



Administrative Support Guide

2022–2023

BTEC Level 2 Tech Award in Music Practice

Component 3: Responding to a Commercial
Music Brief (21211L)

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Change log

The purpose of this section is to provide centres with an audit trail of changes that have been made to this Administrative Support Guide (ASG) from the time it was originally published.

Why might an ASG be re-published?

We may re-publish our ASGs if there are changes to the original content, for example correcting an identified error and/or making improvements following feedback received from stakeholders.

What action must centres take?

The new ASG will be uploaded onto the Pearson website, and the previous version removed. If the change(s) impacts on assessment delivery, we will notify centres via one of our communication channels. Centres will need to download the new ASG immediately and delete the previous version from their records.

If centres do not receive a communication, this means that the change(s) does not impact on assessment delivery and therefore centres can continue to use the previous ASG they had originally downloaded this year.

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Last updated: 31/03/2023

Document version: 2.0

Date of Correction	Page number	Detail of Correction
31.03.2023	page 15	In the section 'After the assessment', the statement 'The submission deadline for sending the work to Pearson after the end of the assessment window is 2 working days.' has been corrected to 'The submission deadline for uploading the work to Pearson is the same day as the end of the assessment window.'

Specific Information

This assessment contains:

Material	Information	Level of supervision and control	Dispatch Method
Set Task Brief: Preparation	The preparation sessions must be completed within 4 hours for research and development over the timetabled period and in advance of the supervised assessment period.	Monitored	Download from the Secure Tests website
Set Task Brief: Supervised assessment activities	This should be undertaken within 19 hours , under supervision over the timetabled period.	Supervised	

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 supervised assessment and any prior preparatory work.
- Have created **a secure empty 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

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 **January** with the supervised assessment undertaken before the submission date specified by Pearson.

The preparatory task must be completed before the timetabled supervised window; for the final assessment period, 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 for Activity 1

Once the task is released, learners should only be given access to the assessment brief, during **monitored** (learners are being directly observed by the teacher) sessions during the timetabled window as specified by Pearson.

For the preparation activity learners should be allowed **4 hours**, to carry out research and prepare up **one** side of A4 notes to use during the supervised assessment task. Centres may split the hours allowed for this assessment into sessions convenient to themselves.

A computer 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 preparatory task, learners will be asked to:

- to research and write notes as an initial response to the brief
- **prepare** one side of A4 notes to use during the supervised assessment task

Learners' notes:

- can either be handwritten or word-processed (if word processed, the font size must be 10 point minimum)
- 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
- The font size must be 10 points minimum
- Visible to the naked eye if handwritten

Maintaining security during the monitored assessment period

- Centres can print or share a digital copy of the task brief for learners to use.
- Learners are not allowed to remove anything from the room between sessions.
- All copies of task briefs and candidates' notes must be collected at the end of each session, stored under secure conditions (in secure folders) and re-issued at the start of the next session.
- Learners must only be allowed access to their secure user area during the sessions.
- During this time, they may **have access to audio material**, and **research materials** including the **internet**.

- Learners must **not** have access to any mobile digital devices e.g. mobile phones.
- During the sessions learners are **not** allowed access to any work they may have created prior to the assessment or between sessions.
- Learners must work independently.
- Communication between learners during each session is not allowed.
- Centres must not discuss the details of the examination content with learners directly.
- Learners must be advised that communication between learners between sessions relating to this examination content is not permitted throughout the assessment window.

At the end of the preparatory period, all documents should be printed and erased from the secure folder before the start of the supervised assessment sessions.

The outcome for submission clearly labelled with the learner's name, registration number and centre number:

- One side of **printed** A4 notes

You **do not need** to submit any prepared notes from preparatory work, however, 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.

Activity 1: Initial response to the music brief

Learners must be given **2 hours** to complete the task during the window timetabled by Pearson under formal **supervised** conditions.

Learners must have access to a **hard copy** of their **notes** from the monitored preparation period, a computer and a digital copy of the electronic template, provided for this task on the website.

During Activity 1, learners will be asked to:

- to complete a digital template of their initial response to the music brief using their notes from the preparatory task.

Learners' work:

- saved in their secure folder with the correct file names
- must be completed on a computer
- font size 12 points minimum
- saved as a pdf.

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

- Learners must **not** have access to any mobile digital devices e.g. mobile phones.
- During this time, they must not **have access** to **audio material, email**, or the **internet**.
- 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.

The outcomes for submission:

One piece of work must be submitted digitally, clearly labelled with the learner's name, registration number and centre number:

- an initial response to the music brief learner's response, on the template, saved as a PDF.¹

1. *If learners have not saved documents in the correct format, they must be submitted as saved and not converted by the centre*

All submissions must be retained securely by the centre after submission, digitally, and may be requested by Pearson if there is suspected malpractice. Any documents produced and not submitted 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.

Activity 2: Create a music product

Learners must be allowed **16 hours** to complete the task under **monitored** (learners are being directly observed by the teacher) conditions. Centres may split the hours allowed for this assessment into sessions convenient to themselves.

Learners must have access to a **hard copy of Activity 1**. A computer must be made available to each learner on a 1:1 basis for all sessions.

Centres must ensure that learners have access to appropriate software (i.e. Audio / MIDI capable DAW software and associated peripherals) that will enable them to meet the requirements of Activity 2.

Video recording assets should be tested in the centre, the asset(s) must be accessible by the centre using the tools that the learner will use.

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

- plan time carefully to allow for the completion of all activities
- experiment, develop and record musical material for final submission
- create one side of A4 notes with a **maximum of six screenshots/images**, on their individual contribution to the creative process, the development of the response, strengths and areas for improvement in the creative process
- create and perform for a recording
- create and record a digital audio workstation (DAW) project.

Learners' notes for Activity 2 must:

- be one side of A4 notes
- have a **maximum of six screenshots/images**,
- be word-processed
- use font size 12 points
- include the unit name, learner name, registration number, centre number and the page number, in the header/footer on every page.

Centres must ensure that all notes are:

- Printed if word processed
- The font size must be 10 points minimum
- Visible to the naked eye if handwritten.

The supervised video recordings must:

- not contain evidence for more than **two** learners from a single digital recording
- take place in a suitable quiet space with no extraneous **sound**
- be carried out by the supervising teacher under formal supervision
- have each learners' name and registration numbers 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 **clear wide shots** that allow all learners to be clearly seen and with a sound quality that ensures all musical parts are audible
- not be paused or stopped. If a learner stops during the recording, they may re-start from the point at which they stopped or start again from the beginning. i.e. the rehearsal, including the 'false start' should be submitted to the examiner with a covering note. The centre should seek a special consideration for any issues with the recording as any material longer than the stated period may not be assessed
- Any non-assessed performers should **not** obstruct views of those assessed and should **not** be heard or seen commenting or leading.

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 to allow for additional recordings if authorised by Pearson.

Digital Audio Workstation (DAW) projects:

- must be audio recorded
- must be mixed down audio
- must be **saved** as an acceptable audio files formats e.g. .wav, .aiff, .mp3
- must be checked that each file can be opened on any type of computer
- saved with a filename as per *Submission of Work* below.

Maintaining security during the monitored sessions - follow the same procedures as for the Preparatory work for Activity 1 above - in addition:

- Centres must ensure that learners have access to appropriate software (i.e. Audio / MIDI capable DAW software and associated peripherals) that will enable them to meet the requirements of the assessment.
- During the sessions learners are not allowed access to any work they may have created prior to the assessment or between sessions.
- Learners are **not** permitted to have access to the **internet** or other **resources** with the **exception** of the appropriate **software** during the each session.

The outcomes for submission:

One piece of work must be submitted digitally, clearly labelled with the learner's name, registration number and centre number¹:

- a video/audio recording of musical material:
 - an individual performance video recording **or**

- a Digital Audio Workstation (DAW) project audio recording ²

1. *If learners have not saved documents in the correct format, they must be submitted as saved and not converted by the centre*
2. *Saved in a standard audio format that will work on both Windows and Mac devices e.g. .wav, .aiff, .mp3.*

You **do not need** to submit any **notes** Activity 2, however, 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.

All submissions must be retained securely by the centre after submission, digitally, and may be requested by Pearson if there is suspected malpractice.

Activity 3: Individual commentary on the creative process

Learners must be given **1 hour** to complete the task under formal **supervised** conditions.

Learners must have access to a **hard copy** of their electronic template from Activity 1 and a **digital copy** of their notes from Activity 2 **for reference only**. They must also have access to the final bounced/exported stereo tracks or video recorded performances **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:

- to create a word-processed commentary on the strengths and weaknesses of the creative process and music product on a computer.

Learners' commentary must:

- be word-processed
- font size 12 points
- a minimum of 300 words writing
- include only screenshots and/or images from Activity 2
- include the unit name, learner name, registration number, centre number and the page number, in the header/footer on every page.

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

- learners should have no access to software for editing audio or video
- learners may **not** have **access** to **email** or **internet** during the sessions.

The outcomes for submission:

One piece of work must be submitted digitally, clearly labelled with the learner's name, registration number and centre number¹:

- a word processed learner commentary, saved as a PDF.

1. *If learners have not saved documents in the correct format, they must be submitted as saved and not converted by the centre*

All submissions must be retained securely by the centre after submission, digitally, and may be requested by Pearson if there is suspected malpractice.

Final outcomes for submission:

Three pieces of work must be submitted digitally ¹, clearly labelled with the learner's name, registration number and centre number:

- Activity 1: a response to the music brief, on the template, saved as a PDF.
- Activity 2: a video/audio recording of musical material:
 - an individual performance video recording **or**
 - a Digital Audio Workstation (DAW) project audio recording ²
- Activity 3: a word processed learner commentary, saved as a PDF.

1. *If learners have not saved documents in the correct format, they must be submitted as saved and not converted by the centre*

2. *Saved in a standard audio format that will work on both Windows and Mac devices e.g. .wav, .aiff, .mp3.*

All submissions must be retained securely by the centre after submission, digitally, and may be requested by Pearson if there is suspected malpractice.

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.

Attendance register & Centre Checklist

The attendance register will be contained within the OneDrive folder and pre-populated with details of all entries made. This register includes a centre checklist which clearly lists what each learner should submit as part of the assessment. Centres should indicate Yes/No that the work has been completed and uploaded.

If you notice any missing entries, please add these to the bottom of the Attendance Register and email btec.traditional@pearson.com and we will make the entries on your behalf.

Attendance Register & Centre Checklist		<p>Please add an 'X' alongside each learner confirming their attendance or absence for the named external assessment and complete the checklist to confirm the assessment was completed and uploaded to the OneDrive</p>				<p>If any learners are missing, please add them to the bottom of the Register</p>									
Centre No:															
Unit No:	31489H														
Unit Title:	UNIT 2 DEVELOPING A MARKETING CAMPAIGN														
		CENTRE CHECKLIST													
				Completed	Uploaded	Completed	Uploaded	Completed	Uploaded	Completed	Uploaded	Completed	Uploaded	Completed	Uploaded
Learner registration no.	Learner Name	Present - Part A	Present - Part B	Absent - Part A	Absent - Part B	Part A - Act 1	Part A - Act 1	Part A - Act 2	Part A - Act 2	Part A - Act 3	Part A - Act 3	Part B - Act 4	Part B - Act 4	Part B - Act 5	Part B - Act 5

Please ensure there is an X in either the present or the absent column for any learner listed. For a learner that has withdrawn from the assessment, please 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 a secure link to a OneDrive folder where you must upload the learners' work to us. This link will only be accessible to your centre and to your named responsible person(s) provided. If you haven't provided a contact to us or are unable to locate your link, please email us at btec.traditional@pearson.com

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

The submission deadline for uploading the work to Pearson is the same day as the end of the assessment window. Submission deadlines can be found in your [exam timetable](#).

Centres **must** submit **all learner work together** for each learner by the submission deadline and each activity/item saved as per the following naming convention:

Act	Part	Item	Quantity
1	Initial response template	Activity1Initialresponsetemplate_[Registration number #]_[surname]_[first letter of first name]	One per learner
2	Create a music product	Activity2createamusicproduct_[Registration number #]_[surname]_[first letter of first name]	
3	Commentary	Activity3commentary_[Registration number #]_[surname]_[first letter of first name]	

A blank copy of the 'Learner Authentication and Record Sheet' can be downloaded from the qualification page (see 'Appendices' document). **You no longer need to upload this document to the OneDrive. The signed document should be retained in centre. By uploading learner work to the OneDrive you are confirming Learner Authentication.**

Uploading onto OneDrive

You will **not be required** to set up passwords or encryptions for learner work and files. If you decide to encrypt then you must provide Pearson with the password by emailing passwords@pearson.com.

Please indicate in the subject your centre number, the subject name and code, and the series:

Example: **Centre 12345 – 21211L – January 2023**

The Password should be set in the following way:

Subject code and centre number e.g. **21211L12345**

We will create the learner folders on your behalf. (You can use this if it suits you or upload all learner work to the unit folder using the upload function (preferred) or drag and drop. Please do not drag or upload work from a zipped folder as this results in the files becoming corrupt or blank.

Each folder must then contain all pieces of assessment evidence. Each piece of the evidence should be named according to the following naming convention:

[Activity No]_[Registration number #]_[Name]

Example: John Smith with registration number KA12347 would have work in the folder titled for activity 1 as:

Act1_KA12347_John Smith.pdf

For any late entries, centres will need to create their own learner folder.

Note: when your learners have not saved the work as .pdfs you must not change the format and must submit the work as saved by the learners.

However, the learners should always save their work as pdfs as a rule.

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

A blank copy of the 'Learner Authentication and Record Sheet' can be downloaded from the qualification page (see 'Appendices' document). **You no longer need to upload this document to the OneDrive. The signed document should be retained in centre. By uploading learner work to the OneDrive you are confirming Learner Authentication.**

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

All materials sent to the examiner for this paper, will be retained by Pearson.

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.

Key Links

Key Dates and Deadlines

Post Results Services (PRS)

Special Requirements

Training from Pearson

Support Materials

- [entry deadlines and results dates](#)
- [exam timetables](#)
- [Access to Scripts \(ATS\)](#)
- [Review of Marking and Moderation \(RoMMs\)](#)
- [Appeals](#)
- [Special considerations](#)
- [Access arrangements](#)
- [Training events](#)

Visit your [qualification page](#) to find:

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

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 session/year; learners will be required to create new work using the following session's/year's assessment task. There will be a charge for retaking the external assessment. The resit rules can be found [here](#).

Is the assessment criteria for the externally assessed unit in the specification?

No, but the grade descriptors the Specific Marking Guidance is published on the website [here](#).

Shall we wait for the submission deadline before submitting work?

No, please upload the work as soon as the work has been completed and a link has been shared. 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 or learners before the first supervised session.

How should we submit the work?

All submissions are now digital, therefore learners must save their written work as a pdf. They should be working in suitable software that will work on all devices. If a learner fails to save their document in the correct format the centre should not change it but submit it as saved.

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 and the pitches/presentations during the assessment window as timetabled by Pearson (see *the Assessment* section for further guidance).

Can the course leader prepare a track list/play list of the songs within the paper to share with the learners?

Yes, this is perfectly acceptable. It will not create any advantage for the learners if their teacher shares a play list with them as it will still require the learners to select and develop their own work.

Can assessed learners work with the same song and style?

It is acceptable for the learners to complete the same song and style. In the specification it does state that learners are required to 'present an original creation' so this may not support them to access the full range of marks available.

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.

Is there a word limit?

There is no set maximum word limit for any task, only a time limit, however the submission should reflect the range and depth of the activities in the set task.

Do each of the grade descriptors relate to the 'Pass, Merit and Distinction' grades?

There is no set boundary for each of the grades during the marking stage. There are published 'points' for each of the grades which can be found [here](#) and these will be scaled against the raw marks for the paper once the work has all been marked.

