

Preparing and Uploading NEA

All work submitted for GCSE Performing and Composing must be uploaded to our online [portal](#). In order to prepare for this, centres may wish to follow this guidance. Details of the log-in and upload process will be published each year.

Composing

- The free composition can be completed at any point in the course, but the composition to a brief must be written in the year of examination (usually Year 11.)
- The composing briefs are published to the portal on 1st September every year. They appear in the Non-Examination Assessment section.
- All compositions must be submitted as audio files with an accompanying score or a detailed lead sheet and description.
- There is no need for a spoken announcement on any recording.
- Save all recordings in one of the following formats: mp3, AIFF, wav.
- Label each recording using the following convention, with no punctuation or special characters:

Candidate name and number composition number audio

Eg: John Smith 12345 composition 1 audio

- Composition 1 is always the Composition to a brief, Composition 2 is the free composition.
- As soon as you have recorded a composition, scan the score/lead sheet or export as a pdf or MS Office compatible file.
- Label each score using the following convention, with no punctuation or special characters:

Candidate name and number composition 1 score

Eg: John Smith 12345 composition 1 score

- Items such as Sibelius, Logic and Cubase files will not be accepted. You must export the audio and the score into one of the accepted formats: mp3, AIFF, wav, pdf or MS Office compatible.
- Candidates in Wales entering the WJEC examination only will also need to write an evaluation of their Composition 1 piece. Please see the [specification](#) for guidance on the content of this. Teachers are permitted to give verbal feedback only on this piece of work. If candidates choose to hand write this piece of work it must be scanned, otherwise a document compatible with MS Office should be saved. Label this file using the following convention, with no punctuation or special characters:

Candidate name and number evaluation

Eg: John Smith 12345 evaluation

- Download the latest version of the [composing log and marksheet](#). The candidate should complete this with the details of their composition process, then the teacher uses the final page to note the marks awarded. Refer to the [specification](#) for the marking criteria.
- It is not necessary to write any additional notes on the marksheet, but if you feel you need to explain anything you may extend the document to incorporate a brief note.