [webpage](#).

Centres do not need to complete a paper copy of the attendance register for their learners.

Work must be submitted to Pearson for marking on the submission deadline as stated in the [Pearson Timetable](#) for the relevant series.

Authentication Forms

An authentication form is required for every learner completing the Assessment and **must be retained in centre until results have been issued**.

The authentication form can be found on our submitting set-task work [webpage](#), previously published versions of the form are also acceptable.

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