



**Pearson**

**Administrative Support Guide  
(Instructions for the Conduct of the  
Controlled Assessment and  
Examination)**

June 2017

GCSE Music (2MU01)  
5MU01, 5MU02, 5MU03

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 Administrative Support Guide that require the help of a subject specialist, you may find our **Ask The Expert** email service helpful.

Ask The Expert can be accessed online at the following link:  
<http://qualifications.pearson.com/en/support/Services.html>  
or by email: [teachingmusic@pearson.com](mailto:teachingmusic@pearson.com)

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## Introduction

This document has been compiled to inform teachers of the latest information regarding GCSE Music.

Please read alongside the GCSE Music Issue 3 Specification (order code: UG030073), available from the Edexcel Publications Department on 01623 467 467.

It is essential that teachers study and carefully apply the instructions and advice given. Teachers can contact Edexcel with queries by phone, email or fax using the following contact information.

Telephone: 08444 632 535

**All subject specific queries should be addressed to “Ask the Expert”**

Email: [teachingmusic@pearson.com](mailto:teachingmusic@pearson.com)

Website: <http://qualifications.pearson.com/en/support/Services.html>

## Important dates

Deadlines and Examination Dates 2017

<b>Papers 5MU01 and 5MU02</b>	Coursework submission date: <b>15 May 2017</b>
<b>Paper 5MU03</b>	Exam date: <b>Friday 9th June 2017 (pm)</b>

## **Coursework**

Edexcel reserves the right to visit centres to observe a normal lesson in progress, in order to monitor the standards being applied. Either the Chief Examiner or a Principal Moderator would undertake such visits.

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 Assessment Team only and not by any other Edexcel department.

Extensions will not be granted due to internal issues for example:

- staff shortages
- problems with the music equipment
- failure to prepare candidates properly for the assessment for whatever reason
- lack of facilities.

Any of the issues above must be resolved by centres internally.

## **Controlled Assessment**

- Candidates must be supervised regularly when preparing their performances
- Candidates have a maximum of 10 hours to complete each recording under teacher supervision
- Please refer to page 66 in the Specification for further guidance on the administration of controlled assessment

**Centres should also refer to the Controlled Assessment Teacher Support Book on the GCSE Music website.**

**Exams officers within each centre should familiarise themselves with the content of the JCQ Instructions for Conducting Controlled Assessment:**

**<http://www.jcq.org.uk/exams-office/controlled-assessments>**

## **Assessment**

- Teacher-examiners should justify their assessment of each performance, including the choice of *Level of Difficulty*. Spaces for comments are provided on the MUS forms
- Please refer to pages 48-58 of the Specification
- Please keep copies of ALL work submitted to Edexcel
- Please refer to the Post Results Services booklet in the Edexcel Information Manual:

<http://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html>

Forms MUS100 Performing and MUS200 Composing

- Please download the relevant MUS form for the appropriate examination session from the GCSE Music website

### **Performing :**

<http://qualifications.pearson.com/content/dam/pdf/GCSE/Music/2009/Forms%20and%20administration/MUS-100-5MU01.pdf>

### **Composing :**

<http://qualifications.pearson.com/content/dam/pdf/GCSE/Music/2009/Forms%20and%20administration/MUS-100-5MU02.pdf>

- Please copy the form on to A3 paper and fold it to form an A4 booklet
- The forms will not be despatched to centres by Edexcel
- Please send one completed form for each unit for every candidate
- These forms are an essential part of the moderation process. It is important that they are completed fully and accompany all work submitted
- Teacher and candidate signatures must authenticate the work, signing in the spaces on the front of the form
- Moderation will not take place if signatures are missing

## **Irregularities on the MUS Forms**

- If there are arithmetical errors, missing work etc, the moderator will send Form E6 to the centre
- Note that marks on Form E6 are the centre's marks. They are not the Moderator's mark, nor the final mark
- If a centre mark requires amendment, it is the centre's responsibility to notify Edexcel of the amended mark
- To amend centre marks, please contact the Coursework Processing Team at [courseworkmarks@pearson.com](mailto:courseworkmarks@pearson.com)
- A valid reason for an amendment must be provided – this should be on the E6
- If a candidate's work is handed in to the centre after the deadline, the late submission of this work is not a valid reason

## **Incomplete Submissions**

- If a candidate does not submit all of the required number of pieces of work, please award marks for those pieces that *have* been submitted
- Please explain incomplete submissions on the MUS form

## **Carrying forward marks**

- Candidates may carry forward coursework marks from the previous examination series
- Please refer to your Examinations Officer's copy of the Edexcel *Information Manual* for details on entry codes

## **Lost work**

Please report the circumstances immediately to Edexcel if a candidate's work has been

- lost within the examination centre and despite every effort it cannot be found
- accidentally destroyed.

Use **Form 15 – JCQ/LCW** available on the JCQ website – [www.jcq.org.uk/](http://www.jcq.org.uk/)

Guidance is provided in the JCQ booklet paragraph 13.8, page 18.

## **OPTEMS**

OPTEMS forms for units 5MU01 and 5MU02 will arrive in centres in April of the examination year.

They will indicate the:

- specification name
- specification number
- paper name
- paper number
- centre name
- centre number
- candidates' names
- candidates' numbers.

The sample of candidates' work required, will be indicated with asterisks next to the candidates' names.

- The work from these candidates should be sent to the moderator
- Complete the OPTEMS as appropriate
- Return the top copy to Edexcel to report the marks awarded for all candidates entered for the coursework papers
- Centres must also send the work from candidates scoring the highest and lowest marks, if these are not included in the asterisked sample

  

- The centre should indicate these additional candidates with a tick in the left-hand column against the candidates concerned
- Please refer to page 6 for more information on the 5MU01 and 5MU02 MUS submission forms
- Centres must keep copies of all work submitted to Edexcel

## CDs

**All CDs must be accompanied by a clear track list  
Tracks must be clearly labelled in the space provided on the MUS Forms**

The work should be recorded in the following order:

Track no.	Recording
1	Announcement: Centre name and number, GCSE Music, year, paper (5MU01 <b>or</b> 5MU02) Only one announcement is necessary
2	Announcement: Candidate 1 name and number, title of pieces
3	Candidate 1, recording 1 – 5MU01 Solo performance <b>or</b> 5MU02 Composition 1
4	Candidate 1, recording 2 – 5MU01 Ensemble Performance <b>or</b> 5MU02 Composition 2
5	Announcement: Candidate 2 name and number, title of pieces
6	Candidate 2, recording 1 – 5MU01 Solo performance <b>or</b> 5MU02 Composition 1
7	Candidate 2, recording 2 – 5MU01 Ensemble Performance <b>or</b> 5MU02 Composition 2
8	ETC

- If a commercial recording is submitted instead of a score, it should be recorded **before** the candidate's performance of the same piece.
- Any announcements should be on a separate track to the candidate work.

**Please note that submissions on tapes are NOT acceptable**

**Please check the CD before posting to the moderator to ensure that the recordings are:**

- **on the CD**
- **clearly audible without distortion**
- **playable on normal domestic CD players**

## Presentation of Coursework

Please use the following guidelines.

- Arrange documentation in candidate number order
- Place all scores inside the folded A3 MUS form for each candidate
- CDs should be sent in protective bubble wrap, to avoid breakages

## Moderation

Moderators always seek to confirm centre marks whenever possible. However, coursework and controlled assessment marks will sometimes be adjusted by Edexcel, following the external moderation process.

Based on the outcome of sample moderation, it may be necessary to adjust marks for the whole centre cohort. This action is taken to ensure that the national standard is upheld in order to be fair and consistent to all candidates.

## E9 Report

Your moderator will write a report for you. This will:

- explain where your centre's marks were adjusted, if this was necessary, using the assessment criteria
- advise you on how you could make improvements for future series
- be available to you via Edexcel Online. If you do not have an Edexcel Online account, you will need to speak to your Examinations Officer.

## Principal Moderator's Report

The Principal Moderator will compile a report on the examination series. This will give:

- general comments about the examination
- outline good approaches
- useful tips for future examinations.

## **Mark adjustments**

Please note that this is an agreed procedure, which is followed by all awarding bodies and underpinned by the **Ofqual Code of Practice**.

## **5MU01 Performing** **General Information**

Assessment is divided into two areas:

- **solo performance**
- **ensemble performance**

Each performance is marked out of 30

The total mark for this unit is 60

### **What Candidates Must Do**

Candidates will perform one solo and one ensemble.

#### **Solo**

Any style or genre

- With or without accompaniment, as appropriate to the style of music
- No need to relate to an Area of Study

A **solo** is a piece in which the candidate's part:

- is not doubled
- plays a significant or leading role.

The accompaniment may occasionally double the solo line, but excessive doubling must be avoided.

Candidates may perform their own compositions.

#### **Ensemble**

##### **Traditional Ensemble**

- Two or more people performing independent parts together (Specification p12)
- Three players performing independent parts together will always constitute a valid ensemble for any of the performers

- Where a soloist is accompanied by one other instrument such as a piano or guitar, only the accompanying candidate may submit this performance as an ensemble.
- The ensemble performance may be on a different instrument/voice or in a different discipline from that of the solo performance

Please refer to pages 8-14 of the Specification.

### **Rehearsing and directing**

- Three or more people
- Does not include the candidate (Specification p12)
- A DVD including the performance and 2-5 minutes of a rehearsal together must be sent to the moderator
- The score of the piece must be submitted to the moderator

### **Ensemble improvisation**

- Must fulfil the criteria for an ensemble performance
- Include a significant element of improvisation
- Include a score and the stimulus for the improvised sections

### **Multi track recording**

- Minimum of three tracks used
- At least one track must be captured using a microphone
- Candidates must be in charge of the recording procedure, from the placement of the microphones to mix-down and final production of a stereo mix

### **Use of backing tracks for ensemble pieces**

- Candidates may use a backing track to accompany what is already an ensemble. For example, candidates singing a duet from a musical may use the orchestral backing track to give the performance a sense of context
- Candidates may not sing a solo piece with a backing track and submit it as an ensemble performance

## What Centres Must Send

### To the moderator

Item	Type	Number to be sent	Notes
1	MUS 100 Forms	1 per sampled candidate	Printed on A3, folded with the scores/commentaries placed inside the folded forms. Please follow the order indicated on the OPTEMS
2	CD recording of solo and ensemble performance	1 per centre or as many as required	The recordings for each sampled candidate. Please follow the order indicated on the OPTEMS. If a commercial recording is being sent in lieu of a score, please put this on the CD before the candidate performance.
3	Score or commercial recording of solo performance	1 per sampled candidate	<p>Photocopies of the music played by each of the sampled candidates</p> <p><b>or</b></p> <p>A commercial recording of the music if no score is available or if it is more appropriate to the style</p> <p><b>or</b></p> <p>copy of the stimulus for improvisation</p> <p><b>or</b></p> <p>a detailed commentary for realisation outlining the technical requirements for realisation – see Specification p11</p>
4	Score or commercial recording of ensemble performance	1 per sampled candidate	<p>Photocopies of the music played by each of the sampled candidates</p> <p><b>or</b></p> <p>A commercial recording of the music if no score is available or if it is more appropriate to the style</p> <p><b>or</b></p> <p>a copy of the stimulus for improvisations</p> <p>For <i>Directing An Ensemble</i>: a DVD must be submitted with the sample</p>
5	OPTEMS –yellow copy/EDI printout	1 per centre	More than 1 sheet if a large centre

**To Edexcel**

- top copy of the OPTEMS/EDI printout

Your Examinations Officer will have pre-addressed envelopes.

## 5MU02 Composing

### General information

Each composition is marked separately out of 30

The total mark for this Unit is 60

### What Candidates Must Do

Candidates will submit:

- 2 compositions or
- 2 arrangements or
- 1 composition and 1 arrangement

Each composition must be based on a different Area of Study

Candidates may perform their own composition(s)

### Scores/Commentaries

A score does not have to be in standard musical notation, but it should:

- be appropriate to the style
- include sufficient information for other musicians to make an acceptable realisation of the composer's intentions – eg melody, chords, rhythm, tempo, dynamics.
- Where screenshots are provided, they should be annotated with relevant musical detail.

A score/commentary may be a:

- fully notated score
- lead sheet
- chord chart
- track sheet
- table
- diagram.

## **Accompaniments**

If a teacher has accompanied a candidate for the recording of a composition and the score does not provide a clear indication of this accompaniment, teachers must provide a detailed explanation on the MUS200 form of:

how much was explicitly outlined by the candidate

the exact nature of the teacher's input.

Please refer to pages 26 – 27 of the Specification.

## **Criterion I: Use of technology for composing and Criterion J: Use of technology for arranging**

These criteria should be used when music technology plays a significant role in the composition itself, **not** its capture on CD or paper.

The use of technology is implicit in several of the topics - electronic music or club dance re-mix - but it can also be a valuable aid for:

- composing pieces based on topics such as minimalism, African drumming, serialism, experimental music, fusion, etc
- simply inputting the candidate's ideas for manipulation or evaluation
- using multi-track recording techniques to capture their initial ideas and overdub harmony lines or bass parts.

The extent to which candidates can use technology in this area is limited only by the centre's resources, but it should be encouraged where possible.

Teacher Examiner comments should give:

- details of the software used
- information regarding the extent to which any material used is not the candidate's own input.

## **Sampling**

There is a wide range of software packages available to facilitate composition. Some give the user a bank of samples or pre-programmed loops and styles to choose from, so all that is required for the creation of a piece of music is the arranging of these loops and samples into the user's preferred order.

Although this process addresses areas such as structure and timbral choice, it does not allow the user to exhibit enough of the compositional skills required for the purposes of this examination. As such, loop-based programs should be used only if candidates:

- generate their own samples
- manipulate them in such a way as to constitute development of ideas
- include an indication of how these samples were originally captured, with the score/commentary
- do not use auto-arrange functions on sequencers or notation packages.

The teacher should authenticate this on the MUS200 form in the teachers' comments section.

## **What Centres Must Send To the moderator**

<b>Item</b>	<b>Type</b>	<b>Number to be sent</b>	<b>Notes</b>
<b>1</b>	MUS200 Forms	1 per sampled candidate	Printed on A3, folded with the scores/commentaries placed inside the folded forms. Please follow the order indicated on the OPTEMS
<b>2</b>	CD recording of composition 1 and composition 2	1 CD per centre or as many as required	The recordings for each sampled candidate. Please follow the order indicated on the OPTEMS
<b>3</b>	Score/commentary of composition 1	1 per sampled candidate	
<b>4</b>	Score/commentary of composition 2	1 per sampled candidate	
<b>5</b>	OPTEMS (yellow copy)/EDI printout	1 per centre	More than 1 sheet if a large centre

**To Edexcel**

- top copy of the OPTEMS/EDI printout

Your Examinations Officer will have pre-addressed envelopes.

## 5MU03 Listening and Appraising

### General

The total mark for this Unit is 80

- When free response answers are expected, bullet point form is acceptable
- Where opinions are required, responses must be linked to facts and answers should always be justified. In such cases, one-word answers will seldom be creditworthy
- Candidates should not give multiple responses to a question in which only one response is required. If one response is correct and one is incorrect, no marks will be given
- Teachers should give candidates practice at answering multi-part questions under timed conditions, with limited playings of an extract, so as to familiarise them with examination conditions
- The Areas of Study are designed so that they can be applied across all three papers. Listening activities should lead naturally into composition and inform candidates' performance activities
- Candidates should be encouraged to experiment with composition and performing techniques linked to their classroom listening whenever possible

### CDs

**A spare CD will be sent to each centre**

**CDs must NOT be opened earlier than *one hour* before the examination**

**The CDs must be kept by the examination officer in secure conditions until the day of the examination**

**If an error is found on the CD during the examination, please use the spare provided**

## **Additional CDs**

If you need an additional CD (e.g. for candidates who will sit an exam in a separate room) please send requests to:

Distribution Department  
Pearson  
190 High Holborn  
London  
WC1V 7BH

Alternatively, you can e-mail a scanned copy of the request to: [QPD@pearson.com](mailto:QPD@pearson.com)

The request must be sent on letter-headed paper.

Please give:

- the unit number – 5MU03
- paper number – 01
- centre name
- centre number
- how many additional CDs are needed
- the reason for the request.

The letter should be signed by the examinations officer or the head of centre.

## **The Examination**

- There is no reading time
- A good quality CD player should be used
- The examination begins when the CD is switched on
- Candidates should use **Black Ink** to answer this paper
- All responses should be written in the spaces provided on the paper.

## General Information and contacts

### Special Consideration

- Centres may apply for Special Consideration if candidates:
  - miss any component of an examination for a valid reason (e.g. illness or injury)
  - sit an examination whilst ill
  - sit an examination during difficult personal circumstances.

The Examination Officer should fill in a *Special Consideration Form* and must provide evidence to support the reason for absence or underachievement (eg a doctor's certificate). To access the form please go to the Joint Council for Qualifications website at the following link:

<http://www.jcq.org.uk/exams-office/forms/>

The form should be submitted to the Special Requirements section at Edexcel.

A short list of comparable candidates with an estimated mark for the unit concerned will be required.

The centre should not contact the examiner/moderator or Music Team with this information.

Completed forms should be sent to:

The Special Requirements Section

Pearson

190 High Holborn

London

WC1V 7BH

Tel: 08444 632 535

[UK.Special.Requirements@pearson.com](mailto:UK.Special.Requirements@pearson.com)

## **Enquiry About Results (EARs)**

If you disagree with a candidate's result for any of the three units, you may apply for an Enquiry about Results.

Information may be found on the Edexcel website, **Post-results Services available - by component (UK only)**.

## **Publications information**

### **Sample Assessment Materials, past papers and past exam CDs**

Sample Assessment Materials including the sample CD can be ordered from Publications.

<http://www.edexcel.com/resources/publications/Pages/home.aspx>

Customer Operations  
Pearson Education  
Edinburgh Gate  
Harlow  
Essex  
CM20 2JE  
Tel: 0845 1720205  
Email: [publication.orders@pearson.com](mailto:publication.orders@pearson.com)

Centres can also sign in to Edexcel Online and select and order Publications:

<http://www.edexcelonline.co.uk/web2/user/login.aspx?ReturnUrl=/Default.aspx>

Full Publications catalogue can be found here:

<http://www.edexcel.com/resources/publications/Pages/home.aspx>

### **GCSE Practice Papers**

Practice Listening Papers can be ordered using the link below:

<http://www.pearsonschoolsandcolleges.co.uk/Secondary/Music/14-16/EdexcelGCSEMusic/ISBN/TeacherResources/EdexcelGCSEMusicListeningTestspackof8ABC.aspx>

Centres based in the UK can contact Pearson Education by email at:

[enquiries@pearson.com](mailto:enquiries@pearson.com)

**By phone:** 0845 6301111

**By fax:** 0845 3137777

**By post:**

Customer Services  
Pearson Education Ltd  
Freepost ANG2041  
Harlow  
CM20 2JE

International Centres should use contact details below:

<http://www.pearsonschoolsandfecolleges.co.uk/AboutUs/ContactUs/Internationalcontacts/InternationalCustomerServices.aspx>

International Customer Services  
Telephone: +44 1279 623925  
Fax: +44 1279 623627  
Email: [icsorders@pearson.com](mailto:icsorders@pearson.com)

Address: Pearson Education, Edinburgh Gate, Harlow, Essex, CM20 2JE

For more information on Edexcel qualifications, please visit  
<http://qualifications.pearson.com/en/home.html>

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