

Instructions to Centres

1. Enclosures

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

i) The Visit Arrangement Form (VAF016);

2. Centres entering a minimum of 8 recitals will receive a visit from an Examiner for the assessment of the Performing components. When a centre has fewer than 8 recitals they may be asked to visit a neighbouring centre for their Examination.

3. Visits will take place between **23 February and 1 May 2009**. It is vital that centres follow the instructions on the Visit Arrangement Form and insert at least one date in each of the three periods. **Failure to do so may result in OCR imposing a date that has not been specified.**

4. The Examiner will be in contact with the centre some time in advance of the Examination to arrange the visit and to discuss the timetable requirements. The Examiner will also send details for those candidates who are expected to visit a neighbouring centre.

5. The completed Visit Arrangement Form (VAF016) must be sent to the Assessor Management (Music) Team, OCR, Progress House, Westwood Way, Westwood Business Park, Coventry, CV4 8JQ, as soon as possible, to arrive no later than **12 December 2008**.

6. Copies of the music to be performed should be sent to the Examiner as soon as they contact you and no later than one week before the date of the Examination.

7. **The Examiner will collect the Performance Investigation on the day of the visit. Please note that Examiners will record all recitals. Centres should therefore ensure that audio cassette recording equipment is available in the room to be used for the Examination.**

8. Centres who co-teach or are part of a consortium should indicate this information on the Visit Arrangement Form so that their candidates can be examined together.