

## Leaving Certificate Examinations in Music, 2021 Practical Examinations

### For the Attention of School Authorities

Please ensure that the accompanying Information Note and poster are brought to the attention of all music teachers, including those teaching the music technology element.

Please also note the following:

#### A. Documentation:

1. The enclosed Assessment Sheets (LMP4A) are to be filled out by Leaving Certificate Music candidates and given to the Examiner on the day of the practical examination. There are separate forms for each level and option. All candidates fill out one form only. Please photocopy extra forms as required.
2. School authorities are asked to ensure that all candidates (including those studying music privately outside school) have the correct documentation (LMP4A).
3. A school-based candidate wishing to present for examination at a venue other than his/her own school, must, in the first instance, secure permission to do so from that venue. They must then have form PROS completed by the Principal Teacher of his/her own school and returned to the State Examinations Commission before 15 January 2021. Candidates who request a change of venue after this date will not be accommodated.

#### B. Scheduling:

1. Practical examinations generally take place during normal school hours. Examinations are not held during lunchtime.
2. **Please note that it will not be possible to accommodate school concerts, trips, sporting events etc. when scheduling practical examinations.**
3. In the case of schools that have a half-day built into their timetable, examinations may have to take place at this time. A supervising adult representing the school authorities must be present at all times.
4. School authorities are asked to check the agreed dates and times and details of candidates on the confirmation letter (form LP3) which will be posted to the school by the examiner.

#### C. The examination centre:

1. The examination centre **must** be in an area of the school that is free from noise or disturbance by other students/intercom announcements.
2. All performing examinations must take place in one room/hall in the school as far as possible. In exceptional circumstances (e.g. when presenting pipe organ or other large instruments) a candidate may be permitted to move to a different venue. State Examinations Commission must be informed of this in advance.
3. Acoustical preferences are not considered as exceptional circumstances for requesting a change of room/venue.
4. In the case of technology examinations :
  - a) The computer/equipment to be used for the examination should be set up in advance, and must be disconnected from the internet/local network/wifi.
  - b) School authorities must ensure that all material input and edited in the examination is deleted from the laptop/computer/external storage device used, on completion of the examinations in the school.
  - c) It is advisable that a technician/technology teacher be available to rectify system crashes outside the candidate's control.

#### **D. Examination day**

1. It is essential that all examinations start at the time agreed with the examiner.
2. In extreme cases where an examiner's schedule may be affected by delays in a school, it may be necessary to re-schedule some of the candidates in that school to another time in the examination period.
3. School authorities determine the order in which the candidates present for examination. However, they are advised not to allocate specific times to candidates as it is not possible to estimate accurately the time at which any practical examination will take place.
4. It is advisable, in situations where an external accompanist is employed, to allocate these performances to the first session in the morning/afternoon or immediately after the morning break.
5. Please note that a visit by an Advising Examiner for monitoring purposes will cause a delay. This is unavoidable and is essential for the integrity of the examination. Candidates should be made aware of this.
6. All candidates are required to attend a group meeting with the Examiner when he/she arrives in the school. Schools are asked to ensure that candidates are made aware of this requirement.

#### **E. Conduct of examination:**

1. All examinations will be conducted as per the syllabus requirements, as clarified in the enclosed Information Note.
2. The Examiner is precluded from discussing any aspect of the examination with any party. Any queries in relation to the examination should be addressed directly to the State Examinations Commission.
3. For the specific interests of Health and Safety, as per the *Code of Practice for Oral and Practical examinations*, the Principal or his/her representative may be present during an examination.