

Instructions to Centres for Composing 1 and 2

1. Enclosures

The enclosures listed below should be checked and any omissions reported immediately to OCR Despatch on 01223 552936.

- a) Coursework Cover Sheet

2. Preparing work for despatch to the Moderator/Examiner

Please ensure that a Coursework Cover Sheet is completed for every candidate and attached to the front cover of the folio. It is essential that each piece of coursework submitted for assessment is clearly identified to assist Examiners/Moderators in the assessment of the work and to ensure that each folio is safely returned to the candidate at the end of the Examination period.

Please provide a date (even if approximate) for each piece of coursework, and compile the folio in chronological order. For work within Section A of Unit 2551 please ensure that all given material is clearly indicated in each exercise - fair copies of these exercises, without corrections, are not necessary unless the original is illegible. For Section B, 4-10 instrument composition of Unit 2551 and Options 1, 2 and 4, Unit 2554 a written commentary by the candidate on the music used as a model and an evaluation of the completed work must be submitted. For the leadsheet option, the source material must be included.

Both Section B of Unit 2551 and Options 1, 2 and 4, Unit 2554 must be accompanied by a realisation of the composition. Cassette tapes/CDs should be clearly labelled with the centre name and number, the candidate name and number and the titles of the compositions. This information should also be recorded on the cassette tape/CD. One cassette tape/CD should be used for each candidate's folio.

3. Despatch of work to the Moderator/Examiner

a) The name and address of the Moderator/Examiner will be given on the computer-printed labels and listing which will be supplied to your Examinations Officer with the Attendance Registers (for Unit 2554 only) in early April.

b) **Candidates' work for Unit 2551 and Unit 2554 must be despatched in separate packets.**

For Unit 2551, despatch the following items to the Moderator to be received by **15 May**.

- candidates' work (including recordings and written commentaries and, where appropriate, original source material for the lead sheet notated score.),
- Coursework Cover Sheet (and completed checklist).
- Centre Authentication Form (1 per centre)

In cases where centres are entering more than 10 candidates, send only the Cover Sheets and completed checklist for each candidate to the Moderator, who will then request a sample of your candidate's work.

For Unit 2554, despatch the following items to the Examiner to be received by **15 May**.

- candidates' work (including recordings and written commentaries and, where appropriate, a notated score.),
- Coursework Cover Sheet (and completed checklist)
- Centre Authentication Form (1 per centre)

The work of all candidates must be despatched at the same time to the Examiner using the address labels to be provided.

It is essential that the parcel is packed securely to ensure safe delivery. It is advisable that the work of each candidate is contained within a simple folder. Ring files or other cumbersome files add unnecessarily to the bulk of the parcel and the cost of the despatch, and are liable to get damaged in the post. Please do not use staples in the sealing of the package.