

National Qualifications 2007

Music

Intermediate 1, Intermediate 2, Higher, Advanced Higher and Standard Grade

Instructions to Person Nominated to Operate Sound Reproduction Equipment

1 Arrangements for the Tests

- a CDs will be supplied for all tests.
- b Sound equipment will require to be checked **before the test** to ensure that it is in satisfactory working order. The equipment should be suited to the size of the room(s) used and/or to the number of candidates in a group. The optimum number of candidates in each group, and the best position for the sound equipment so that all candidates can hear clearly, should be determined by practical experiment beforehand.
- c The room used for the examinations should be sufficiently isolated from any other room in which an examination is being held so that other candidates will not be disturbed by the sound of music.
- d You will require to be in the examination room approximately 20 minutes before the start of the test, to set up the equipment in readiness for the test and to carry out the CD check.
- e When you receive the CD from the invigilator, check to ensure that it is appropriately labelled, 'Foundation', 'General', 'Credit', 'Intermediate 1', 'Intermediate 2', 'Higher' or 'Advanced Higher' as necessary. The introductory music section of the CD should then be played on the equipment and in the room to be used for the test to check for any faults and to adjust volume and tone as necessary.
- f In the event of any difficulty arising out of the checks or during the examination SQA should be contacted immediately (Gail Thomson, Direct Line 0131-561 6800) and informed of the precise nature of the problem.

The examination may require to be delayed until SQA instructions are known and in this event steps should be taken to ensure that the candidates do not become unduly anxious.
- g No candidate is to be present or within earshot during the check or admitted to the room until the check has been completed.
- h After the check, you will remain in the examination room.
NB While you are in the room you must have no communication whatsoever with any candidate other than what may be necessary to guarantee the smooth running of the examination (as agreed with the invigilator).

2 Conduct of the Test

- a On instruction from the invigilator you will start the machine. During the playing of the introductory music the controls of the equipment may be adjusted as necessary to ensure that the sound output is properly balanced and of such a volume as to enable all candidates to hear the recording clearly.
- b **For Standard Grade** Section I of each examination will end with the words "End of Section I" being spoken on the CD. At this point the CD should be stopped.

The candidates must be given a break of 10 minutes between the ending of Section I and the starting of Section II. You will be told by the invigilator when to restart the machine.

3 Late-comers

- a **In Standard Grade** a late-comer who has missed Section I of the examination may be admitted during the interval between the Sections to take Section II. However, the late-comer may not be given later the part of the examination missed.
- b **In Intermediate 1, Intermediate 2, Higher and Advanced Higher** no late-comer should be allowed to enter the examination room after the CD has begun playing.

4 Procedure after the Test

CDs are to be retained by the centre. However, **faulty** CDs should be returned enclosing a note signed by the Chief Invigilator stating the centre name and number, describing briefly the exact nature of the fault, which question(s) were affected and reporting the action taken.