

# Administrative Support Guide (Instructions for the Conduct of the Examination)

June 2014

GCE Music (8MU01/9MU01)  
6MU01, 6MU02, 6MU03,  
6MU04, 6MU05, 6MU06

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If you have any subject specific questions about the content of this Examiners' Report 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://www.edexcel.com/aboutus/contact-us/ask-expert/Pages/home.aspx>

or by email: [teachingmusic@pearson.com](mailto:teachingmusic@pearson.com)

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**Teachers and Examinations Officers are advised to study the instructions and advice given, since failure to follow the details is likely to disadvantage candidates preparing for the examination.**

**It is imperative that this document is referred to closely, and its instructions adhered to, at the time of examinations and coursework submission.**

## 1. Introduction

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This document has been compiled to inform teachers and centres of the correct procedures for the conduct of GCE Music examinations and coursework.

It is advised that teachers and examinations officers study the instructions and advice given, since failure to do so may disadvantage candidates preparing for the music examinations in 2014.

Guidance on approaches to teaching the Edexcel Music AS and A2 Music Specifications can be found in the 8MU01/9MU01 Specification. This is available from Edexcel Publications (01623-467-467) and the Edexcel website.

Further guidance may be found in the document *Getting Started* on the Edexcel website:

[http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/UA037294\\_GCE\\_GS\\_Music\\_Issue\\_2.pdf](http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/UA037294_GCE_GS_Music_Issue_2.pdf)

Please consult the Edexcel website regularly. This is now Edexcel's main method of communicating information.

Page numbers quoted refer to the present document unless otherwise stated.

## 2. GCE Music Summer 2014: Key Dates

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Date	Activity
<b>1 September 2013</b>	<ul style="list-style-type: none"><li>• 6MU02 Composition briefs released on website</li><li>• 6MU05 Composition briefs released on website</li></ul>
<b>January 2014</b>	<ul style="list-style-type: none"><li>• Coursework submission forms on Edexcel website</li><li>• 6MU02 Composition briefs and sleeve note sent to centres in hard copy</li></ul>
<b>1 April 2014</b>	<ul style="list-style-type: none"><li>• 6MU05 Technical studies released to candidates, hard copy only</li><li>• Booklet includes composition briefs</li></ul>
<b>15 May 2014</b>	<ul style="list-style-type: none"><li>• Coursework deadline for Unit 1, Unit 2, Unit 4, Unit 5</li><li>• OPTEMS for <b>Unit 1 and Unit 4</b> (6MU01 and 6MU04) must arrive at Edexcel in pre-printed envelopes or transmitted by EDI</li><li>• Second copy of the OPTEMS to be sent to moderators with submissions</li><li>• <b>no</b> OPTEMS are required for Units 2 and 5 (6MU02 and 6MU05) as these units are externally assessed (not moderated)</li></ul>
<b>12 May 2014</b>	<ul style="list-style-type: none"><li>• Unit 3 written examination</li></ul>
<b>18 June 2014</b>	<ul style="list-style-type: none"><li>• Unit 6 written examination</li></ul>

### 3. General Information

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#### GCE Qualifications

Edexcel will be offering the following units in Music during the summer 2014 examination series.

AS Music: 8MU01 cash-in code with the following unit numbers:

Unit Number	Paper Number	Paper Name	Assessment
6MU01	01	Performing Music	Internally marked/ externally moderated
6MU02	01	Composing	Externally examined
6MU03	01	Developing Musical Understanding	Externally examined

A2 Music: 9MU01 cash-in code with the following unit numbers:

Unit Number	Paper Number	Paper Name	Assessment
6MU04	01	Extended Performance	Internally marked/ externally moderated
6MU05	01	Composition and Technical Study	Externally examined
6MU06	01	Further Musical Understanding	Externally examined

#### Entries and Cash-in codes

- i. Candidates are able to enter for any or all of the above units in Summer 2014
- ii. Candidate entries should be made at unit level (e.g. 6MU01) as entering candidates for the cash-in code alone (e.g. 8MU01) will not guarantee delivery of papers and information pertaining to the individual units
- iii. Centres should only use the subject code 8MU01 when 'cashing in' completed AS qualifications
- iv. Centres should only use the subject code 9MU01 when 'cashing in' the complete qualification
- v. Please note that these qualifications are not available to private candidates
- vi. Please check all documentation and entries carefully to ensure that candidates are entered for the correct units
- vii. For information on how to submit entries, please check the following website:  
<http://www.edexcel.com/iwantto/Pages/making-entries-using-EDI.aspx>
- viii. To amend your entries you can send an email to [serviceoperations@pearson.com](mailto:serviceoperations@pearson.com)

## 4. Information on Individual Units

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### Moderated Coursework Units, 6MU01 and 6MU04

These units are internally assessed and externally moderated. For unit requirements for this unit and assessment criteria please refer to the relevant pages in the Specification.

Centres are strongly advised to make copies of all work submitted.

#### What candidates must do

- Candidates must perform continuously for the required time specified in the specification (5-6 minutes for Unit 1, 12-15 minutes for Unit 4)
- Candidates must not piece together their submissions over a number of performance occasions
- The performance can be made up of one or more solo and/or ensemble pieces
- For submissions with 2 or more pieces, each piece should be timed individually.

#### Please note

- **This time does not include:**
  - **tuning**
  - **verbal introductions**
  - **audience applause**  
However, these should not be edited out after the recording has been made
- **Candidates may not duplicate any repertoire in Units 1 and 4**
- **Slight pauses between related movements of a work are accepted**
- **Short submissions may be penalised**

- The criterion for choice should be excellence in performance not, for example, variety for its own sake
- Where candidates offer ensemble performances, improvisation, and/or sequenced performances, teachers must ensure that they are aware of the detailed information on pages 21 and 65 of the Specification
- Performances may be from a score, or may be improvised
- Ensembles must have a maximum of five performers including the student.

## Performances from a score

- The score submitted with a performance should contain sufficient information to permit a fair assessment to be made
- Scores must include indications of rhythm, dynamics, etc.
- Tab notation, track sheets, chord charts etc, are acceptable as scores if such detail is present. Reference recordings cannot be accepted in lieu of scores.

## Improvised performances

- Improvised performances must be accompanied by the original stimulus
- There must be sufficient information about the candidate's working methods to enable moderators to make a fair assessment.

## Recording the performance

- The recorded performance can take place at any time during the course as long as the work is submitted by **15 May 2014**
- The whole submission must be recorded continuously on a single occasion
- It must not be edited
- The whole submission can be re-performed and re-recorded at any time, and the better or best performance submitted
- Performances recorded on different occasions must not be edited together
- Recordings must be made either
  - on audio CD, finalised and playable on standard domestic equipment, or
  - on Minidisc™. Please note that if Minidiscs™ are submitted, they must not be in long-play format
- Cassette tapes/mp3 recordings must **not** be used
- Each candidate's work must be on a separate audio CD or Minidisc™
- Centres should use one recording format for all of their candidates' submissions
- Centres must ensure that each CD / Minidisc™ is clearly labelled with the following information, which should also be announced at the start of the performance:
  - centre name
  - centre number
  - candidate name
  - candidate number
  - details of unit and paper
    - i.e. *GCE AS Music 2014 6MU01 Unit 1: Performing Music*

- The recording quality must be good enough to reflect the candidate's true performance and the marks awarded
- Teachers are advised to check after recording that the quality is appropriate: moderators cannot give credit for inaudible/unplayable recordings. Centres will normally be contacted in such circumstances.

## Assessment

**Before beginning assessment, it is essential that the teacher examiner studies the examples of marked performances available at [www.edexcel.com](http://www.edexcel.com) \* to gain a clear understanding of the expected standards.**

**The accuracy of Teacher Examiner assessment cannot be stressed too strongly.**

\*These can be found at:

<http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/GCE-Music-TSM-Part2.pdf> and

<http://www.edexcel.com/quals/gce/gce08/music/music/Pages/default.aspx>

(see Exemplar Materials – Units 1 and 4)

- The teacher examiner must use the correct assessment criteria for each piece
- Assessment criteria are in the specification.
- Teachers are advised to mark the live performance but should finalise the mark for each submission with reference to the recording
- Please ensure you use the correct form, which is available from:

Unit 1 :

<http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/6MU010-MAS1.pdf>

Unit 4 :

<http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/MA4.pdf>

- Please photocopy this form onto double-sided A3 paper
- The scores/stimuli should be placed inside this form
- Ensure that all details are completed, including teacher and candidate signatures
- If the forms are not signed as indicated the work cannot be accepted

- Full details of the assessment procedure can be found on pages 23–24 of the specification
- Please note that the assessment of difficulty levels is considered as part of the overall assessment

## Marking Process

- See Specification p23 for detailed instructions
- If a centre has more than one teacher examiner, performances should be moderated internally before final marks are awarded

## What centres must send

### To the Moderator

Centres must submit their candidates' work to the external moderator by 15 May 2014

Please send;

- A completed OPTEMS (second yellow copy) containing all the final marks for the centre should be sent to the external moderator

For each candidate in the sample you must send:

- the recorded performance
- the score/stimulus

a fully completed (and signed) mark sheet (MAS Form) downloaded from:

Unit 1 :

<http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/6MU010-MAS1.pdf>

Unit 4 :

<http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/MA4.pdf>

- the work of the candidates with the highest and lowest final marks, if the work of these candidates is not included in the sample

### To Edexcel

- OPTEMS – white (top) copy, by 15 May 2014

## Resits

- Candidates wishing to re-sit this unit can use either:

- new piece(s) or
- the piece(s) that they used last year.
- A new recording must be made
- Centres are strongly advised to keep copies of everything submitted

## Results

- On the Results Day the E9 reports written by moderators will be available to centres on Edexcel Online
- Centres should refer to the Post Results Services document on the Edexcel website to find out more about the EAR services available for each unit:

<http://www.edexcel.com/iwantto/Documents/EAR-Services-byComponent.pdf>

<http://www.edexcel.com/iwantto/Pages/results-enquiry.aspx>

Centres should read this document in conjunction with the JCQ Post Results Services guidance:

<http://www.jcq.org.uk/exams-office/post-results-services>

## Additional notes

### Submission of 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.

Coursework may not be moderated if submitted after 15 May 2014.

### OPTEMS

- OPTEMS forms for units 6MU01 and 6MU04 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 for moderation 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, even 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.**

Centres must keep copies of all work submitted to Edexcel.

### CDs

Each candidate's work should be recorded on a separate CD.

The work should be recorded as follows

Track no.	Recording
1	Announcement: Centre name and number, GCE Music, year, paper (6MU01, or 6MU04)
2	Announcement: Candidate name and number, title of piece(s)

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

Please do not:

- Provide submissions on tapes
- reference recordings instead of scores, for 6MU01 and 6MU04

**Please check the CDs before posting to the moderator/examiner to ensure that the recordings:**

- are on the CD
- are clearly audible without distortion
- can be played 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 form for each candidate
- CDs - please send in protective bubble wrap, to avoid breakages.

### **Forms MAS1 Performing Music (6MU01) and MA4 Extended Performance (6MU04)**

Please download the relevant form for the appropriate examination session from the GCE Music website.

- Please print this form on A3 paper so it can be folded into 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 in the spaces on the form. Moderation cannot take place if signatures are missing.

### **Irregularities on the MAS Forms**

- If there are arithmetical errors or missing work, the moderator will send a Form E6 to the centre
- Marks on Form E6 are the centre's marks, not the Moderator's mark, or the final mark
- If a centre mark requires amendment, it is the centre's responsibility to notify Edexcel of the amended mark
- The centre's correct marks are fundamental to the moderating process. An incorrect mark may affect the final mark for all candidates in the centre
- To amend centre marks, please contact the Coursework Processing Team at [courseworkmarks@pearson.com](mailto:courseworkmarks@pearson.com)
- A valid reason for amendment must be provided – this should be on the E6

### **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 MAS form

## Carrying forward marks

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

## Unit 2: Composing 6MU02

### General information

- This unit is externally assessed (not moderated) coursework
- Centres are not required to send OPTEMS to Edexcel
- The requirements for this unit can be found on pages 39–56 of the specification
- The total mark for this unit is 60
  - 40 marks are for the composition
  - 20 marks are for the sleeve note
- All work for Unit 2 must be submitted to the Edexcel examiner by 15 May 2014
- Centres are strongly advised to make copies of all work submitted
- The composition briefs for Section A will be published on the Edexcel website in September of the examination year
- Centres will receive hard copies in January 2014 on the basis of estimates of entries
- Teachers should ensure that they have received one hard copy of the 2014 paper for every candidate they intend to enter
- Both the teacher and candidate must sign the declaration of authenticity at the back of the paper
- Candidates re-sitting the unit must use the new Composition briefs for 2014.

### What candidates must do

#### Section A: Composition

Candidates must submit:

- one composition, lasting a minimum of 3 minutes
- this composition must be in response to one of the four composition briefs prescribed in the 2014 Unit 2 paper
- a score
- a recording.

Please see the note at the top of page 44 of the specification for the definition of scores permissible for Unit 2.

## **Section B: The Sleeve Note**

Candidates must submit:

- a sleeve Note.

Each candidate's sleeve note is in addition to their submitted composition and refers to that composition.

The sleeve note must be based on the questions in Section B of the paper.

## **Controlled Conditions**

Composition can broadly be divided into two processes

- research and preparation
- writing

Only the time spent on the writing part of the process counts towards the maximum 15 hours.

## **Research and preparation**

- This includes any work done prior to the writing down of the final version of the composition. This may involve:
  - considering the brief
  - listening to other music
  - experimenting with suitable melodic or harmonic ideas on guitar or piano
  - working out rough drafts.
- Research and preparation can be done outside the centre. There is no time limit to it
- The results of this preparation can be recorded in writing or electronically
- The results can be taken in and out of the centre and referred to during controlled writing time
- However, the teacher must inspect them, and be satisfied that they are the student's own work

## **Writing**

- Broadly, this is when the final score of the piece is produced (either in handwritten form or via a score-writing package such as Sibelius)
- Candidates have a maximum of 15 hours' writing time for their composition
- Writing time will take place inside the centre, either in timetabled lesson times or outside them, as most convenient to all concerned

- It must be completed under supervision by a teacher (not necessarily the music teacher), or a member of the support staff

## Recording the Composition

- Compositions should be recorded
  - either on audio CD, finalised and playable on standard domestic equipment
  - or on Minidisc™.
- Please note that if Minidiscs™ are submitted, they should not be in long-play format
- Cassette tapes/mp3s should not be used
- The time needed to record is additional to research and preparation and to writing time
- It is suggested that recordings, especially if they are live as opposed to computer-generated, are made before the full allocation of writing time has been used up, in case candidates need to make adjustments in the light of a changed view of the result.

## CDs

Each candidate's work should be recorded on a separate CD.

The work should be recorded as follows

Track no.	Recording
1	Announcement: Centre name and number, GCE Music, year, paper (6MU02)
2	Announcement: Candidate name and number, title of piece(s)

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

**Please check the CDs before posting to the examiner, to ensure that the recordings:**

- are on the CD
- are clearly audible without distortion
- can be played on normal domestic CD players.

Teachers are advised to check after recording that the quality is sufficient to facilitate assessment.

Each candidate's work must be easily identifiable. Full centre and candidate details must be present on the score, as follows:

- centre name
- centre number
- candidate name
- candidate number
- details of unit and paper — *GCE AS Music 2014 6MU02 Unit 2: Composing*
- composition brief chosen.

These details must also be entered on the paper containing the sleeve note and the declaration of authenticity.

Centres must also ensure that each CD or Minidisc™ is clearly labelled with the centre and candidate details. These details should also be announced on the recording, before the start of the composition.

## Supervision of coursework

- The composition for Unit 2 must be completed under controlled conditions. For guidance on these conditions, see page 2 of the 2014 paper
- The sleeve note must be written up in one separate hour of controlled time. Candidates may use notes and relevant scores during this hour
- The sleeve note may be hand-written or word-processed. However it is produced, it must be produced during the hour set aside. If word processed, please attach securely to the examination paper
- Teachers should refer to the document:

<http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/music-GCE-Further-guidance-Unit2.pdf>

This document reminds teachers to keep a written record to ensure that each student's writing time has not been exceeded.

Please note that work will **not** be returned to centres

## What Centres must send

To the Examiner, for all candidates:

- a score of the composition
- a recording of the composition

- a copy of the paper for Unit 2, containing the
  - sleeve note relating to the composition
  - signatures of both candidate and teacher, to authenticate the work
- a copy of the attendance register

## Results

- The breakdown of marks will be available on the Results Plus website on results day.

## Access to Scripts

- As part of the *Access to Scripts Service* (ATS) centres can order the copies of the examiners' mark records after results day
- Requests for ATS can only be submitted via Edexcel Online
- More information can be found in the Edexcel Information Manual, Post Results Services booklet:

<http://www.edexcel.com/iwantto/Documents/EAR-Services-byComponent.pdf>

Please note that Subject Teams do not have access to scripts and are unable to process any Post Results requests.

## Unit 3: Developing Musical Understanding 6MU03

- The requirements for this unit can be found on pages 57–62 of the specification
- The total mark for this unit is 80
- Length of paper: 2 hours, preceded by 5 minutes' reading time
- The reading time is not included on the CD and must be added by the invigilator

### Materials required

- One question paper per candidate, which includes the skeleton scores for Part A
- CD (for use in Part A of the examination)
- a good-quality CD player
- keyboard with headphones (approximately one keyboard for every 3 candidates)

#### Candidates must NOT use:

- **The Edexcel New Anthology of Music**
- **any musical software in Section C (see specification, page 61, and this document, below).**

### The Paper

The *Developing Musical Understanding* paper (code 6MU03):

- is a written examination
- is externally marked

A music teacher, who is responsible for playing the CD on suitable equipment should be present in the examinations room, but must not be the sole invigilator.

There are three sections.

- Part A *Listening* – Listening
- Part B *Investigating Musical Styles* - written
- Part C *Understanding Chords and Lines* - written

Parts B and C may be completed in whichever order candidates prefer, taking care to ensure that they have adequate time to complete all of the paper.

There is plenty of space for a student's responses on the examination paper.

## CD of Excerpts

**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 examinations officer in secure conditions until the day of the examination**  
**If the CD has any faults during the examination, please use the spare(s) provided**

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

Distribution Department  
Pearson  
190 High Holborn  
London  
WC1V 7BH

Or by fax on: 0207 190 5655

The request must be sent on letter-headed paper

Please give:

- the unit number – 6MU03
- 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 exams officer or the head of centre.

## Conducting the Examination

### Part A: Listening (32 marks)

- Candidates have 5 minutes' reading time before the start of Part A
- After these 5 minutes' reading time, please start the CD for Part A. The 2 hours' timing for the examination begins at this point
- All pauses will be included on the CD. The CD must not be stopped during the course of the examination

- The examination must begin with Part A. This lasts for approximately 25 minutes
- Candidates must answer both questions, each worth 16 marks. These questions test skills of aural analysis, applied to familiar music.
  - Question 1 will be based on one of the set works from the area of study Instrumental Music
  - Question 2 will be based on one of the set works from the area of study Vocal Music

**The music for each question will be played five times  
A skeleton score booklet will be provided with the question paper**

- All announcements to guide candidates through Part A will be on the CD
- When the announcement on the CD concludes Part A, the supervisor must remove the CD from the CD player
- Candidates have the rest of the examination time to complete Sections B and C

**Part B: Investigating Musical Styles (28 marks)**

- Candidates answer the questions on the question paper
- Candidates must not use copies of the *Edexcel New Anthology of Music*
- In Part B, Question 3 will contain questions on both areas of study – Instrumental Music and Vocal Music. Candidates should select either
  - part (a) of Question 3 (on Instrumental Music) or
  - part (b) (on Vocal Music).
- They must answer both sub-sections (i) and (ii) from whichever part of Question 3 they have chosen.
- Sub-section (i) carries 10 marks, and focuses on a single work from the chosen area of study
- Sub-section (ii) carries 18 marks, and is comparative, focusing on two other works from the area of study
- Important musical features include:
 

resources	harmony
texture	melody
form	rhythm
tonality	metre
- These key features help to locate a work in a social and historical context

- Candidates need to write perceptively about music by describing, explaining, comparing and contrasting musical features and placing the music in context, as required
- Answers may be in note form or in continuous prose. In both cases, examiners will consider the quality of written communication (QWC)

For further guidance, see the Sample Assessment Materials, and the Tutor Support Materials, Part 1. at:

[www.edexcel.com/migrationdocuments/GCE%20New%20GCE/sam-gce2008-Music.pdf](http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/sam-gce2008-Music.pdf)

and

[http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/UA037294\\_GCE\\_GS\\_Music\\_Issue\\_2.pdf](http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/UA037294_GCE_GS_Music_Issue_2.pdf)

### **Part C: Understanding Chords and Lines (20 marks)**

- There will be two questions in Part C
- These will assess students' ability to analyse simple harmonic and melodic features in **unfamiliar** music and to complete five chords in a SATB texture.

#### **Question 4 (8 marks)**

- This question will require candidates to answer on all or some of the following:
  - keys
  - modulations
  - chords
  - non-harmonic notes
  - cadences

A score is provided in the skeleton score booklet

- The music is not played in the examination either on CD or live by the invigilator
- It is expected that candidates will work on the basis of mental hearing and theoretical knowledge
- There is no particular style of music prescribed for use in this question - styles may vary from year to year but any excerpt chosen will support simple questions about traditional harmony

#### **Question 5 (12 marks)**

- This question will require completion of a short passage in SATB format
- The soprano line and opening harmonised *incipit* will be given
- Students must add alto, tenor and bass to the rest of the soprano part

- Students should observe the restrictions that apply to traditional writing for SATB (no consecutive 5ths, no double leading notes, etc.)
- Space is provided on the question paper for rough work

The questions to be set will not require knowledge of the conventions of the Bach chorale style specifically, but if such knowledge exists and can be appropriately applied, this is acceptable.

For Question 5, candidates may try out their work on a keyboard if they wish.

## **Keyboards**

- The intention is that using a keyboard will help candidates to assess the correctness (or otherwise) of work done provisionally on paper on the basis of mental hearing and theoretical knowledge
- Candidates may use a keyboard more than once during the examination if they wish, but it is not expected that they will sit at the keyboard and experiment for long periods
- Each keyboard must be in the view of an invigilator

## **Sample Assessment Materials**

- Sample assessment materials (including sample CDs for Unit 3 and 6, Publication code UA018895 September 2007), past papers and past CDs are available from Edexcel Publications:

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

- 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>

## **Unit 4: Performing 6MU04**

Please see guidance for Unit 1 and Unit 4, page 6.

## Unit 5: Composition and Technical Study 6MU05

- This unit is externally assessed (not moderated) coursework
- The requirements for this unit can be found on pages 85-109 of the specification
- The total mark for this unit is 80
- All work for Unit 5 must be completed in time to reach the Edexcel examiner by 15 May 2014
- Centres are strongly advised to make copies of all work submitted
- The composition briefs for Section A will be published on the Edexcel website in September of the academic year

**Technical studies (Section B) will not be published on the GCE Music website**

**Hard copy will be despatched to centres in time for distribution on 1 April 2014, based on estimates of entry**

**This will contain both the composition briefs (Section A) and the Technical studies (Section B)**

**Teachers must NOT open the Composition and Technical Study paper before giving it to students**

**Each chosen technical study must be completed within 3 hours under controlled conditions**

- Teachers should ensure that they have received one hard copy for every candidate they intend to enter
- Both the teacher and the candidate must sign the declaration of authenticity at the back of the paper
- Candidates re-sitting the unit must use the new Composition and Technical Study paper for 2014

### What candidates must do

Candidates must submit one of the following:

- **two** compositions, each lasting a minimum of 3 minutes
  - one of these compositions must be in response to one of the two briefs relating to the area of study *Instrumental Music*

- the other composition must be in response to one of the two briefs relating to the area of study *Applied Music*
- **one** composition in response to any one of the briefs and **one** technical study in response to a choice from three technical studies
- **two** technical studies in response to a choice from three technical studies

Please see the note at the top of page 91 of the specification for the definition of scores permissible for Unit 5.

## Controlled Conditions for Compositions

### Supervision of coursework

- The composition for Unit 5 must be completed under controlled conditions. For guidance on these conditions, addressed to students, see page 2 of the 2014 paper
- Teachers should refer to the document :  
  
<http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/music-GCE-Further-guidance-Unit2.pdf>
- This document reminds teachers to keep a written record to ensure that each candidate's writing time has not been exceeded
- Please note that work will not be returned to centres.

Composition can broadly be divided into two processes

- research and preparation
- writing

Only the time spent on the writing part of the process counts towards the maximum 14 hours.

### Research and preparation

- This includes any work done prior to the writing down of the final version of the composition. This may involve:
  - considering the brief
  - listening to other music
  - experimenting with suitable melodic or harmonic ideas on guitar or piano
  - working out rough drafts.
- Research and preparation can be done outside the centre. There is **no** time limit to it

- The results of this preparation can be recorded in writing or electronically
- They can be taken in and out of the centre and referred to during controlled writing time
- However, the teacher must inspect them, and be satisfied that they are the student's own work

## Writing

- Broadly, this is when the final score of the piece is produced (either in handwritten form or via a score-writing package such as Sibelius)
- Candidates have a maximum of 14 hours' writing time for each chosen composition
- Writing time will take place inside the centre, either in timetabled lesson times or outside them, as most convenient to all concerned
- It must be completed under supervision by a teacher (not necessarily the music teacher), or a member of the support staff

## Recording the Composition

- Compositions must be recorded
  - either on audio CD, finalised and playable on standard domestic equipment,
  - or on Minidisc™.
- Please note that if Minidiscs™ are submitted, they must not be in long-play format
- Cassette tapes/mp3s are not to be used
- The time needed to do this is additional to research and preparation and to writing time
- It is suggested that recordings, especially if they are live as opposed to computer-generated, are made before the full allocation of writing time has been used up in case candidates need to make adjustments in the light of a changed view of the result

## CDs

Each candidate's work should be recorded on a separate CD.

The work should be recorded as follows

Track no.	Recording
1	Announcement: Centre name and number, GCE Music, year, paper (6MU02)

<b>2</b>	Announcement: Candidate name and number, title of piece(s)
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**All CDs must be accompanied by a clear track list.  
Tracks must be labelled clearly in the space provided on the forms.**

**Please check the CDs before posting to the examiner, to ensure that the recordings:**

- are on the CD
- are clearly audible without distortion
- can be played on normal domestic CD players.

## **Controlled Conditions for Technical Study/Studies**

Each chosen technical study must be completed within 3 hours under controlled conditions and no teacher intervention is permitted during this time. There must be no access to harmony textbooks and no material of any sort may be removed from the classroom.

Points to remember:

**Work must be kept in secure conditions if there is more than one session.**

**Candidates using keyboards should use headphones.**

**Controlled Assessment periods may be as short or as long as the centre wishes, up to a maximum of 3 hours for each technical study.**

**If candidates wish to use computer programs such as Sibelius, they must input all music themselves within the allotted time.**

**The technical study does not need to be recorded**

## **Research and Preparation**

- This is the teaching received, and other work done, prior to the release of the Technical Studies paper
- The Technical Studies paper must be kept securely until the three hours begins
- Technical Studies will not be published on the GCE Music website

## **What centres must send**

Each candidate's submission must comprise the following.

- Score(s) of the composition(s)
- Recording(s) of the composition(s) and/or
- Technical study/ies
- Copy of the examination paper for Unit 5, containing the authentication form signed by both candidate and teacher
- A copy of the attendance register

Scores may be handwritten, or produced on a score-writing package.

Please note that work will not be returned to centres.

Teachers are advised to check after recording that the quality is sufficient to facilitate assessment.

Each candidate's work must be easily identifiable. Full centre and candidate details must be present on the score, as follows:

- centre name
- centre number
- candidate name
- candidate number
- details of unit and paper — *GCE A2 Music 2014 6MU05 Unit 5: Composition and Technical Study*
- title of composition brief(s), if chosen.

These details must be entered also on the paper containing the declaration of authenticity.

Centres must ensure also that each CD or Minidisc™ is clearly labelled with the centre and candidate details listed above. These details must be announced on the recording as well, at the start of the composition.

## Results

- The breakdown of marks will be available on the Results Plus website from results day

## Access to Scripts

- As part of the *Access to Scripts Service (ATS)* centres can order the copies of the examiners' mark records (ATSC option)
- Requests for ATS can only be submitted via Edexcel Online
- More information can be found in the Edexcel Information Manual, Post Results Services booklet:

<http://www.edexcel.com/iwantto/Documents/EAR-Services-byComponent.pdf>

Please note that Subject Teams do not have access to scripts and are unable to process any Post Results requests.

## Unit 6: Further Musical Understanding 6MU06

- The requirements for this unit can be found on pages 111-117 of the specification
- The total mark for this unit is 90
- Length of paper: 2 hours, preceded by 5 minutes' reading time
- The reading time is not included on the CD and must be added by the invigilator

### Materials required

- Question paper, which includes the skeleton score for Question 2
- CD (for use in Section A of the examination)
- Good-quality CD player
- Unmarked copy of *The New Anthology of Music* for each candidate

### The Paper

The *Further Musical Understanding* paper (code 6MU06):

- is a written examination
- is externally marked

A music teacher, who is responsible for playing the CD on suitable equipment should be present in the examinations room, but must not be the sole invigilator.

The examination runs for 2 hours without a break, after a preliminary 5 minutes' reading time.

There are three sections:

- Part A *Listening*, using CD, candidates must complete this first
- Part B *Music in Context* - written
- Part C *Continuity and Change in Instrumental Music* Essay

Students may complete parts B and C in whichever order they prefer, taking care to ensure that they have adequate time to complete all of the paper.

There is plenty of space for a student's responses on the examination paper.

## CD of Excerpts

**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 the CD has any faults during the examination, please use the spare(s) provided**

If you need additional CDs (eg for candidates who will sit an exam in a separate room) please send requests to the:

Distribution Department at Pearson  
190 High Holborn  
London  
WC1V 7BH

Or by fax on: 0207 190 5655

The request must be sent on letter headed paper

Please give:

- the unit number – 6MU06
- 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 exams officer or the head of centre.

## Conducting the Examination

### Part A: Aural Analysis (28 Marks)

- Candidates have 5 minutes' reading time before the start of Part A
- After these 5 minutes' reading time, please start the CD for Part A. The 2 hours' timing for the examination begins at this point
- All pauses will be included on the CD. The CD must not be stopped during the course of the examination
- Candidates must answer both questions

- These questions test skills of aural analysis applied to unfamiliar music, which are related to the two compulsory areas of study
- A skeleton score will be provided for Question 2
- All announcements to guide candidates through Part A will be on the CD
- When the announcement on the CD concludes Part A, the supervisor must remove the CD from the CD player
- Candidates have the rest of the examination time to complete Sections B and C
- Sections B and C may be completed in any order

**Part B Music in Context (26 marks)**

- Candidates answer the questions on the question paper (which contains lined writing paper for their answers)
- They will require unmarked copies of the Edexcel *New Anthology of Music*
- Part B, Question 3 on the area of study Applied Music has three parts (a), (b) and (c)
- Candidates must answer any two of these three parts
- Important musical features include:

resources	harmony
texture	melody
form	rhythm
tonality	metre

These key features help to locate a work in a social and historical context.

- Candidates need to write perceptively about music by describing, explaining, comparing and contrasting musical features and placing the music in context, as required
- In Section B answers can be in note form or in continuous prose.
- Examiners will consider the quality of written communication (QWC)

For further guidance, see the Sample Assessment Materials, and the Tutor Support Materials, Part 1. at:

[www.edexcel.com/migrationdocuments/GCE%20New%20GCE/sam-gce2008-Music.pdf](http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/sam-gce2008-Music.pdf)

and

[www.edexcel.com/migrationdocuments/GCE%20New%20GCE/tsm-gce-music.pdf](http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/tsm-gce-music.pdf)

### **Part C: Continuity and Change in Instrumental Music (36 marks)**

- Candidates answer the question on the question paper (which contains lined writing paper for their answers)
- Candidates will require unmarked copies of the Edexcel *New Anthology of Music*
- Question 4 on the area of study Instrumental Music will contain 2 parts
  - Candidates must answer either part (a) or part (b)
- The questions will assess candidates' understanding of continuity and change within the group of set works studied
- In Section C answers must be written in continuous prose.

### **Sample Assessment Materials**

Sample assessment materials (including sample CDs for Unit 3 and 6, Publication code UA018895 September 2007), past papers and past CDs are available from Publications:

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

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>

Please note that music files will not be placed on the GCE Music website for Copyright reasons.

## 5. Additional Information

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### Special Considerations

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 Examinations Officer should fill in a *Special Consideration Form* and must provide evidence to support the reason for absence or underachievement (e.g. 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/access-arrangements-and-special-consideration>

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.

There is no need to contact the examiner/moderator or the Music Assessment Team with this information.

Completed forms should be sent to:

The Special Requirements Section  
Pearson  
190 High Holborn  
London  
WC1V 7BH  
Tel: 0844 576 0027

[uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com)

### Extensions

- Extensions cannot be granted due to internal issues, for example:
  - failure to prepare candidates properly for the assessment
  - staff shortages
  - problems with the music equipment
  - lack of facilities.

Please be advised that any of the issues above must be resolved by centres internally.

- In the most exceptional cases a short extension to the deadline may be granted at the discretion of the awarding body
- Extensions can only be granted by the Music Assessment Team.

## Extra Time

Centres must contact Special Requirements as above, for candidates who require extra time.

## Lost work

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

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

Use **Form 15 – JCQ/LCW** available on the JCQ website –

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-15---notification-of-lost-centre-assessed-work>

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

## Post Results Services

- Please refer to the Edexcel Information Manual (Post Results Services) for more information on the Post Results services available for the GCE Music:

<http://www.edexcel.com/iwantto/Documents/EAR-Services-byComponent.pdf>

- Post Results Services provided by Edexcel are offered in accordance with the JCQ guidance. Centres should also refer to the JCQ Post Results Services guidance document:

<http://www.jcq.org.uk/exams-office/post-results-services>

## *Ask the Expert*

- Please use our *Ask The Expert* Service for any subject specific queries
- To submit a query to one of our experts, please email: [teachingmusic@pearson.com](mailto:teachingmusic@pearson.com)

## General administrative queries

- Please contact [musicandmusictechnology@pearson.com](mailto:musicandmusictechnology@pearson.com)

## Training from Edexcel

- Please use the following link if you want to find out more about the training provided by Edexcel:

<http://www.edexcel.com/resources/Training/Pages/default.aspx>

- You can contact *Training from Edexcel* by sending an email to one of the email addresses below:

Queries about training: [trainingbookings@pearson.com](mailto:trainingbookings@pearson.com)

## Sample Assessment Materials, Past Papers and past CDs

- Past papers, past CDs, Sample Assessment Materials including the CDs for Unit 3 and 6 can be ordered from Edexcel 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)

The Music Assessment Team is unable to despatch **any** materials or CDs to centres.

## GCE MUSIC FAQs

***I have a subject specific query- how can I submit it to your GCE Music subject experts?***

Please email [teachingmusic@pearson.com](mailto:teachingmusic@pearson.com)

Queries can also be submitted using the link below:

<http://edexcel--5571.custhelp.com/app/ask> Our Experts aim to respond to queries within 48 hours.

***When is the submission deadline for coursework units in 2014?***

The submission deadline is Thursday **15 May 2014**. Please ensure that the submissions will reach the allocated examiner or the moderator by this date.

Please keep copies of all materials submitted to Edexcel.

***Can candidates submit pieces used for 6MU01 also for 6MU04?***

No, candidates may not duplicate any repertoire in Units 1 and 4. Please refer to the ASG Document, pages 7 and 17.

***What is the performance time for 6MU04?***

Candidates are required to submit performances that last between 12-15 minutes.

Please note that this time does not include any performance preparation, such as tuning or verbal introductions, or audience applause. Please refer to the Administrative Support Guide (ICE Document) and page 66 in the Spec. Short submissions will be penalised.

***Where can we find coursework assessment forms for 6MU01 and 6MU04?***

The assessment forms can be found on the GCE Music website – please go to Assessment materials, Forms. This four-page form should be photocopied onto double-sided A3 paper. The scores/stimuli must be slotted inside this form. Ensure that all details are completed, including teacher and candidate signatures.

***Composition briefs for 6MU02 and 6MU05 are posted on the GCE Music website in September each year. When will centres receive hard copies?***

Centres will receive hard copies for 6MU02 in January and 6MU05 in March for release on 1 April. Copies will be sent based on the number of estimated entries. Please remember to submit your estimated entries on time.

***If a candidate wants to re-sit the 6MU02 or 6MU05 Composition units, can they re-submit the work that they submitted last year?***

No. Candidates have to use the new composition briefs for the new academic year 2014. The new briefs are posted on the GCE Music website in September each academic year. Candidates are not allowed to use any materials from previous years.

***Will 6MU05 Technical Studies (Section B) be published on the GCE Music website? At present, only Section A is available on the website.***

No. Section B will not be published on the website and will be available as hard copy only. Both sections will be despatched to centres in March. Candidates can access Section B Technical Studies under controlled conditions only.

***Why are there no OPTEMS for units 6MU02 and 6MU05?***

Both units 6MU02 and 6MU05 are externally assessed, and not moderated. Centres do not submit Teacher–Examiner’s marks to Edexcel. Submissions are marked by Edexcel external examiners only.

Only units 6MU01 and 6MU04 are assessed internally and externally moderated. Centres must submit OPTEMS for these units.

***Where can I find the assessment criteria for units 6MU02 and 6MU05?***

The assessment criteria are published in the Specification, page 46 (6MU02) and page 96 (6MU05).

As these units are externally assessed, the criteria are published for information only. Centres do not mark the work and do not submit OPTEMS for the above units.

***Can candidates use a score writing package (e.g. Sibelius) to complete units 2 and 5?***

Yes, score writing packages are allowed for these units.

***Can teachers open the 6MU05 Technical Studies Section B paper before giving it to students?***

No. Teachers cannot open the paper before giving it to candidates. The paper is confidential and can only be accessed by candidates within the controlled conditions time. If there is more than one session, the paper must be kept securely within the centre.

***Will 6MU02 and 6MU05 materials be returned to centres after the summer series?***

No. Both Unit 2 and Unit 5 are examined/ externally assessed and the materials will not be returned to centres. Centres can submit an *Access to Scripts* request for these units and they will receive the copy of the examiner mark booklet. They will not receive the original scripts or CDs. Only moderated components are returned to centres - 6MU01 and 6MU04.

***What Post Results services are available for units 6MU02 and 6MU05?***

Centres can order the examiners’ mark records as part of the Access to Scripts service (ATS). The request can be submitted via Edexcel Online. Edexcel Post Results Services Team in Hellaby will either email the PDF files to centres or will send the copies of the mark records by post. At both units are mark externally, the materials are not returned to centres. More information on the Post Results Services can be found on the Edexcel Website:

<http://www.edexcel.com/iwantto/Pages/results-enquiry.aspx>

***Where can I order Sample Assessment Materials for the 6MU03 and 6MU06 units?***

All past papers and Sample Assessment Materials can be ordered from Publications, tel: 01623 467 467, [publication.orders@pearson.com](mailto:publication.orders@pearson.com)

SAMs Publications code: UA018895 September 2007.

Centres can use Edexcel Online website for ordering:

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

Full Publications catalogue can be accessed using the following link:

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

***Where can I order Past CDs for the 6MU03 and 6MU06 units?***

All past CDs can be loaned out on request by filling out the following form :

[http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/Music%20CD%20Loan%20Application%20Form%20\(updated%20December%202013\).pdf](http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/Music%20CD%20Loan%20Application%20Form%20(updated%20December%202013).pdf)

***Is 5 minutes' reading time included on the CD for 6MU03 and 6MU06 exams?***

No. The reading time is not included and it must be added by the invigilator.

***How many CDs will the centre receive for 6MU03 and 6MU06 exams?***

Edexcel will send 1 CD per centre and 1 spare CD.

***We need an additional CD for a Special Consideration candidate who will be sitting an exam in another room. How can we request it?***

Please send the request by post to:

Distribution Department

Pearson

190 High Holborn

London

WC1V 7BH

Our colleagues will send an additional CD (including the spare CD) to your centre.

The request can also be submitted by fax on: 0207 190 5655.

Requests must be sent on letter headed paper and signed by the head of the centre or the exams officer.

***Where can we find the skeleton score booklets for Units 6MU03 and 6MU06?***

The question papers for both Units will include the skeleton score booklets. Candidates will be able to access them on the day of the exam.

***I have a candidate who wants to re-sit the written exam 6MU03 – which set works should they learn? Can they re-sit an exam based on the set works from last year?***

No, candidates have to learn new set works for the new academic year whether sitting the exam for the first time or re-sitting. There will be only one question paper available for all candidates.

***Is any musical software allowed to be used by candidates for unit 6MU03, Section C?***

No, as indicated in the Specification, page 61 candidates should not have access to any musical software in Section C.

For more information on Edexcel qualifications, please visit [www.edexcel.com/quals](http://www.edexcel.com/quals)

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