



Non-Exam Assessment

NCFE Level 1/2 Technical Award in Music Technology
(603/7008/7)

Learner version

September 2023 release

V1.0

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Introduction

The non-exam assessment (NEA) is a formal internal synoptic assessment that requires the learner to independently apply an appropriate selection of knowledge, understanding, skills and techniques, developed through the full course of study, in response to a real-world situation, to enable them to demonstrate an integrated connection and coherence between the different elements of the qualification.

The NEA will contribute **60%** towards the overall qualification grade and therefore it is important that the learner produces work to the highest standard that they can. The learner, therefore, must not start the NEA until they have been taught the full course of study, to ensure that they are in the best position to complete the NEA successfully.

What is synoptic assessment?

Synoptic assessment is an important part of a high-quality vocational qualification because it shows that learners have achieved a holistic understanding of the sector and that they can make effective connections between different aspects of the subject content and across the breadth of the assessment objectives in an integrated way. The Department for Education (DfE) has consulted with Awarding Organisations and agreed the following definition for synoptic assessment:

‘A form of assessment which requires a candidate to demonstrate that s/he can identify and use effectively in an integrated way an appropriate selection of skills, techniques, concepts, theories, and knowledge from across the whole vocational area, which are relevant to a key task.’

Synoptic assessment enables learners to show that they can transfer knowledge and skills learnt in one context to resolve problems raised in another. To support the development of a synoptic approach, the qualification encourages learners to make links between elements of the course and to demonstrate how they have integrated and applied their increasing knowledge and skills.

As learners progress through the course, they will use and build upon knowledge and skills learnt across units. The NEA will test the learners’ ability to respond to a real-world situation.

Information for learners

Introduction

The non-exam assessment (NEA) is a formal assessment that will contribute **60%** towards your overall qualification grade. It takes the form of a synoptic project that will require you to draw on your knowledge and understanding of the entire qualification, it is therefore important that you produce work to the highest standard that you can.

You will be assessed on your ability to independently select, apply and bring together the appropriate knowledge, understanding, skills and techniques you have learnt throughout your course of study, in response to a brief, set in a real-world-situation.

The NEA will be assessed holistically using a levels of response mark grid and against five integrated assessment objectives. These assessment objectives and their weightings are shown below.

Assessment Objective (AO)
AO1 – Recall knowledge and show understanding The emphasis here is for learners to recall and communicate the fundamental elements of knowledge and understanding. 12 marks (10%)
AO2 – Apply knowledge and understanding The emphasis here is for learners to apply their knowledge and understanding to real-world contexts and novel situations. 16 marks (13.33%)
AO3 – Analyse and evaluate knowledge and understanding The emphasis here is for learners to develop analytical thinking skills to make reasoned judgements and reach conclusions. 12 marks (10%)
AO4 – Demonstrate and apply relevant technical skills, techniques and processes The emphasis here is for learners to demonstrate the essential technical skills relevant to the vocational sector, by applying the appropriate processes, tools and techniques. 48 marks (40%)
AO5 – Analyse and evaluate the demonstration of relevant skills and techniques The emphasis here is for learners to analyse and evaluate the essential technical skills, processes, tools and techniques relevant to the vocational sector. 32 marks (26.66%)

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Learner instructions

- Read the project brief carefully before you start the work.
- You **must** clearly identify and label all of the work you produce during the supervised time.
- You **must** hand in all of your work to the supervisor at the end of each timed session.

Learner information

- This non-exam assessment (NEA) will assess your knowledge and understanding from across the qualification.
- The maximum mark for this assessment is **120**.
- The maximum completion time for this NEA is **17 hours** (plus **2 hours** for the preparation and research task).
- All of the work you submit **must** be your own.

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name _____

Centre name _____

Centre number

Learner number

Learner signature _____

Preparation and research task

Maximum time: 2 hours

In addition to the allocated assessment time for this non-exam assessment (NEA), you are permitted to spend a maximum of **2 hours** to undertake research and develop a pack of resources that you can refer to during the formal NEA assessment time. During this 2-hour period, you may access all learning materials, the internet and other published materials.

You should use this time to create your own resource pack and it is this pack alone that you may use during the allocated time given to the NEA. This is the only support material that is permitted during the completion of NEA tasks (unless otherwise stated within each task instructions).

All research or data used in your final NEA **must** be referenced appropriately. As a minimum this should include the following:

- the use of quotation marks to clearly identify any passages not of your own words
- date accessed
- name of source / author.

Evidence requirements: research pack of no more than four sides of A4, font size 12 (if word processed) to be returned to your assessor at the end of each task / session and submitted with the completed NEA.

Formal NEA

Maximum completion time

You have been provided with a total of **17 hours** to complete this non-examined assessment (plus **2 hours** for preparation and research).

You may use some or all of the time provided for each task.

You are allowed to use time given to one task on another task where required.

You are not allowed to exceed the total number of hours.

You should not start your NEA until you have been taught the full course of study. This will ensure that you are in the best position to complete the NEA successfully.

Do not turn over until your assessor tells you to do so.

Past paper

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Do not turn over until your assessor tells you to do so.

Project brief – Music for a history podcast

You are a composer for a well-known music history podcast. In this series, the podcast is focusing on reggae music.

The podcast producer has sent you a brief, requesting one piece of original music for the series. This music will be used throughout the podcast, as the introduction of this series, and as underscore for discussions.

The brief states that the final piece **must**:

- be instrumental
- be produced using DAW software and accompanying hardware
- be between 1 and 2 minutes in length
- be submitted as an exported stereo audio file
- include music written in the style of reggae
- be able to be looped for continuous play when used as an underscore
- use audio recordings and software instruments.

You may capture and use performances from other musicians as part of your composition process. If other musicians have been involved in creating audio as part of your production, you **must** clearly explain who was involved and how they participated.

Assessment tasks

Task 1

Responding to the brief	
Maximum time	2 hours
Content areas assessed	1.1.1 Roles and responsibilities 3.1 Musical elements 3.2 Musical styles 4.1 Sound creation
Assessment objectives	AO1 – 4 marks AO2 – 4 marks AO3 – 4 marks
The podcast producer wants you to consider all requirements of the brief. You are required to: • create a proposal for your piece. To meet the needs of the brief, your proposal must include the following: • the musical elements of your piece including: ○ melody ○ harmony ○ rhythm ○ structure ○ instrumentation ○ style • the sound creation elements of your piece • reasoning for your choices. [12 marks]	
Evidence	You must provide: • your internet browsing history used for research and planning purposes. You should present your work as a word-processed document. If you want to provide supporting evidence for your proposal, you may use the following formats: • written report • mind maps • technical notes • digital presentation • annotated diagrams.

Task 2

Planning for production	
Maximum time	2 hours
Content areas assessed	2.1.1 Hardware components 2.1.2 Software functions 2.2.2 Health and safety 3.1.6 Instrumentation 4.1 Sound creation 5.1 Multitrack recording 5.2 Multitrack recording sessions
Assessment objectives	AO2 – 8 marks AO3 – 8 marks AO5 – 8 marks
You are required to: • create a plan to produce your piece of music • evaluate the skills, processes, tools and techniques you intend to use to produce your piece of music. Your plan must include: • a timeline for your production • the hardware requirements including recording equipment and DAW hardware • the software requirements including DAW software features and software instruments • required audio materials • health and safety considerations of the production • evaluation of the skills, processes tools and techniques referred to in the planning process. [24 marks]	
Evidence	You must provide: • any internet browsing history used for research and planning purposes. You could use the following formats to provide evidence for your plan: • written report • mind maps • technical notes • digital presentation • flow chart • annotated screenshots.

Task 3

Production of the piece	
Recommended time	7 hours
Content areas assessed	2.1.1 Hardware components 2.1.2 Software functions 2.2.1 Creating audio using a DAW 3.1 Musical elements 4.1 Sound creation 5.1 Multitrack recording 5.2 Multitrack recording sessions
Assessment objectives	AO1 – 4 marks AO2 – 4 marks AO4 – 24 marks AO5 – 4 marks
You are required to: • create the piece and export it as a stereo audio file • evaluate the production processes you have used and decisions you made during your production. You must consider: • set-up of equipment • configuration of software • use of hardware • use of software • use of musical elements • use of sound creation • export of stereo audio file. [36 marks]	
Evidence	You could use any of the following formats to provide evidence of your production process: • digital presentation • written report • blog / vlog • annotated screenshots • annotated images • video / screencast with commentary. You must include your stereo audio file.

Task 4

Mixing	
Maximum time	4 hours
Content areas assessed	2.1.2 Software functions 5.2.3 Mixing 5.3 Stereo mixdowns
Assessment objectives	AO1 – 4 marks AO4 – 24 marks AO5 – 4 marks
You are required to: • mix your completed piece and export it as a stereo audio file • submit your stereo audio file. When mixing your music, you must consider the following: • placement in the sound stage • balance • editing • EQ • effects • dynamics processing • export to stereo audio. [32 marks]	
Evidence	You could use the following formats to provide evidence of your mixing process: • digital presentation • written report • blog / vlog • annotated screenshots • annotated images • video / screencast with commentary. You must include your stereo audio file.

Task 5

Summative evaluation of the piece of music	
Maximum time	2 hours
Content areas assessed	1.1.1 Roles and responsibilities 2.1.1 Hardware components 2.1.2 Software functions 2.2.2 Health and safety 3.1 Musical elements 3.2 Musical styles 4.1 Sound creation 5.1 Multitrack recording 5.2 Multitrack recording sessions 5.3 Stereo mixdowns
Assessment objectives	AO5 – 16 marks
You are required to: evaluate the technical skills, processes, tools and techniques used to create your piece of music. In your evaluation of your piece of music, you should consider: - the ways that your finished piece of music demonstrated the use of skills, processes, tools and techniques - the ways that you could improve your finished piece of music - any alternative approaches to the brief you might have used. [16 marks]	
Evidence	You could use the following formats to provide evidence of your evaluation: - annotated screenshots - written responses - video /screencast with commentary - digital presentation.

This is the end of the non-exam assessment.

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Documentation

Declaration of Authenticity

The learner and assessor must complete the form at the end of the assessment and before any marking takes place. The assessor must check the number of tasks submitted by the learner is accurate.

The completed form must be retained within the centre and is not to be sent to the moderator or NCFE unless specifically requested.

Learner name:	
Task(s) submitted:	
Learner declaration:	
I certify that the work submitted for this NEA is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.	
Learner signature:	
Date:	

Assessor name:	
Assessor declaration:	
I certify that the work submitted is the learner's own. The learner has clearly referenced any sources used in the work. I confirm that all work was conducted under conditions designed to assure the authenticity of the learner's work.	
Assessor signature:	
Date:	

NB: Once completed, the declaration of authenticity must be stored securely within the centre, in line with the following NCFE Regulations for Conduct of NEA. A copy of this declaration form must be made available to NCFE upon request.

GDPR Consent

Section A: This section must be completed by the learner

- NCFE may select your work for use at teacher training or standardisation events. Your work will be anonymised by removing your name. All materials will be reviewed regularly and will be removed if no longer required
- NCFE may select your work at some point in the future for use in teaching and learning resources published on the NCFE website. Your work would be anonymised by removing your name. All materials will be reviewed regularly and will be removed if no longer required
- you understand that this agreement may be terminated at any time through written request
- for further details about how we process your data please read more www.ncfe.org.uk/legal-information.

Please tick the option that applies, sign and date in the box below:

		Tick one only
I consent to my work being used in the manner detailed in Section A		
I do not consent to my work being used in the manner detailed in Section A		
Learner Signature:		
Date:		

Section B: This section must be completed by any participants who feature in the work

Over 13

- I am over 13 and I give my permission for my video and/or photographic image to be used as detailed in section A (above).

Under 13

- I give my permission for my child's video and/or photographic image to be used as detailed in section A (above).

Name of participant (Printed)	Participant/Parent signature	Date

If any of the participants have declined permission, please tick here: ☐