

Instructions to Centres

1. **Materials**

The material listed below will be despatched by OCR, any omissions should be reported immediately to the OCR Customer Contact Centre (telephone number 01223 553998). Interactive forms can also be downloaded from the OCR website www.ocr.org.uk

i) The Visit Arrangement Form (VAF);

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 **the last Monday in February and the first Friday in May**. 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 by the centre.**

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.

5. The completed Visit Arrangement Form (VAF) must be sent to:
Assessor Management (Music) Team,
OCR, Progress House,
Westwood Way,
Westwood Business Park,
Coventry,
CV4 8JQ,

as soon as possible, to arrive no later than **12th December in the year prior to the year of entry.**

6. **Copies of all music to be performed should be sent to the examiner one week prior to the visit. On arrival, the examiner will collect all the Viva Voce Preparation Forms for Unit G354. Please note that examiners will record all recitals; centres should therefore ensure that recording equipment is available for the examiner's sole use. Centres may not record any part of the recitals.**

7. Centres that 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.