Administrative Support Guide
2018-19
BTEC Nationals in Music Performance Level 3
20177K
Unit 2: Professional Practice in the Music Industry
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Summary of Key dates and events

**JUNE 2019**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry deadline</td>
<td>27/03/2019</td>
<td>Last date for entry without a late entry fee charged</td>
</tr>
<tr>
<td>Externally Set Task released on website</td>
<td>03/06/2019</td>
<td>Secure download available from website. Single Part, Task Release</td>
</tr>
<tr>
<td>Supervised assessment period</td>
<td>03/06/2019-14/06/2019</td>
<td>Prep: 3 hours (monitored) Supervised: 5 hours (formal)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Learners must complete work in response to the assessment set task for the relevant series.</td>
</tr>
</tbody>
</table>
### Administrative Support Guide

**Learner work submitted Hellaby**  
18\(^{th}\) June 2019  
All work needs to be completed on a computer, with submission on a DVD/Memory Stick to Pearson.

Learner work must not be split between storage devices and we recommended that you include multiple learners on the same storage device.

When sending the work, you must allow time for it to be delivered to the examiner.

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**Results day**  
15/08/2019  
Results available via EDI or Edexcel Online

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**Last day for Review of Marking and Moderation**  
20/09/2019  
Last date for receipt by Pearson of Review of Marking and Moderation applications. A check that our examiners have marked externally assessed components correctly. This includes:

- the clerical check (RoMM) service
- a review of marking of units/components by a senior examiner.

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Note: It is imperative that entries are made, following registration if the intention is for learners to take the exam in that year.
General information and support materials

This Administrative support guide (ASG) should be read in conjunction with the Information for Conducting External Assessments (ICEA) and Specification.

Booking

It is essential that centres ensure that learners are entered for their chosen examination series (June).

*It is vital that entries are submitted in order to ensure that an examiner is allocated to your centre.*

Resit

Learners may attempt the external unit in any available assessment session, once they are ready. Learners must produce new work to match the new externally set task. There is a charge for retaking the external assessment. There are two resit opportunities for this assessment.

Accessing the externally set task

Externally set tasks are either available from the BTEC Secure area of the Pearson Website or they are sent out in hard copy to centres via Secure Dispatch.

Materials will be released on the website if any of the following rules are met:

a. Research tasks with no marks attached
b. Tasks with electronic templates
c. Tasks which are completed on computers
d. Release of a theme

All other externally set tasks will be sent in hard copy to centres.

A full list of Administration time for Externally Set Tasks can be found [here](#):

This unit will be an electronic download from the BTEC Secure Area.

All electronic downloads will be placed on the website under Gold Padlock, this will mean that only Exams Officers with entries for the current series will be able to view and download the Externally Set Task. Once the Exams Officers have downloaded the Externally Set Task it should be kept securely and only given to essential staff regarding administration.
Externally Set Tasks will be released on the secure area of the Pearson website by 9:00am, two working days prior to the start of the assessment/pre-release window. This is to enable centres to have administrative time prior to the assessment window starting.

Please ensure that you do not give the externally set task to learners before the Assessment window starts.

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.

Support materials

The following support materials are available from the Pearson website here.

- Sample Assessment Materials (SAMs)
- Specifications
- Unit 2: ASG

Teachers: if you have any subject specific teaching queries please contact the Subject Advisor team on 020 7010 2176 or e-mail: TeachingMusic@pearson.com

Examinations officers: if you have any questions relating to bookings, registrations, training courses, EOL, invoices, certificates, eligibility, approvals or results please contact Account Services on 0344 463 2535 or e-mail: examsofficers@pearson.com
Preparatory work (Levels of control)

(High)

This is a single part task.

The examination paper must only be made available to candidates at the beginning of their scheduled examination.

Learners must be given the task and allowed 3 hours to carry out research under monitored (learners are being directly observed by the teacher) conditions.

Learner notes are the outcome of their monitored preparation.

Learners may prepare:
- up to four sides of A4 notes to use during the supervised assessment task
- these must be hard copies
- can either be handwritten or word processed
- if word processed, the font size must be 10 points minimum
- Learners should not be given any support in writing or editing notes.

Learners’ notes:
- should be written in bullet point form
- must not contain full sentences or extended writing
- must not contain pre-prepared wording for the presentation slides
- may contain mind maps of ideas, information on generic principles arising from the scenario and the unit content.

Centres must not discuss the details of the examination content with candidates directly.

The examination

Learners then must be given 5 hours to complete the task under formal supervised conditions.

Learners must have access to their notes from the monitored preparation period and a computer.

Both monitored preparation and supervised assessment can be arranged over a number of sessions during the two-week period timetabled by Pearson.

During the supervised assessment period, learners will be asked to:
• create a project plan
• create a budget
• create a rationale
• presentation (6 – 10 slides with presenter notes)

These are in response to music industry scenarios which musicians might reasonably find themselves bidding for.

Maintaining security during the supervised assessment period

• Centres are allowed to print off copies of the examination paper for candidates to use within each session.
• Candidates are not allowed to remove anything from the examination room between sessions. Examination papers and candidates’ notes must be collected at the end of each session, stored under secure conditions and re-issued at the start of the next session.
• Any unwanted documents produced during any session should be collected and stored under secure conditions until the end of the examination window, at which time they should be destroyed.
• Candidates must only be allowed access to their examination user area during the sessions.
• Candidates may not have access to email or Internet during the examination.
• Learners must work independently.
• Communication between candidates during each session is not allowed.
• Learner notes should be retained by the centre after the completion of supervised assessment and may be requested by Pearson.
• Candidates must be advised that communication between candidates between sessions relating to this examination content is not permitted throughout the examination window.

The outcomes for submission:

You will need to submit in hard copy:
- a project plan
- a budget
- a rationale
- a presentation of 6-10 slides, with presenter notes.
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 from the assessment, or has been withdrawn, you must inform us by marking them as ‘Absent’ on the registers. All learners who complete work should be marked as ‘Present’.
Submission of work

Learner work will be externally assessed and marked. You must submit the work for all learners taking this set task. The assessment criteria are available in the Sample Assessment Materials on the BTEC Nationals website.

You will be provided with labels which will have our script processing address on it, (Hellaby).

The following materials must be sent Hellaby by the deadline specified for the series (see relevant table of key dates above).

<table>
<thead>
<tr>
<th>Item</th>
<th>Number to be sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 activity1</td>
<td>Project plan</td>
</tr>
<tr>
<td>2 activity2</td>
<td>Budget</td>
</tr>
<tr>
<td>3 activity3</td>
<td>Rationale</td>
</tr>
<tr>
<td>4 activity4</td>
<td>Presentation</td>
</tr>
<tr>
<td>5 Learner Authentication and Record form (printed and signed copy)</td>
<td>One form per learner</td>
</tr>
<tr>
<td>6 Centre Register (printed copy)</td>
<td>One register per cohort</td>
</tr>
</tbody>
</table>

The submission deadline for sending the work to Pearson after the end of the Assessment window, is 2 working days.

A full version of the submission dates can be found here and in the Key dates at the beginning of this guide.
Transfer onto DVD/storage device(s)

You must submit all assessment material on DVD(s)/memory stick(s). More than one learner’s work can be submitted on each DVD/stick presented. Learners’ work must be copied onto sticks/burnt to the DVD(s). 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 the five pieces of assessment evidence. Each piece of the evidence should be named according to the following naming convention:

  [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:

  activity1riskassessment_JA00756_Green_A.pdf

Please see an example below:
The DVD(s)/memory stick(s) and hard protective case should be clearly labelled with:

- centre number and name
- ‘BTEC Nationals in Information Technology – Unit 11 – (series date)’
- DVD/Memory stick number (if more than one is being provided e.g. 1 of 2).

Centres are reminded that DVDs/Memory sticks are not returned, therefore you must make a copy for your own records and in case discs are damaged or lost within the postal system. Any other form of media will be rejected.

The DVD(s) must be a new, previously unused disc(s).

Before the DVD(s)/memory stick(s) are sent for marking, the teacher should check that:

- The DVD(s)/memory stick(s) play in other computers.
- At least one copy has been made of the Learner’s work in case of postal problems.

Centres should retain copies of learner work until after the examination session and appeals processes have completed.

Copies of the forms are provided in the Appendix 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).

Absent learners should be indicated with an “A” on the assessment forms/online attendance register.

Centres are advised to retain proof of postage.

All materials sent to the examiner for this unit, including DVD(s)/memory stick(s) and forms, will be retained by Pearson.
**Sending the work**

Each centre must send their candidates' work to our processing centre, Hellaby. Labels will be provided by Pearson which will contain Hellabys address.

*Centres must not send the work to their Standards Verifier or to an examiner for another subject.*
Special Requirements

Requests for access arrangements and special consideration are made on behalf of learners:

- with known and long-standing learning difficulties
- with physical disabilities, permanent or temporary
- with sensory impairment
- whose first language is not English, Irish or Welsh
- who have difficulties at, or near, the time of assessment that may affect their performance in that assessment.

Access Arrangements

Access Arrangements allow learners to show what they know and can do without changing the demands of the assessment, i.e. using a reader or scribe. Access Arrangements are approved before an examination or assessment and they allow learners with special educational needs, disabilities or temporary injuries to access the assessment.

Submitting a request for Access Arrangements

Access arrangements should be made online, via Edexcel Online. First, select ‘BTEC’ on the qualification drop-down list, and then select ‘Access Arrangements’.

You will need to access the Access Arrangement online tool in order to complete an application. Submission of Access Arrangements for Externally set tasks should be submitted at least 6 weeks before the work submission deadline.

Special Consideration

Special consideration is applied following an examination or assessment. This ensures that a candidate who has a temporary illness, injury or indisposition at the time of the examination is given some compensation for those difficulties or circumstances.

Please refer to the JCQ regulations and guidance booklet Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications for information on candidate eligibility, procedures, evidence requirements and deadline.

You can apply for special consideration by using 'Form 10'. The form can be downloaded from the JCQ website here.

To ensure effective processing of an application, centres must additionally submit evidence to support the application, such as a statement from a member of centre staff or any other
appropriate information. The head of the centre or exams officer must authorise and sign all applications submitted for special consideration.

JCQ/SC Form 10 must be completed in detail and submitted to the Special Requirements Section at Pearson, prior to the marking of learners’ work. This should be sent with the appropriate documentation, such as medical certification, to: email: uk.special.requirements@pearson.com

Learners will not be eligible for special consideration if the effect on the final assessment cannot be reliably quantified by Pearson. Please therefore ensure that full details of dates when the learner was suffering from the illness, injury or indisposition is given along with any appropriate supporting evidence. No special consideration can be made unless JCQ/SC Form 10 is submitted. The centre should retain copies of any such forms.

If an application for special consideration is accepted, Pearson will review the learner’s performance in the part(s) of the examination which have been completed. Pearson will take into account all the available evidence to compensate for the adverse circumstances and make an appropriate award.

The examinations officer will be able to advise on learner eligibility for special consideration. Special consideration applications must be made no later than 7 days after the final examination.

Special consideration will not be given to those students absent because of holidays.
Post-Results Services

Access to scripts

Our Access to Script (ATS) services allow you to request copies of your candidates' marked exam papers. Scripts do not have examiner annotation on them. The marked script allows teachers to evaluate how the student performed on particular questions in relation to what they have been taught; the Principal Examiner’s Report and the exemplars that we make available demonstrate how the mark scheme is applied.

Clerical check

This service (EAR1) constitutes a check of all clerical procedures which lead to the issue of a result. This service includes the following checks:

- all parts of the work have been marked
- the totalling of marks
- the recording of marks
- the application of any adjustments
- the application of grade thresholds.

Please note that learners’ marks can go up or down.

Review of marking

Requests for a Review of marking (EAR2) can be made by the examinations officer via Edexcel Online. Once the request has been received Pearson will arrange for the learner’s work to be sent to a senior examiner for remarking. Learners’ marks may be confirmed, lowered or raised.

Additional information

Please note that Enquiries About Results and Access to Scripts requests can only be submitted using Edexcel Online. Centres are advised to submit applications at the earliest opportunity, as applications cannot be accepted after the published closing date. There is a fee involved for these services. Note that the fee is waived if a learner’s grade is increased following an Enquiry About Results.

More information regarding the different types of Results Enquiry Services available to centres and how to apply for the services can be found online [here](#).
Appendix A – Centre Register

The following page provides the Centre Register form that must be completed for the cohort of learners submitting work for BTEC Nationals in Music Performance, Unit 2: Professional Practice in The Music Industry.
BTEC Nationals in Music Performance - Centre Register

This form must be completed and sent to your examiner along with the Storage Device
(All learners entered for the unit must appear on this register. Please indicate an absence or withdrawal with “A”)

<table>
<thead>
<tr>
<th>Registration No.</th>
<th>Learner Name</th>
<th>Storage Device Number</th>
<th>Examiner use only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>E Mark</td>
</tr>
</tbody>
</table>

Please send DVDs/ Storage devices in hard protective cases. Keep electronical copies of all material sent for the examination securely at the centre.

Teacher’s declaration:
I confirm that I have checked the quality of the Storage Media and made a copy of the work.

<table>
<thead>
<tr>
<th>Name of Teacher (Print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
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 Music Performance, Unit 2: Professional Practice In the Music Industry. You must complete the header (centre name and number) and Section B only for each learner submitting work for Music Performance, Unit 2: Professional Practice In the Music Industry.

- 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

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Centre No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Name</th>
<th>Unit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit2: Professional Practice in the Music Industry</td>
<td>20177K</td>
</tr>
</tbody>
</table>

NQF BTEC Nationals in Music Performance – June 2019
LEARNER AUTHENTICATION AND RECORD SHEET

DO NOT ATTACH ANYTHING TO THIS FORM

<table>
<thead>
<tr>
<th>Learner Name</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section B: Must be completed by the Teacher and Learner

Notice to Learners
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.

Declaration by the Teacher
I confirm that the learner’s work was conducted under the conditions laid out by the specification. I have authenticated the learner’s work and am satisfied that to the best of my knowledge the work produced is solely that of the learner.

Declaration of Authentication
I have produced the attached work without assistance, other than that which my teacher has explained is acceptable within the specification.

Signed (Learner)

Signed (Teacher)

Name (Block capitals)

Date

Date

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 btecdelivery@pearson.com

Section C: Must be completed by the examiner

<table>
<thead>
<tr>
<th>Act 1</th>
<th>Act 2</th>
<th>Act 3</th>
<th>Act 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Project Plan 20 marks</td>
<td>A Budget 15 marks</td>
<td>A Rationale 20 marks</td>
<td>A Presentation 15 marks</td>
<td></td>
</tr>
</tbody>
</table>
Appendix C – Frequently Asked Questions

Can we retake the external assessment? How many times? When can we retake it?
There will be opportunities to retake the external assessment in the following year; learners will be required to create new work using the following year’s Progression Opportunities. There will be a charge for retaking the external assessment. Please note, learners can only retake this unit once.

Is the assessment criteria for the externally assessed unit in the specification?
No, but the grade descriptors are here and the Specific Marking Guidance is published on the website here.

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.

Is there sample material?
Sample Assessment Material (SAMs) and Additional Sample Assessment Material can be found on our website here.

Where can I find the ICEA document?
The Information for Conducting External Assessments can be found on our website here.

How do I make entries?
Information on how to make entries can be found here.

Where can I find the Information Manual?
The BTEC specific section from our Information Manual can be found here.