VCE Music Inquiry externally assessed task implementation guide

Externally assessed task

Implementation guide 2024

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Introduction

There is one externally assessed task (EAT) in VCE Music Inquiry. It assesses Outcome 1 and Outcome 2 of Unit 4.

This document provides schools with a comprehensive guide to preparing, implementing and submitting the externally assessed task. It should be read in conjunction with the [Externally assessed task specifications](https://www.vcaa.vic.edu.au/assessment/vce-assessment/past-examinations/Pages/MusicInquiry.aspx) and the [VCE Music Study Design 2023–2027](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/music/Pages/Index.aspx).

[Support materials for teachers](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/music/Pages/Index.aspx), including implementation videos, are available on the Music page on the VCAA website.

The 2023 Music Inquiry EAT report, published in Term 1, 2024, is available for further guidance.

Key contacts

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| VCAA Assessment Operations Unit |
| Anne Smithies[vcaa.performance.assessments@education.vic.gov.au](file:///%5C%5CVCAAFS01%5CCurriculum%24%5CExaminations%5CStudies%20in%20review%20and%20Sample%20Materials%5C2023%20Studies%20in%20review%20-%20first%20exam%20in%202024%5CPerformance%20specs%202024%5CMusic%20Inquiry%20EAT%5Cvcaa.performance.assessments%40education.vic.gov.au) |
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Important information for 2024

Below is an overview of key information relating to the submission of the externally assessed task.

|  |  |  |
| --- | --- | --- |
| Submission deadline | Task | Details |
| **5pm Friday 20 September 2024** | Student folios due at VCAA for assessment. No submissions will be accepted after this date. | Files to be uploaded by schools via a secure file-transfer website (Kiteworks). A link will be supplied to schools by the VCAA Assessment Operations Unit in Term 3.Schools administer EAT student folio submissions on VASS (Victorian Assessment Software System). In VASS, navigate to:Results admin > EAT school scores  |

The student folio

To complete the externally assessed task, students must submit a student folio. As described in the externally assessed task specifications, the student folio must contain:

* **three** audio and/or video recordings of music items, including an original work and its documentation (see requirements and guidance below)
* documentation (see requirements and guidance below)
* Authentication record, signed by the teacher and the student
* marking sheet
* cover sheet.

Each student being assessed **must submit a separate folio**, even if much of their music-making is as part of a group. This may mean that multiple copies of some performances will need to be made, with the student being assessed in each recording clearly identified, as per the student identification requirements explained on page 5 of this document.

Requirements for recordings of music items

The three music items in the student folio must be presented as audio and/or video recordings.

The recordings must contain:

* at least one video-recorded live performance of a work associated with the chosen Area of Investigation

**and**

* at least one audio and/or video recording, and appropriate notation, of an **original work** – this is a composed/arranged work influenced by the Area of Investigation. **This is the only audio and/or video recording that may include editing.**

A number of combinations of recordings are possible:

* All three recordings can be video recordings. A student may wish to perform all three items.
* Two recordings can be video recordings of performances, and the third can be an audio recording of the original work.
* One recording can be a video recording of a performance, and the other two recordings can be audio only, including an audio recording of the original work.

Each music item must be submitted separately according to the instructions outlined on page 6 of this document.

There is no minimum or maximum length for these recordings, but it is recommended that the **overall total should not exceed 12 minutes**. Very short music items are less likely to meet the assessment criteria.

Requirements for audio recordings

An audio recording of the original work may be:

* a live recording
* a multi-tracked recording
* digitally generated sounds
* a combination of any of these.

**Music items submitted as audio recordings must be in MP3 format.**

Requirements for video recordings

Each music item that is presented as a live performance of a work must be video-recorded as a one-take performance with the camera in a locked-off position.

The music items must be recorded and submitted separately. They can be recorded at different times and on different days.

**Music items submitted as video recordings must be in MP4 format, with a file quality of 720p to 1080p.**

Requirements for original work documentation

The audio and/or video recording of the original work must be accompanied by appropriate documentation**.**

The nature of this documentation will depend on the music style of the piece, but it should help the reader to understand the relationship between the documentation and the audio recording and enable them to follow the piece visually.

Examples might include:

* full traditional score notation of the entire piece
* lead sheet (melody and chords) with the overall structure and arrangement mapped out visually
* appropriate visual representation of the complete work that shows individual components and any effect and parameter manipulation.

**Documentation must be submitted in PDF format.**

Requirements for additional documentation

In addition to the documentation that accompanies the original work, students must submit the following:

* a description of the Area of Investigation
* an analysis of two works from the Area of Investigation that explore the use of music elements, concepts and compositional devices
* a description of the connections between the two works, and a discussion of their influence on the student’s own music-making
* an explanation of how the student’s own performance(s) and original work(s) are linked to the Area of Investigation.

Students are free to include prose, voice over, dot points, tables, charts, score annotations, and/or music examples as part of their documentation.

Please note:

* Marks are not given for use of colour, images, background or presentations.
* Where works have been developed in collaboration with others, this should be acknowledged, and the involvement of assessed student(s) must be made clear.
* Documentation must not include external links.

Overall, the documentation **must not exceed 1200 words**.

All documentation must be submitted in **PDF format**. If PowerPoint is used it must be saved in PDF format.

Guidance on video recordings

Recordings must show all appropriate aspects of the student’s performance.

The following suggestions may be useful:

* For portable instruments, the student’s face, both hands and the instrument should be visible.
* For keyboards and other fixed instruments, the student’s hands and feet should be visible.
* For vocalists, a full-length shot is advised.
* For drummers, the student should be recorded from an angle that allows the assessor to see both hands clearly and get some sense of what the feet are doing. A suggestion is to try a slightly elevated position, with the camera pointing down towards the drummer. Avoid recording from behind the drummer, as the cymbals and snare drums can result in distortion of the sound.
* For group performances, the frame must include all performers.

Lighting

The shot needs to be reasonably well-lit. Students should either record their performance in a space with good natural light or use photographic or stage lighting.

Students should not use coloured or moving lights, as this will negatively impact the ability of the assessors to view the performer(s) clearly.

Setting up the recording equipment

Students should use a tripod or some other kind of camera mount if available to ensure that the footage is as steady as possible.

If the camera or phone needs to be handheld, it should be kept as steady as possible and zooming in or out should be avoided.

Trial recordings

It is highly recommended that a number of ‘trial recording’ sessions be organised in the time leading up to the final recording session(s). These trial recordings should be played back and used to check the quality of the recording and ensure that students being assessed can be clearly identified.

Trial recordings should be retained by the school as part of the evidence required to authenticate student work.

Assessment criteria

The panel reviewing the student folio will assess the extent to which the student:

1. demonstrates technical skills, including accuracy and control, and interprets music elements and concepts in performance
2. manipulates the elements of music and concepts, and uses appropriate compositional devices to compose/arrange music
3. demonstrates an understanding of an Area of Investigation via music-making that exhibits direct links to the area, as articulated in accompanying documentation
4. describes an Area of Investigation through analysis of works and influences, and explains connections to their own music-making.

Student identification requirements

All video recordings must be supervised by a teacher who is able to verify the identity of the student being assessed. The supervisor must be in the room while the recording takes place. In the case of video recordings, they must not appear in the recording.

The student being assessed must be clearly identified in the video recording. Where there is more than one performer in a recording, the student being assessed must be placed in front of the video so that they can be clearly identified and observed by assessors.

The student being assessed must wear a coloured tag that clearly identifies them and allows assessors to distinguish them from non-assessed performers. The tag should be made from a standard plastic pin-on tag with a distinctive-coloured paper placed inside. The name of the student must not appear on the tag.

At the start of the final recording, immediately after the recording has begun, the supervisor must stand close to the recording device, but not in sight of the camera, and make the following statement:

‘This recording contributes to the folio of work to be submitted for the 2024 Music Inquiry externally assessed task for the following student.’

They must then state:

* the student’s VCAA student number
* the instrument the student is playing
* the colour of the tag the student is wearing.

Students and any other performers must not wear school uniform while the recording is taking place and must ensure that instruments, equipment or other materials are not labelled in a way that may identify them or their school.

Teacher assessment

The teacher must make an initial assessment of the student’s work against the published [Expected qualities](https://www.vcaa.vic.edu.au/assessment/vce-assessment/past-examinations/Pages/MusicInquiry.aspx) for the mark range, and provide an assessment of the work using the [Marking sheet](https://www.vcaa.vic.edu.au/assessment/vce-assessment/past-examinations/Pages/MusicInquiry.aspx). Both forms are available on the VCAA website.

The completed Marking sheet must be submitted as a separate document in the student folio.

Only the knowledge and skills demonstrated by the student submitting the work must be considered in this assessment. Knowledge and skills demonstrated by, for example, other performers in an ensemble must not be considered.

Authentication record

The [Authentication record form](https://www.vcaa.vic.edu.au/assessment/vce-assessment/past-examinations/Pages/MusicInquiry.aspx) **signed by both the teacher and the student** must be submitted as a separate document in the student folio.

The form is available on the VCAA website.

Cover sheet

The [cover sheet](https://www.vcaa.vic.edu.au/assessment/vce-assessment/past-examinations/Pages/MusicInquiry.aspx) is available on the VCAA website.

Submitting the student folio

The student folio must be received by the VCAA by 5pm on the date specified on page 1 of this document.

Submission checklist

The following materials must be submitted:

* three audio and/or video recordings of music items, including an original work and its documentation
* documentation
* authentication record, signed by the teacher and the student
* marking sheet\*
* cover sheet.

\*The Marking sheet must be completed and submitted for all students, even if a student has not competed all requirements. This, and any other relevant circumstances, should be indicated in the Comments section of the Marking Sheet.

How to submit the student folio

The teacher must submit student folios electronically to the VCAA via Kiteworks (a secure file transfer website), in the specified file formats using the following conventions:

* A separate folder must be created for each school.
* A separate folder must be created for each subject.
* A separate folder must be created for each student.
* The name of the student’s folder must be the student’s VCAA student number (e.g. 90888888W).
* The student’s folder must include all the student’s folio material for assessment. Links to any externally hosted student work will not be assessed.
* The student’s folder must also include a sub-folder containing any files that are not part of the student’s work, such as the Marking sheet and Authentication record.

A school’s folder, containing three student folios, would look like this:

Example High School

 Music Inquiry

 90888888W

 Sub-folder

 90888889W

 Sub-folder

 90888890W

 Sub-folder

The VCAA Assessment Operations Unit will provide login credentials and instructions for using Kiteworks in Term 3.

Keeping copies of student work

Schools should maintain copies of student work sent to the VCAA for at least one fortnight after the VCAA submission date and preferably until at least the end of the school year. The VCAA will contact schools directly if work needs to be re-submitted.