



**Coimisiún na Scrúduithe Stáit**  
**State Examinations Commission**  
**Leaving Certificate Examinations in Music, 2017**

**For the Attention of School Authorities**

**Please ensure that the accompanying Information Note and poster are brought to the attention of Music teachers and candidates. Please also note the following:**

1. All examinations (including Technology) will be conducted as per the syllabus requirements, as clarified in the enclosed Information Note. In the case of technology examinations, 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.
2. The performing examinations will take place between 27 March and 7 April 2017 inclusive. Candidates must present for the examination session at the time allocated by the examiner.
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 school. They must then have “Form PROS” completed by the Principal Teacher of his/her own school and returned to the State Examinations Commission before 20 January 2017. Candidates who request a change of venue after this date will not be accommodated.
4. Practical examinations generally take place during normal school hours. Examinations are not held during lunchtime. It is essential that all examinations start at the time agreed with the examiner. 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.
5. 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.
6. School authorities are advised not to allocate times to candidates as it is not possible to estimate accurately the time at which any practical examination will take place. 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 that they will not necessarily be examined at a specific time or on a specific day.**
7. 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, and to provide a suitable room for the group meeting.
8. As this is a performance examination, care must be taken in the preparation of the examination centre.
  - **The examination venue *must* be in an area of the school that is free from noise or disturbance by other students/intercom announcements.**
  - All performing examinations must take place in one room/hall in the school. Where technology is being presented, 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**. In exceptional circumstances (e.g. when presenting pipe organ) a candidate may be permitted to move to a different venue. State Examinations Commission must be informed of this in advance.
  - In the case of technology examinations, it is advisable that a technician/technology teacher be available to rectify system crashes outside the candidate’s control.
  - A good quality, recently tuned piano or keyboard will be needed for the conduct of the piano/keyboard sight tests.
9. As per the *Code of Practice for Oral and Practical examinations*, the Principal or his/her representative may be present during an examination.
10. Mobile phones may not be brought into the examination by candidates or accompanists for any reason.
11. 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.