

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.

Performing

- All performances must be recorded in the year of examination (usually Year 11.)
- Each piece can be recorded separately, and there is no limit to the number of attempts – you need only submit the “best” version.
- There is no need for a spoken announcement.
- Keep a record of the time of the performance – this may not be the same as the length of the 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 solo/ensemble performance number audio

Eg: John Smith 12345 solo 2 audio

- As soon as you have recorded a performance, scan the score/lead sheet and save 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 solo/ensemble performance number score

Eg: John Smith 12345 solo 2 score

- Candidates in Wales entering the WJEC examination only will also need to write a programme note on one of their pieces. 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 programme note

Eg: John Smith 12345 programme note

- Download the latest version of the [performing marksheet](#) and complete this with the details of each piece performed, the level of difficulty, the role of the candidate in ensemble performances, the timing for each piece and the marks awarded. Refer to the [specification](#) for the marking criteria and level of difficulty grid.
- 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.