



# Non-Exam Assessment:

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

Learner copy

# SAMPLE

You have been provided with a total of 17 hours to complete this non-examined assessment.  
You may use some or all of the time provided for each task.

You are allowed to use time given to one task and use some of that time on another task where required.

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

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## Introduction

The internal 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 non-exam assessment 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, should not be entered for 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

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

### Introduction

The internal non-exam assessment 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 non-exam assessment 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.

## 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, internet access 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 tutor at the end of each task / session and submitted with the completed NEA.

**Maximum completion time:**

You have been provided with a total of **17** hours to complete this NEA (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.

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

## Non-Exam Assessment

### Sample

To be given to learners on or after XX XXXX XX.

#### 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 will assess your knowledge and understanding from across the qualification.
- Total marks **120**.
- The maximum completion time for this non-exam assessment is **17 hours** (plus 2 hours preparation and research time).
- 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 \_\_\_\_\_

## Project brief

### Sounds for Your New Content (S.Y.N.C)

You are a music producer running your own company called Sounds for Your New Content (S.Y.N.C).

S.Y.N.C specialises in sound creation and music for use in TV shows, adverts, film and games. A well-known sports brand has sent you a brief requesting original music and sounds to be used in an advert for a new range of running shoes.

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

- be produced using DAW software and hardware
- be between 1 and 2 minutes in length
- be submitted as a stereo audio file
- include sounds which create the atmosphere of a sporting event
- include music written in the style of 21st century pop
  - the music must be energetic and recreate the excitement of a race
  - the music must use a four to the floor rhythm
  - the music must use a drop in the structure
  - the music must use audio recordings and software instrument.

You have a total of **17 hours** to complete the brief.

### Submission

Tutors should inform learners that all tasks in the NEA should be saved separately and completed electronically. This should be delivered to NCFE by the date and time stated.

#### The electronic files should:

- use word processing
- use black font, Arial font 12pt, unless otherwise specified, with standard border sizes
- clearly show where sources have been used to support ideas and opinions
- clearly reference all sources used to support ideas and opinions, including any quotations from websites
- be clearly labelled with the relevant task number, learner details, and be legible (for example, front page and headers)
- be given a clear file name for identification purposes, see tasks in the assignment brief for relevant naming conventions
- include page numbering in the format 'page X of Y', where X is the page number and Y is the total number of pages
- clearly show where sources have been used to support learners' own ideas and opinions
- clearly reference all sources used to support learners' own ideas and opinions
- reference any quotations used from websites.

Tutors should ensure that learners have completed and signed the assessment cover sheet (ACS) and included it at the front of the assessment task evidence.

Any work not produced electronically must be agreed with tutors, in which case the evidence learners produce should be scanned and submitted as an electronic piece of evidence.

At the end of the supervised session, the tutor will collect all assessment materials and evidence before learners leave the room. Learners must not take any assessment materials outside of the room (that is, via a physical memory device). They must not upload any work produced to any platform that will allow access of materials outside of the supervised sessions (including email).

All learners' scripts and other evidence must be submitted to NCFE for marking. All assessment material must be securely stored prior to submission.



## Assessment tasks

Task 1 – Responding to the brief	
<b>Maximum time:</b>	<b>2 hours</b>
<b>Content areas assessed:</b>	1.1.1 – Roles and responsibilities 3.1 – Musical elements 3.2. – Musical styles 4.1 – Sound creation
<b>Assessment objectives:</b>	AO1 – 4 marks AO2 – 4 marks AO3 – 4 marks
<p>Sounds for Your New Content (S.Y.N.C) want you to consider all requirements of the brief.</p> <p><b>You are required to:</b></p> <ul style="list-style-type: none"> <li>produce a proposal for your piece.</li> </ul> <p style="text-align: right;"><b>[12 marks]</b></p>	
<b>Evidence</b>	<p>You <b>must</b> provide:</p> <ul style="list-style-type: none"> <li>your proposal for the piece</li> <li>your internet browsing history used for research and planning purposes.</li> </ul> <p>Your proposal/plan <b>must</b> include the following to meet the requirements of the brief:</p> <p>The musical elements of your piece including:</p> <ul style="list-style-type: none"> <li>melody</li> <li>harmony</li> <li>rhythm</li> <li>structure</li> <li>instrumentation</li> <li>style</li> <li>the sound creation elements of your piece</li> <li>your reasoning for the decisions made.</li> </ul> <p>You could use the following formats to provide evidence for your proposal:</p> <ul style="list-style-type: none"> <li>written report</li> <li>mind maps</li> <li>technical notes</li> <li>digital presentation</li> <li>annotated diagrams.</li> </ul>

<b>Task 2 – Planning for production</b>	
<b>Maximum time</b>	<b>2 hours</b>
<b>Content areas assessed</b>	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
<b>Assessment objectives</b>	AO2 – 8 marks AO3 – 8 marks AO5 – 8 marks
<p><b>You are required to:</b></p> <ul style="list-style-type: none"> <li>• produce a plan to produce your music piece</li> <li>• evaluate the skills, processes tools and techniques used in the planning process.</li> </ul> <p>You <b>must</b> detail how you are going to apply your plan to undertake the production. <span style="float: right;"><b>[24 marks]</b></span></p>	
<b>Evidence</b>	<p>You <b>must</b> provide:</p> <ul style="list-style-type: none"> <li>• your <b>plan</b> for the musical piece</li> <li>• your internet browsing history used for research and planning purposes.</li> </ul> <p>Your <b>plan</b> must include:</p> <ul style="list-style-type: none"> <li>• a timeline for your production</li> <li>• the hardware requirements including recording equipment and DAW hardware</li> <li>• the software requirements including DAW software features and software instruments</li> <li>• required audio materials</li> <li>• health and safety considerations of the production</li> <li>• evaluation of the skills, processes tools and techniques used in the planning process.</li> </ul> <p>You could use the following formats to provide evidence for your plan:</p> <ul style="list-style-type: none"> <li>• written report</li> <li>• mind maps</li> <li>• technical notes</li> <li>• digital presentation</li> <li>• flow chart</li> <li>• annotated screenshots.</li> </ul>

<b>Task 3 – Production of the piece</b>	
<b>Maximum time:</b>	<b>7 hours</b>
<b>Content areas assessed:</b>	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
<b>Assessment objectives:</b>	AO1 – 4 marks AO2 – 4 marks AO4 – 24 marks AO5 – 4 marks
<p><b>You are required to:</b></p> <ul style="list-style-type: none"> <li>• create the piece</li> <li>• evaluate the processes you use and decisions you made during your production.</li> </ul> <p style="text-align: right;"><b>[36 marks]</b></p>	
<b>Evidence</b>	<p>You <b>must</b> provide:</p> <ul style="list-style-type: none"> <li>• an exported stereo audio</li> <li>• evaluation of the production process.</li> </ul> <p>You <b>must</b> consider:</p> <ul style="list-style-type: none"> <li>• set up of equipment</li> <li>• configuration of software</li> <li>• use of hardware</li> <li>• use of software</li> <li>• use of musical elements</li> <li>• creative use of sound creation</li> <li>• export of stereo audio file.</li> </ul> <p>You <b>could</b> use any of the following formats to provide evidence of your production process:</p> <ul style="list-style-type: none"> <li>• digital presentation</li> <li>• written report</li> <li>• blog/vlog</li> <li>• annotated screenshots</li> <li>• annotated images</li> <li>• video/screencast with commentary.</li> </ul>

<b>Task 4 – Mixing</b>	
<b>Maximum time:</b>	<b>4 hours</b>
<b>Content areas assessed:</b>	2.1.2 – Software functions 5.2.3 – Mixing 5.3 – Stereo mixdowns
<b>Assessment objectives:</b>	AO1 – 4 marks AO4 – 24 marks AO5 – 4 marks
<b>You are required to:</b>	
<ul style="list-style-type: none"> <li>• <b>mix</b> your completed piece and <b>export</b> it as a stereo audio file.</li> </ul> <p style="text-align: right;"><b>[32 marks]</b></p>	
<b>Evidence</b>	<p>You <b>must</b> provide:</p> <ul style="list-style-type: none"> <li>• a stereo audio file</li> <li>• evaluation and evidence of the mixing process.</li> </ul> <p>When mixing your music, you <b>must</b> consider the following:</p> <ul style="list-style-type: none"> <li>• placement in the sound stage</li> <li>• balance</li> <li>• editing</li> <li>• EQ</li> <li>• effects</li> <li>• dynamics processing</li> <li>• export to stereo audio.</li> </ul> <p>You <b>could</b> use the following formats to provide evidence of your mixing process:</p> <ul style="list-style-type: none"> <li>• digital presentation</li> <li>• written report</li> <li>• blog / vlog</li> <li>• annotated screenshots</li> <li>• annotated images</li> <li>• video with commentary.</li> </ul>

<b>Task 5 – Evaluation of musical piece</b>	
<b>Maximum time:</b>	<b>2 hours</b>
<b>Content areas assessed:</b>	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 3.2.1 - Musical Elements and Style 4.1 - Sound creation 5.1 - Multitrack recording 5.2 - Multitrack recording sessions 5.3 – Stereo mixdowns
<b>Assessment objectives:</b>	AO5 – 16 marks
<b>You are required to:</b>	
<ul style="list-style-type: none"> <li>evaluate the technical skills, processes, tools and techniques used to create your musical piece in relation to the brief.</li> </ul> <p style="text-align: right;"><b>[16 marks]</b></p>	
<b>Evidence</b>	<p>You <b>must</b> provide:</p> <ul style="list-style-type: none"> <li>your evaluation.</li> </ul> <p>You should consider the following when evaluating your practice:</p> <ul style="list-style-type: none"> <li>how the demonstration of essential skills, processes, tools and techniques used in your finished musical piece help in meeting the brief</li> <li>how you could improve your finished musical piece in relation to the brief</li> <li>an alternative approach to the brief.</li> </ul> <p>You could use the following formats to provide evidence of your evaluation:</p> <ul style="list-style-type: none"> <li>annotated screenshots</li> <li>written responses</li> <li>video with commentary</li> <li>digital presentation.</li> </ul>

## 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.

<b>Learner name:</b>	
<b>Task(s) submitted:</b>	
<b>Learner declaration:</b>	
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.	
<b>Learner signature:</b>	
<b>Date:</b>	

<b>Assessor name:</b>	
<b>Assessor declaration:</b>	
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.	
<b>Assessor signature:</b>	
<b>Date:</b>	

**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](http://www.ncfe.org.uk/legal-information).

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

		<b>Tick one only</b>
I consent to my work being used in the manner detailed in Section A		
I <b>do not</b> 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: