



CAMBRIDGE
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Cambridge
O Level

Practical Test Training Handbook

Cambridge IGCSE[®] and Cambridge O Level
Food and Nutrition
0648 and 6065

Cambridge Secondary 2

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Introduction

The purpose of this handbook

The aim of this handbook is to provide essential guidance for the practical component (Paper 2) of Cambridge IGCSE and Cambridge O Level Food and Nutrition (syllabuses 0648 and 6065). The *Practical Test Training Handbook* provides clear, detailed marking guidance which is vital for the standardisation of the examination across all Centres. Teachers who wish to become Practical Examiners for this syllabus should obtain the appropriate accreditation using this *Practical Test Training Handbook* (Section 4: Accreditation).

Assessment at a glance

For Cambridge IGCSE and Cambridge O Level Food and Nutrition, candidates take two compulsory components: Paper 1 Theory and Paper 2 Practical Test.

Paper 1 Theory	2 hours
Written paper consisting of short-answer questions, structured questions and open-ended essay questions.	100 marks
50% of total marks	

Paper 2 Practical Test	2 hours 30 minutes with Planning Session of 1 hour 30 minutes
Candidates have a Planning Session of 1 hour 30 minutes one week before the Practical Test of 2 hours 30 minutes.	
At the start of the Planning Session, candidates are given their allocated test question (as detailed in the Confidential Instructions) and three Preparation Sheets. At the end of the Planning Session, all three Preparation Sheets are returned to the Practical Examiner.	
At the start of the Practical Test the Preparation Sheets are returned to the candidate.	
	100 marks
50% of total marks	

The purpose of the Practical Test is to assess a candidate's ability to:

- interpret an assignment
- demonstrate planning skills
- demonstrate practical skills
- manage time
- demonstrate presentation skills

Candidate entries

Candidate entries for this subject cannot be accepted in 2015 unless the Centre has at least one teacher with the appropriate accreditation from Cambridge for the Practical Test.

Section 1: Internal moderation

If two or more teachers in a Centre are acting as Practical Examiners, the Centre must make sure that all candidates are assessed to a common standard. When entering candidates from different teaching groups (for example different classes) the Centre must make sure that the marks for each skill are moderated internally. In practice, this means that all marks within a Centre must be brought to a common standard by the teacher responsible for co-ordinating internal assessment (i.e. the internal moderator). The aim is to produce a valid and reliable set of marks, which reflects the relative attainment of all candidates in the Centre. The outcome of internal moderation, in terms of the number of marks added to (or subtracted from) the candidate's initial total, must be clearly shown when marks are transferred onto the *Practical Test Summary Mark Sheet*. This form, and the instructions for completing it, may be downloaded from www.cie.org.uk/samples.

The role of the Practical Examiner

The role of an Practical Examiner is extremely important. All Practical Examiners are expected to carry out their work professionally. Practical Examiners should not discuss candidates or candidates' performance in the Practical Test with any other person within the Centre or with other Centres. The only exception to this would be where there are a large number of candidates taking the Practical Test in one Centre and several Practical Examiners are presenting work. In this case there *must* be internal moderation between the different teaching groups but all the discussions, etc. should still remain confidential within the department.

It is essential that Practical Examiners:

- understand what is required of them when marking the Practical Test
- are familiar with the method of marking and the allocation of marks
- apply mark schemes according to the generic mark scheme and the specific mark scheme supplied for each examination session for Choice and Quality/Results
- apply mark schemes accurately even if they do not agree with them
- apply marking criteria fairly so that candidates taking the same task **at the same level of achievement** would achieve the same final result for the test
- develop confidence in their ability to mark fairly and accurately
- are professional, fair and give due credit to all practical work produced.

How to submit Practical Tests for moderation

Centres should submit the following to Cambridge for moderation purposes:

- marked copies of all candidates' Preparation Sheets; these should be collated in the correct order (Choices and Recipes, Time Plan, Shopping List) and placed in candidate order as listed on the *Practical Test Summary Mark Sheet*
- one completed and fully annotated *Practical Test Working Mark Sheet* per candidate – attached to the front of each candidate's Preparation Sheets
- one copy of the *Practical Test Summary Mark Sheet* per Centre

Section 1: Internal moderation

- where possible, one colour photograph of each candidate's serving table with completed dishes labelled with the candidate's number, name and test number
- one copy of the official register.

The following should be retained by the Centre in case of queries:

- a copy of all candidates' Preparation Sheets; these should be collected in from each candidate after they have used them in the Practical Test
- a copy of the *Practical Test Summary Mark Sheet*.

Section 2: The Practical Test

During the Practical Test candidates are expected to plan and cook a range of skilful dishes; these dishes could be used to serve as a meal or to illustrate the use of different pieces of equipment, different ingredients or different methods of preparation and cooking.

The following is an example of a typical practical test question:

- (a) Prepare, cook and serve a **two-course** main meal for two vegetarian friends.
- (b) Make some small cakes by the creaming method and a batch of scones.

Generic mark scheme

The detailed mark scheme allows Practical Examiners to keep a uniform standard. The generic mark scheme should be used in combination with the specific mark scheme for Choice and Quality/Results provided by Cambridge for each Practical Test session.

Allocation of marks

Practical Examiners should record the marks on the *Practical Test Working Mark Sheet*.

The total of 150 is divided as follows:

1	Planning session	50
2	Method of working	55
3	Quality/Results	35
4	Serving and appearance	10

Recording candidates' marks

Candidates' marks for the Practical Test must be recorded on the *Practical Test Working Mark Sheet* produced by Cambridge. These forms, and the instructions for completing them, may be downloaded from www.cie.org.uk/samples.

Detailed allocation of marks

1 Planning session	(maximum 50 marks)	Choice and Recipes	25 marks
		Plan of work	25 marks
Choice and Recipes	(maximum 25 marks)		
Choice	(maximum 20 marks)		

Candidates should choose dishes that:

1. meet the specific requirements of the test
2. show a variety of skills and processes
3. combine to form well-balanced meals
4. have attractive appearance
5. show thought for economy in fuel and food
6. show an awareness of the time available for cooking and serving.

Candidates should choose quantities that are appropriate for the number being served. Practical examiners should give credit for variety in texture and for inclusion of local fruit and vegetables.

Recipes (maximum 5 marks)

Candidates must clearly list the dishes they have chosen, giving the quantity of each ingredient for each dish.

Plan of work (maximum 25 marks)

Time Plan (maximum 23 marks)

- 1 Candidates should give a logical **sequence** of work, from the beginning of the test to final serving, with each item followed through to serving stage. This is the most important part of the plan. Candidates should be able to show that they know exactly what they are going to do throughout the test time and must write it down in clear order, with enough time given to each section. (10 marks)
- 2 Candidates must indicate the **method** for each dish clearly: for example, make cake – creaming method; make sauce – roux method. (5 marks)
- 3 Candidates must give the **oven temperature** needed for each dish and the cooking time (although this can be included in the Choice section). (3 marks)
- 4 Candidates should allow time for **cleaning** and dish-washing at convenient points in the plan (not necessarily after every dish). (3 marks)
- 5 Candidates should show the time that they have allowed for **servicing** meals, in the correct order of courses. They do not need to give detailed timing – it is better for them to give a sensible guide. (2 marks)

Shopping List (maximum 2 marks)

Candidates must list the correct total quantities of ingredients needed under the correct headings. They should also list any special equipment that they need. (2 marks)

2 Method of working (maximum 55 marks)

As a general guide, Practical Examiners should give above 28 marks for methods that are just satisfactory, above 33 marks for good methods and above 44 marks for very good methods, excellent timing and a variety of skills shown – they should only give this mark to a very able candidate. Practical Examiners must not give more than 25 marks to a candidate who shows little skill and who has not chosen enough dishes for the available time.

Most candidates will probably get between 28 and 43 marks.

Practical Examiners should consider the following points when deciding on the Method of working mark.

- (a) The candidate's **general approach** should be business-like and confident, and should show that she/he has knowledge and clear understanding of the recipes and methods being used, as well as good timing and organisation throughout the test. (5 marks)
- (b) **Manipulation** – correct use of tools, skill in handling mixtures, and large and small equipment. Correct preparation of fish, meat, vegetables, fruit, seasonings and flavourings, etc. Note that the maximum mark available should be reduced for low-skilled dishes. (20 marks)

- (c) Judgement of **consistencies** of various mixtures (for example, scone mixtures, cake mixture, etc.) before actual cooking. (10 marks)
- (d) Good **hygienic** methods and **economy** in using fuel and food. (5 + 5 marks)
- (e) **Oven management** – control of heat on top of the stove. Knowledge of correct oven temperatures and positioning of dishes in the oven. Control of heat in microwave ovens, grills and deep-fat fryers. (5 marks)
- (f) **Tidy** and **methodical** work throughout. If a candidate is extremely untidy, then the Practical Examiner can weight this section of Method of working to more than 5 marks. If this happens, the Practical Examiner should make a comment on the *Practical Test Working Mark Sheet*. (5 marks)

If a candidate is preparing very simple dishes, the Practical Examiner should reduce the maximum mark of 55 to an appropriate level.

3 Quality/Results (maximum 35 marks)

Practical Examiners must taste all dishes and mark each dish according to flavour, texture and edibility. They must lower the maximum mark available for simple dishes involving little skill and halve the maximum mark available for an initial *incorrect* choice of dish. Dishes added after the Planning Session has been completed must not be given a mark.

When assessing the quality of finished dishes, Practical Examiners should add comments on the *Practical Test Working Mark Sheet* about the flavour, texture and edibility of each dish.

Serving and appearance are assessed separately.

4 Serving and appearance (maximum 10 marks (usually 5 + 5))

Serving – sequence of serving meal, correct temperature of food and serving dishes.

Appearance – attractive presentation, tasteful garnishing and decoration. Cleanliness of dishes and tablecloth. Correct use of doilies and dish papers. Suitable, simple flower arrangement.

From 2016, one good quality colour **photograph** of each candidate's serving table with completed dishes will be required for moderating purposes.

Important note: Practical Examiners must scale the raw mark out of 150 to a mark out of 100.

Detailed guidance on marking the Practical Test

1 Planning Session (50 marks)

Choice and Recipes (maximum 25 marks)

(i) Choice (maximum 20 marks)

For the purposes of the Practical Test a 'dish' is any recipe a candidate chooses, therefore soup is a dish, a batch of biscuits is a dish, a cake is a dish, a potato salad is a dish, stir-fried rice is a dish, etc. The quantities chosen should be adequate for the number being served. The amounts cooked should be sufficient for two to three people **unless otherwise stated**.

The following additional points may be useful to teachers when advising candidates on the interpretation of Practical Tests. Candidates should be aware that their response to the given test

in the Choice and Recipes section will have implications for the marks they are able to achieve in **all** sections of the Practical Test.

Meet the specific requirements of the test

Candidates should consider the wording of the test carefully and highlight or underline key words. After making an initial choice of dishes, candidates should go back to the wording of the test and make sure:

- each dish is labelled stating which part of the test is being addressed
- each dish is appropriate, for example, dishes for vegetarians should contain no meat or fish
- the correct number of dishes has been chosen, e.g. for a two-course meal this means a starter or dessert, a main course and two accompaniments
- no extra dishes have been included, e.g. two batches of cakes made instead of one
- no compulsory dish has been left out
- no main ingredients are repeated.

Show a variety of skills and processes

Skills and processes include:

- cakes, biscuits, cookies, muffins, brownies and scones – made by the creaming, melting, one-stage, rubbing-in and whisking methods
- pastries – shortcrust, flaky and rough puff
- sauces – pouring and coating; roux and blended methods
- batters – thin (pouring) and coating
- bread and other dishes made with yeast, e.g. pizza
- use of raising agents – air, carbon dioxide and water vapour
- preparation and cooking of fruit and vegetables
- use of labour-saving equipment – electric mixer, food processor, blender
- different cooking methods – baking, boiling, braising, cooking in a microwave oven, frying, grilling, poaching, pressure cooking, roasting, simmering, stewing, use of a slow cooker.

Each dish chosen should incorporate **one or more** of the above skills or processes. Candidates should not use the same skill or process in more than one dish unless the dishes illustrate the use of a batch of mixture for more than one dish.

Convenience foods can be used with discretion but the time saved should be used to show additional skills or processes. Dishes which involve the preparation of fruit and vegetables often take a long time; therefore careful choice is needed. Peeling and slicing of vegetables should not be considered as skilful as cake or pastry making.

The most successful candidates are those who are confident about the skills and processes they have chosen and know what to expect as a final result.

Candidates should choose dishes and methods with which they are familiar. Candidates who choose dishes which they have not made before may have difficulty choosing equipment in which to cook and serve the food and be unsure of consistencies, cooking times and appearance of the final product.

Combine to form well-balanced meals

Not all tests require the preparation and serving of a meal but if a meal is being made candidates should ensure that they consider:

- the dietary and special needs of the people who will be eating the meal
- the variety of colour, flavour and texture
- quantities, referring to the wording of the test
- garnishing and decorating the dishes
- serving the meal in sequence.

If the test requires the **preparation and serving of a meal**, candidates should indicate clearly, in the Choice section, which dishes form the meal and which are additional dishes. This will help the candidates to visualise the meal clearly and ensure that the meal is complete.

If the test requires the **preparation and serving of a selection of dishes**, for example, dishes for a party, dishes requiring the use of specified ingredients, or dishes requiring the use of specified pieces of equipment, each dish should be served individually.

Have attractive appearance

To ensure an attractive appearance of the dishes:

- dishes that are uniform in colour should be avoided, e.g. all white, cream, brown or green (baked goods will need careful garnish or decoration)
- dishes should be garnished or decorated appropriately
- doilies and dish papers could be used
- serving dishes should be an appropriate size for the dish
- serving dishes should be clean before serving
- individual items should be a consistent size and shape.

The appearance of the display should be considered so that the colour of each dish compliments the others. If possible, colours and flavours should not be duplicated.

Menu cards and table decorations can be used for display but should not have taken too much time to prepare; valuable serving dishes and expensive flowers should not be brought from home. Simple serving dishes are often the most effective.

Show thought for economy in fuel and food

In this section, candidates are advised to:

- study the recipes chosen and if necessary adapt the recipes to make an amount appropriate for the number of people that need to be served
- use foods that are in season
- use ingredients available locally, substituting similar ingredients if necessary
- think about the amount of food to order (exact quantities should be given)

- be aware of the cost of ingredients so that very expensive ingredients are not used throughout all of the dishes
- check how ingredients are sold, for example, by weight, volume or individually
- name the specific cuts of meat and types of fish required
- preheat the oven for as short a time as possible to save fuel
- place dishes in the oven at the same time
- batch bake if appropriate
- use steamers, pressure cookers and microwave ovens to save fuel
- switch the oven off after use
- use one cooker only.

Show an awareness of the time available for cooking and serving

To gain credit in this section, candidates should:

- make sure that each dish can be prepared, cooked and served in the time allowed
- check oven temperatures and times
- check whether dishes can be cooked at the same time and at the same temperature
- know how long processes take to carry out, for example, know how long it takes to make, bake, cool and decorate a cake or make, shape, prove and bake bread
- generally start with dishes that take the longest to cook, cool or set
- remember that a cold dish can be made at an early stage
- remember that other tasks can be carried out while a dish is cooking
- consider whether or not two dishes can be prepared at the same time, for example, if a sauce is being stirred it is likely that nothing else can be done
- allow time for washing dishes.

It is important that each dish which forms the course of a meal is ready to serve at the same time, for example a chicken pie should be served together with the sauté potatoes and green beans; an apple pie should be served together with the custard. This is particularly important for meals which need to be served hot. The second course of a meal should be served 5–10 minutes after the first course.

(ii) Recipes (maximum 5 marks)

Dishes chosen must be clearly listed with the quantity of each ingredient for each dish. It is **not** acceptable to name a dish then give the name of a recipe book and a page reference.

Exact quantities of each ingredient are needed; this will indicate whether the dish is appropriate for the number of people being served. Precise detail is important because the Shopping List will be drawn up from the ingredients and quantities noted in this section.

The use of brand names should be avoided. Candidates must clearly state if precooked or soaked ingredients are required.

It is essential that candidates include details such as:

- types and cuts of meat, e.g. shin beef, lamb cutlets, chicken fillets
- the number of portions, e.g. three pork chops, two rashers of bacon
- types of fish and whether whole fish or filleted fish is required
- type of flour, e.g. plain white, strong white, self-raising
- type of pasta, e.g. spaghetti, lasagne sheets, conchiglie
- type of sugar, e.g. granulated, caster, icing, demerara
- type of fat, e.g. hard margarine, soft margarine, butter, corn oil
- named cheeses, e.g. cheddar, brie
- named herbs and spices, e.g. basil, cinnamon
- named garnishes and decorations, e.g. parsley, glacé cherries.

Plan of Work (maximum 25 marks)

(i) Time Plan (maximum 23 marks)

Sequence of work (SQ, O, T, DT, P) (maximum 10 marks)

This is the most important part of the plan.

- A logical sequence of work from the beginning of the test to the final serving is required.
- Each dish should be followed through from the preparation to the serving stage.
- The plan should show the candidate's ability to visualise exactly what she or he is going to do throughout the test time and to write it down in a clear sequence with adequate timing.
- The plan should begin and end with the exact times of the Practical Test, for example, a test could begin at 09.00 and end at 11.30.
- Candidates are advised to refer to the time when a particular stage in the preparation, cooking or presentation of a dish is expected to be reached.
- Times may be stated at 5–15 minute intervals, as appropriate.
- It is essential that candidates 'dovetail' the processes on their plan to reflect the way the preparation, cooking and serving of dishes fit together in practice.
- Candidates should allow time for dishes to cool if they are to be decorated.
- All dishes that form part of a course of a meal should be ready to serve at the same time.

Note: Candidates who simply give the methods of making each dish one after the other without 'dovetailing' or 'sequencing' the tasks should be awarded a maximum of 5 marks for this section.

Methods for each dish (M) (maximum 5 marks)

- Candidates are expected to give a clear indication of the methods that will be used for each dish, for example, make cake by creaming method, make sauce by roux method, steam fish, boil potatoes.
- Candidates should not write out the whole method; this is time-consuming and takes up valuable space on the Preparation Sheets. However, sufficient detail needs to be included so that the test could be replicated by someone of similar ability.

- It is acceptable to use quick methods, for example, make cake by all-in-one method, but these are less skilful.
- If electrical equipment is being used, this should be noted on the Time Plan, for example, grate vegetables using the food processor, whisk eggs and sugar with an electric whisk.
- The correct terminology for methods of cooking, i.e. frying, grilling, simmering, sautéing, steaming, microwaving, etc., should be used instead of the general term 'cook'.

Note: an electric whisk/electric hand-held mixer can be used for making cakes by the 'whisking' method but candidates must state that the folding in of flour should be done by hand.

Oven temperature and cooking time for each dish (OT) (maximum 3 marks)

This information may overlap with that given in the sequence of work. Candidates may state that a cake is baked for 25–30 minutes or the Time Plan could indicate the time the cake is put into the oven and the time it is expected to be taken out. Both are acceptable ways of giving the same information. Oven temperatures and oven management comments are also required.

- Candidates should give boiling/simmering times and state whether high, medium or low heat is needed for sauces, stews, curries and soups; cooking times should be given for vegetables, pasta, rice, etc.
- Candidates should clearly indicate if a microwave oven is to be used and the power level needed.
- The use of a refrigerator or freezer should be included in the Time Plan, if appropriate, especially for chilling foods and storing perishable items that are not in use. Hot food should not be placed in a refrigerator.

Time allowed for cleaning and dish-washing (W) (maximum 3 marks)

It is not necessary to allow time for cleaning and dish-washing after every dish but it is not appropriate to leave everything until the end of the test. Candidates are expected to show **three** washing up sessions on their Time Plan at convenient points. One washing up session must be at the **end** of the test and within the test time.

Time allowed for serving dishes (S) (maximum 2 marks)

- Meals should be served in the correct order of courses.
- Detailed timing is not required but it is important that dishes are served at an appropriate temperature. This is particularly important in the case of accompaniments served with main courses.
- If the test requires the preparation and serving of a selection of dishes, each dish can be served when convenient.

Note: All dishes should be **labelled** and, where possible, **photographed** together at the end of the test time.

(ii) Shopping List (SL) (maximum 2 marks)

The correct total quantities of ingredients are required under the correct headings.

It is essential that candidates give precise information in the Recipes section because this information is used to compile the Shopping List.

In many cases, the ingredients on the Shopping List are ordered by the Centre in preparation for the Practical Test so details should be exact if candidates are to have the ingredients they expect.

- Candidates are expected to order the exact **total** amount of each ingredient that is needed, for example, if plain flour is needed for three different dishes, the total amount should be written down.
- Metric weights and measures are preferred but imperial weights and measures are acceptable. A combination should not be used.
- Cup measurements should not be used.
- Ingredients should **not** be brought from home ready-prepared.

Substitute ingredients can be used if items are not available on the day of the Practical Test but the Practical Examiner must be informed, e.g. if frozen vegetables have been purchased when fresh were ordered or one type of vegetable has been exchanged for another. Preparation of **all** ingredients must be carried out during the Practical Test. Method of working marks would have to be reduced if the food is ready-prepared. The maximum mark awarded for Quality/Results on the *Practical Test Working Mark Sheet* would also need to be reduced.

Any special equipment required should be noted in the appropriate section of the Shopping List. This includes any equipment which a candidate would not normally expect to have at her or his work area, for example:

- pressure cooker
- electric/hand-held mixer
- food processor
- deep-fat fryer
- wok
- microwave oven
- cake tins, flan rings, baking trays
- serving dishes, doilies and dish papers.

It is helpful if candidates indicate with an asterisk * the items they intend to bring from home.

Symbols to be used for marking the Plan of Work

Practical Examiners may find it helpful to mark candidates' plans using the following symbols:

Marking the Plan of Work (Time Plan and Shopping List)	CODE	MAX. MARK
Dishes prepared in an appropriate sequence , i.e. dishes that require longer cooking or cooling are made first. Vegetable accompaniments should be prepared near the end of test so that they are served hot without the need to be reheated or kept hot for a long time. Cakes are given time to cool before decorating.	SQ	3
Correct order of making dishes, e.g. pastry – fat rubbed in to flour, water added, dough allowed to rest before rolling out.	O	2
Adequate amount of time allowed for each process, for example allowing time for proving, baking and cooling bread before serving.	T	2
Tasks dovetailed , e.g. other dishes can be made while a cake is cooking and cooling.	DT	2
Ingredients prepared – the preparation of fresh fruit, vegetables, meat, fish, sauces, etc. should be included in the plan.	P	1
Method: there should be sufficient information given in the plan that a candidate of similar ability could follow the plan and achieve the same results.	M	5
Oven temperature and cooking times: these must be given for all dishes, e.g. bake at 180°C for 20 minutes. Levels of heat should be indicated for hobs and grills and power levels should be indicated for microwave ovens.	OT	3
Cleaning and dish-washing: candidates need to indicate three washing up sessions at sensible times throughout the Practical Test.	W	3
Serving: candidates should indicate the order of serving their dishes, particularly for a meal.	S	2
Shopping List: this should be composite, i.e. candidates should total the amount of each ingredient they need before entering it on the Shopping List. Accuracy is important.	SL	2
TOTAL		25

2 Method of working (maximum 55 marks)

As a general guide:

- A mark of 44–55 should only be awarded to a candidate for excellent work, i.e. a candidate showing a wide variety of skills and techniques, competent and confident methods, little wastage of ingredients, excellent hygienic practices and excellent use of time.
- A mark of 33–43 should be awarded to a candidate for good work, i.e. a candidate showing a range of skills and techniques with all dishes prepared, cooked and served to a high standard in the time allowed.
- A mark of 28–32 should be awarded to a candidate for methods which are just satisfactory, i.e. the correct number of dishes are prepared, cooked and served in the time available. There may have been problems of consistency, shaping, sizes, timing, cooking or serving one or more dishes.
- A maximum mark of 25 should be awarded to a candidate who shows little skill, has not chosen sufficient dishes for the available time or who has problems with ingredients, mixtures, cooking and/or timing.

Most candidates will probably get between 28 and 43 marks.

High marks should not be awarded in the Method of working section if the candidate has failed to make choices that show a range of skills and techniques, or who has not made the best use of the time available.

One way of checking if the Method of working mark is correct is to consider that if a candidate makes **five** dishes, a maximum of **11 marks** could be awarded for the making of each dish. Each dish must be skilful. It follows that if a candidate fails to make one dish or one dish is inedible, the maximum mark that could be awarded is 44.

The following sections should be considered when allocating Method of working marks. Practical Examiners should consider each of the sections *individually* and give a mark for each of them. When the scores are totalled for the five dishes, giving a mark out of 55, reference should be made to the suggested bands of marks at the beginning of this section; it may be necessary to adjust the Method of working mark to reflect the candidate's overall performance.

Per dish:

- | | |
|--------------------------------|---------|
| (a) General approach | 1 mark |
| (b) Manipulation | 4 marks |
| (c) Judgement of consistencies | 2 marks |
| (d) Hygiene and economy | 2 marks |
| (e) Oven management | 1 mark |
| (f) Tidy and methodical work | 1 mark |

(a) General approach (maximum 5 marks)

The best candidates will be business-like and confident throughout the test, and should show that she/he has knowledge and clear understanding of the recipes and methods being used, as well as good timing and organisation throughout the test.

(b) Manipulation (maximum 20 marks)

The best candidates will use tools and large and small equipment correctly and competently. They will handle mixtures with skill. They will show the correct preparation of dishes and will be skilled in the preparation of meat, fish, vegetables, fruit, pastries, sauces, cake, biscuit and scone mixtures, etc. They will be able to produce dishes that are of an even shape and size if required for the test, e.g. cookies, biscuits, cakes.

The methods used will be suitable for the dishes being prepared and candidates will be familiar with the techniques being used. Candidates will use seasonings and flavourings competently.

(c) Judgement of consistencies (maximum 10 marks)

Candidates should be able to judge the consistencies of various mixtures, e.g. scones, cakes, yeast dough and pastries before actual cooking and the consistencies of dishes before serving. Examples include the consistency of whisked mixtures before the addition of flour, shortcrust pastry before rolling out, and yeast dough before proving. Sauces must have the correct consistency and dishes such as casseroles must have the correct balance of liquid to meat and/or vegetables.

(d) Hygiene and economy (maximum 10 marks)

Candidates are expected to show **hygienic** methods throughout the Practical Test. The following points will be considered:

- clean apron and head covering
- regular washing of hands – no nail varnish, no touching of face or hair

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- correct use of kitchen cloths, including tea towels
- no licking of fingers or spoons (metal teaspoons are allowed for tasting)
- regular cleaning of work area
- hot, soapy water for washing dishes
- throwing away or washing anything dropped on the floor
- covering food when it is not in use
- using a refrigerator to store perishable foods
- using different equipment for raw and cooked foods
- correct disposal of waste, e.g. peelings.

Candidates are expected to show **economy** in the use of fuel and foods throughout the Practical Test. The following points will be considered:

- not preparing more ingredients than required
- scraping mixtures from bowls, e.g. cake mixtures, cream, icing, etc.
- not wasting any food
- not peeling vegetables thickly or discarding too many outer leaves
- no leftover ingredients
- not using all of prepared pastry
- no wastage of water, for example washing vegetables under running water
- gas or electricity left on when not in use
- not preheating the oven for more than ten minutes or putting on the steamer too early
- using appropriate lids on pans and appropriately-sized pans for the hotplate
- not cooking food too early so that it needs reheating.

Note: Practical Examiners should check all work areas, including waste disposal areas, at the end of the Practical Test to determine how much food has been wasted.

(e) Oven management (maximum 5 marks)

Candidates should be assessed on their ability to control the heat in an oven as well as on a hob, under a grill or in a microwave.

Candidates are expected to change the position of oven shelves according to their requirements.

Candidates should cook more than one dish in the oven at the same time, if possible, and use should be made of residual heat whenever possible.

The mark awarded should reflect the amount of work carried out in the test. Candidates who burn or undercook dishes and those candidates who do very little cooking cannot expect to score highly in this section.

(f) Tidy and methodical work (maximum 5 marks)

The candidate must maintain the general tidiness of her or his working area throughout the Practical Test.

The candidate's work table should be tidied and the washing up should be stacked and completed at regular stages throughout the test. Hot, soapy water should be used for all washing up and wiping down of tables and rubbish and food waste should be disposed of appropriately.

For very untidy work, or if all the washing up has been left until the end of the test, the mark allocation for this section should be increased and that from the hygiene section **(d)** reduced. A comment should be made on the *Practical Test Working Mark Sheet*.

General points

It must be emphasised that the marks a candidate scores in the Method of working section are influenced by the **choice of dishes** made in the Planning Session. A candidate who chooses simple dishes which show little skill or who repeats processes will not be able to gain high marks for manipulation, judging consistencies or oven management. A candidate who chooses to prepare too few dishes will also limit the marks achievable.

3 Quality/Results (maximum 35 marks)

In order for the Moderator to assess the standard of work achieved by every candidate, it is desirable that colour **photographs** are included with the submitted *Practical Test Working Mark Sheets*.

One good colour photograph of candidates' final dishes is recommended; this should be clearly labelled with the candidate's number, name, Centre number and test number. Please note that it is not necessary to take photographs of the candidates themselves working during the Practical Test.

The specific mark scheme indicates the maximum marks available for each component dish. This mark **cannot** be increased under any circumstances. If a candidate has made an incorrect choice initially; only **half** the maximum marks allocated for that dish can be awarded in the Quality/Results section.

The maximum mark allowed for a dish must be **reduced** for simple dishes involving little skill; in these cases the 'new' maximum mark allowed should be indicated clearly on the *Practical Test Working Mark Sheet*. Marks available for each dish should be listed on the *Practical Test Working Mark Sheet* **before** the dishes are made, i.e. when the candidates' Preparation Sheets are marked.

- Dishes added after the Planning Session has been completed must be given a **nil** score.
- If a candidate **omits** part of the test, e.g. fails to produce a planned dish, a **nil** score must be given for that part of the test; the marks for that part of the test cannot be transferred to another dish.
- If a dish is **inedible** because of undercooking, particularly a chicken dish, or overcooking or burning, a **nil** score must be given.
- Meal accompaniments such as 'fresh vegetables' which include the preparation and cooking of root and/or green vegetables can be awarded the maximum mark allocated. However, tinned, frozen and freeze-dried vegetables should be awarded a maximum of **half** the allocated marks.
- Salads should be served with appropriate dressings; dressings are **not** an accompaniment but an essential part of a salad.
- Simple salads such as couscous salad, green or mixed salad should earn a maximum of **half** the allocated marks.
- Commercially prepared fruit juice, tinned juice and squash must be given a **nil** score.

- Drinks should not be allocated a mark unless specifically requested in the test.
- If serving and presentation of tinned/frozen vegetables is good, credit can be given for serving and appearance.

Practical Examiners should taste all dishes to assess flavour and texture.

In assessing the quality of finished dishes, comments should be written on the *Practical Test Working Mark Sheet* about the flavour, texture and edibility of each dish.

The word bank given on page 21 may be useful to Practical Examiners for recording appearance, aroma, texture and flavour of dishes.

4 Serving and appearance (maximum 10 marks)

Serving (maximum 5 marks)

The following points should be noted:

- correct sequence of serving a meal
- correct temperature of food and serving dishes – hot food should be served hot (not warm); cold food should be served cold; dishes should be set if required, e.g. jelly, cheesecake
- appropriate portion sizes
- cleanliness of serving dishes (food not burnt on edge of dishes, etc.)
- appropriately-sized dishes and plates.

Appearance (maximum 5 marks)

The following points should be noted:

- attractive presentation, e.g. range of different colours and shapes, different textures, tasteful garnishes and decorations
- correct use of doilies and dish papers
- even-sized portions of food (where served individually) and even-sized and regularly-shaped individual items, e.g. cakes, biscuits, pastries
- cleanliness of tablecloth
- suitable table decoration.

Word bank for marking Quality/Results

The following is a list of descriptive words that Practical Examiners may find useful when describing appearance, aroma, texture and flavour of dishes.

Words such as nice, tasty and edible should be avoided.

Appearance	Aroma	Texture	Flavour
aerated	aromatic	chewy	acidic
blistered	baked	crisp	bland/tasteless
crisp	buttery	crumbly	burnt
firm/hard	caramel-like/sugary	crunchy	buttery
glossy	citrus	doughy	fruity
mashed	fatty	dry	over/undercooked
minced	fresh	flaky	processed/artificial
open/close-textured	fruity	greasy	rich
shrunk	garlicky	hard	sharp
soggy	herby	lumpy	spicy
sticky	malty	moist	stewed
thick	savoury	powdery	tangy
transparent	spicy	smooth	tart
well-risen/not risen	sweet/sickly	sticky	watery/weak

Conversion table

Converting marks out of 150 to marks out of 100

Original mark	Scaled mark	Original mark	Scaled mark	Original mark	Scaled mark
150	100	100	66	50	33
149	99	99	66	49	32
148	98	98	65	48	32
147	98	97	64	47	31
146	97	96	64	46	30
145	96	95	63	45	30
144	96	94	62	44	29
143	95	93	62	43	28
142	94	92	61	42	28
141	94	91	60	41	27
140	93	90	60	40	26
139	92	89	59	39	26
138	92	88	58	38	25
137	91	87	58	37	24
136	90	86	57	36	24
135	90	85	56	35	23
134	89	84	56	34	22
133	88	83	55	33	22
132	88	82	54	32	21
131	87	81	54	31	20
130	86	80	53	30	20
129	86	79	52	29	19
128	85	78	52	28	18
127	84	77	51	27	18
126	84	76	50	26	17
125	83	75	50	25	16
124	82	74	49	24	16
123	82	73	48	23	15
122	81	72	48	22	14
121	80	71	47	21	14
120	80	70	46	20	13
119	79	69	46	19	12
118	78	68	45	18	12
117	78	67	44	17	11
116	77	66	44	16	10
115	76	65	43	15	10
114	76	64	42	14	9
113	75	63	42	13	8
112	74	62	41	12	8
111	74	61	40	11	7
110	73	60	40	10	6
109	72	59	39	9	6
108	72	58	38	8	5
107	71	57	38	7	4
106	70	56	37	6	4
105	70	55	36	5	3
104	69	54	36	4	2
103	68	53	35	3	2
102	68	52	34	2	1
101	67	51	34	1	0

Checklists for marking the Practical Test

Checklist for marking *Choice and Recipes*

Choice

When marking candidates' Choice of dishes Practical Examiners need to take into account the following points:

- **Has the candidate answered the test correctly?**

The mark scheme **must** be followed accurately. If a candidate fails to make a correct choice of dish, a **nil** score should be awarded.

Examples of incorrect choices:

- choosing a dish containing meat or fish for a vegetarian
- choosing dishes that do not contain enough fat, carbohydrates or protein for manual workers
- choosing dishes that are high in calories (fat, sugar and starch) for people trying to reduce their weight
- making a Victoria sandwich instead of a whisked sponge if asked to make a cake by the whisking method
- choosing inappropriate accompaniments, e.g. salad with casserole, coleslaw with meat and potato pie, carrots with quiche
- making one large cake instead of a batch of small cakes
- making a batch of small cakes instead of one large cake
- using the wrong item of equipment for a specified equipment test
- making an incorrect pastry (if specified in the test)
- making a drink if not specifically asked for in the test
- making dishes that are unsuitable for the test situation, e.g. choosing a dish that needs to be served hot for a picnic or packed lunch
- making a batch of biscuits, cookies or scones for a dessert; cakes are acceptable, particularly cakes such as a decorated gâteau, brownies (served with a sauce), carrot cake, etc.

- **Has the candidate made the correct number of dishes?**

In cases where a meal is required, marks are often allocated for the main course and **two** accompaniments. If a candidate makes only one accompaniment, she/he will fail to gain credit not only in the Choice section but also in the Method of working and Quality/Results sections as insufficient work will be done and some results will be missing.

If a candidate chooses to make a starter instead of a dessert (for a two-course meal) the maximum marks awarded remain the same, i.e. if one candidate chooses to make soup and bread rolls, and another candidate chooses to make apple pie and custard, the maximum mark that could be awarded would be the same.

- **If a meal is made, does it meet the dietary needs of the people who will be eating it?**

If a candidate makes an unsuitable choice of dish, no marks are awarded for the choice of that dish. If asked to prepare a meal for manual workers, a candidate would need to choose dishes that provide a good source of energy in the form of carbohydrates and fats; if preparing a meal for vegetarians, a candidate would need to include a good supply of protein from foods other than meat or fish. All meals should be well-balanced, colourful and appetising.

- **Has the candidate shown a range of skills and techniques?**

If the candidate is showing a range of skills and techniques, the choices should be marked accordingly. As a rough guide 4 marks per dish are allocated for the Choice section. If a candidate chooses a dish that lacks skill or chooses an 'assembly style' dish she/he should be awarded fewer marks. The marks should be adjusted in the following way for choice:

- if candidates repeat methods, reduce the maximum mark available by 1 mark
- if main ingredients are repeated (unless specified in the test question), reduce the maximum mark available by 1 mark
- if candidates use ready-prepared ingredients, for example cooked rice, bought bread rolls, ready-made burgers, frozen or tinned fruit and/or vegetables, reduce the maximum mark in increments of 1 mark, according to the skills being shown.

- **Has the candidate demonstrated different cooking methods?**

Most candidates should be able to use more than one cooking method.

- **Has the candidate considered local and seasonal produce?**

Credit should be given for dishes that illustrate local and seasonal produce, if appropriate to the test.

Recipes

As a general guide most candidates have to make five dishes; therefore when marking the Recipe section award 1 mark for each correct recipe for each dish.

The marks should be adjusted in the following way for recipes:

- if a main ingredient is omitted, reduce the maximum mark available by 1 mark
- if the quantities are not appropriate (too much or too little), reduce the maximum mark available by 1 mark.

If the **choice** of dish is incorrect but the **recipe** for the dish is correct award marks in the normal way for recipes; marks will have already been adjusted for an incorrect choice.

Checklist for marking the *Time Plan*

Sequence of work

A maximum of 10 marks can be awarded for the sequence of work. This includes:

- dishes prepared in an appropriate order, i.e. the sequence of work for all dishes (SQ) (3 marks)
- correct order of making each dish (O) (2 marks)
- sufficient time allowed for the making, cooking and serving of each dish (T) (2 marks)
- dishes 'dovetailed' to make the best use of the time available (DT) (2 marks)
- an indication of how ingredients are prepared for each dish (P) (1 mark).

The marks should be adjusted in the following ways for the sequence of work:

- for each dish not indicated on plan, reduce the maximum mark available by 1 mark
- using more than two of any of the Preparation Sheets, reduce the maximum mark available by 2 marks
- test starts or finishes at the wrong time or start/finish times not stated, reduce the maximum mark available by 1 mark for each error/omission

- putting dishes in oven/on hob not indicated or taking dish from oven/off heat not indicated, reduce the maximum mark available by 1 mark for each dish
- no indication of dishes cooled/chilled/reheated/kept hot, reduce the maximum mark available by 1 mark for each dish
- dishes prepared, cooked and served one after the other with no evidence of either correct sequencing or 'dovetailing' of tasks, award a maximum of 5 marks.

Methods (M)

A maximum of 5 marks can be awarded for methods.

As a general guide the five dishes should include five **preparation** points and five **cooking** points for a total of **5 marks**.

- **Has the candidate stated the precise methods used to prepare the dishes?**

Creaming method, melting method, whisking method, rubbing-in method, all-in-one or one-stage method, roux sauce, blended sauce, cutting, folding, slicing, dicing, chopping, mincing, beating, whipping, etc.

- **Has the candidate stated the precise cooking methods?**

Boiling, baking, roasting, pressure cooking, shallow frying, dry frying, deep-fat frying, stir frying, simmering, poaching, microwaving, steaming, sautéing, etc.

- **Has the candidate included correct cookery terms?**

Examples include all the above key words and cooking methods and also terms such as, bake blind, cut and fold, crimp, etc.

The marks should be adjusted by reducing the maximum mark available by 1 mark for each dish if:

- the method is given in too much detail
- the method is too brief
- the cooking method is not stated
- an incorrect method of making or cooking is stated.

Oven temperature and cooking times (OT)

- **Has the candidate stated the correct oven temperatures, positioning of shelves and cooking times?**

A maximum of 3 marks can be awarded for stating correct oven temperatures and cooking times. The candidate should indicate the following:

- preheating the oven (no longer than 10 minutes before needed)
- preheating the grill (no longer than 10 minutes before needed)
- preparing the steamer during the test
- boiling water for cooking vegetables, boiling rice, cooking pasta, scalding, filling steamer, etc.
- all oven temperatures (this includes power levels for microwaves and heat on hobs) and times.

The marks should be adjusted in the following ways for oven temperatures and cooking times:

- failing to state oven temperature or time, reduce the maximum mark available by 1 mark for each omission
- if a candidate has chosen too few dishes or simple dishes that require no cooking the maximum mark available should be reduced to 2 marks

Cleaning and dish-washing (W)

- Award 1 mark for each washing up session up to a maximum of 3 marks (final washing up must be stated for maximum marks).

Serving (S)

A maximum of 2 marks can be awarded for showing the timing and sequence of serving.

The marks should be adjusted in the following ways for serving:

- candidate is not specific and just states 'serve all dishes', reduce the maximum mark available by 1 mark
- dishes served in an incorrect sequence, e.g. dessert before main course, accompaniments not served with main course, etc., reduce the maximum mark available by 1 mark
- dishes prepared/cooked too far in advance and not served hot, cold or reheated as necessary, award 0 marks
- dishes prepared too late in the test time and therefore served at the wrong temperature or before they are set or cold, reduce the maximum mark available by 1 mark
- serving not mentioned, award 0 marks.

Checklist for marking the *Shopping List*

- **Has the candidate listed all the ingredients needed in the appropriate section?**

If three or more ingredients are listed in the wrong section, reduce the maximum mark available by 1 mark.

- **Has the candidate totalled the ingredients needed, e.g. plain flour, eggs, butter?**

If two or more ingredients are not totalled, reduce the maximum mark available by 1 mark.

- **Has the candidate stated the quantities (or numbers) of each ingredient needed?**

If more than three ingredient quantities are missing, reduce the maximum mark available by 1 mark.

- **How many marks should I award if the main ingredients are missing from the Shopping List?**

Reduce the maximum mark available by 1 mark for each main ingredient missing.

- **How many marks should I award if the candidate has used a mixture of measurements, i.e. metric, imperial and cup measurements?**

Reduce the maximum mark available by 1 mark.

- **How many marks should I award if the candidate has failed to give details of the ingredients needed, e.g. cuts or types of meat, type of fat, type of flour, type of sugar, etc.?**

Reduce the maximum mark available by 1 mark.

- **What should I do if the candidate has not submitted a Shopping List?**

Award no marks for Shopping List.

Checklist for marking *Method of working*

A maximum of 55 marks can be awarded for Method of working.

- **Has the candidate shown a good approach throughout the Practical Test?**

In order to gain the full 5 marks awarded for 'general approach', candidates must work consistently well **throughout** the test and serve all their dishes on time. Many candidates start well, but become flustered when dishes do not go according to plan or they may have timing issues.

Marks should be adjusted in the following ways for general approach:

- if a candidate has timing issues with one dish, reduce the maximum mark available by 1 mark
- if a candidate has timing issues with two dishes, reduce the maximum mark available by 2 marks
- if a candidate is clearly unsure of the methods or constantly refers to recipe books when making dishes, reduce the maximum mark available by 1 mark
- if a candidate fails to make one dish, reduce the maximum mark available by 1 mark.

- **What manipulative skills has the candidate shown?**

As a rough guide candidates are awarded 4 marks for each dish they produce (two accompaniments equate to one dish). Candidates need to show the Practical Examiner a range of manipulative skills in order to gain high marks. It may be useful to have a checklist of skills to avoid over-awarding marks to candidates who repeat skills or who include too few skills.

Skills include:

- batters – used for pancakes, crepes, coating fish, chicken, vegetables, etc.
- blended sauces
- blind baking of pastry cases
- bread making – plain dough, rich yeast dough
- coating foods in egg and breadcrumbs and deep frying
- creaming method used for Victoria sandwich, steamed pudding, fairy cakes
- decorating cakes with butter cream, fondant icing, etc.
- even chopping of fruit – for fruit salads
- even chopping of vegetables – for stir-fries
- handling bought pastry – filo pastry for samosas, spring rolls, etc.
- judgement of size and shape for individual items such as sausage rolls, pasties, scones, cakes, biscuits
- melting method – used for gingerbread, flapjacks and ginger biscuits
- meringues
- pasta making
- pastry making – shortcrust, rough puff and flaky
- preparation of fresh fish
- preparation of meat dishes – making burgers, meat balls, lasagne, chilli, casseroles, etc.
- preparation of offal
- preparation of poultry – jointing a chicken, handling chicken thighs, wings, breasts, etc.
- roux sauces
- rubbing-in method – used for pastry, scones, crumbles, rubbed-in cakes and biscuits
- salad dressings
- savoury sauces, e.g. curry sauce, bolognese sauce, tomato sauce
- use of labour-saving devices such as food processors, electric mixers, blenders

- whipping cream, piping cream
- whisking method – used for sponges, swiss rolls and roulades.

Quick 'short-cut' methods may be used, e.g. the all-in-one method of cake making. Although this method is not as skilful as the creaming method and may lose Method of working marks, it could achieve full marks in the Quality/Results section.

Reduce the maximum mark available by 2 marks for each dish that shows few manipulative skills, e.g. simple salads, ready-made sauces, ready-made bread rolls, ready-prepared pastry, ready-cooked rice, ready-prepared burgers, frozen or tinned fruit and vegetables, etc.

• **Has the candidate judged the consistencies of dishes before cooking and before serving?**

- Is a whisked cake mixture thick enough before adding the flour?
- Is a pastry mixture over- or under-rubbed before adding the water?
- Is scone dough too wet or too dry?
- Are sauces blended properly before cooking?
- Is bread dough too stiff/too wet?
- Does the coating sauce actually 'coat' the food it is intended for, e.g. macaroni cheese?
- Is the sauce lumpy, too thick or too thin? Does the casserole have the correct ratio of liquid to other ingredients – does the liquid need thinning or thickening?
- Can the candidate correct any errors?

Reduce the maximum mark available by 1 mark for each dish that has an incorrect consistency either before cooking or before serving.

• **Has the candidate worked hygienically throughout the test?**

Award 1 mark for the hygienic production of each dish up to a maximum of 5 marks.

• **Has the candidate shown an awareness of economy in food and fuel?**

Award 1 mark for showing an awareness of economy in food and fuel for each dish up to a maximum of 5 marks.

• **Has the candidate managed the oven well?**

Award 1 mark for the oven management shown for each dish up to a maximum of 5 marks; this includes the management of the hob and any other cooking appliances used, e.g. pressure cooker, microwave oven, deep-fat fryer. A candidate who does very little cooking will not score highly in this section.

Reduce the maximum mark available by 1 mark in each of the following cases:

- for each dish that is over- or undercooked
- for preheating the oven or grill for longer than 10 minutes
- for incorrect positioning of oven shelves or food in the oven
- if the contents of pans are constantly boiling over
- for each dish that is baked, boiled, etc. for too long or too short a time because of incorrect oven temperature.

The maximum mark available must be reduced by 3 marks if two ovens have been used.

- **Has the candidate worked tidily and methodically?**

Award 1 mark for the tidy and methodical making of each dish up to a maximum of 5 marks.

The marks should be adjusted in the following ways for tidy and methodical working:

- for extremely untidy work, i.e. failure to work in a tidy and methodical manner throughout the test, award 0 marks
- if all the washing up is left to the end of the test, reduce the maximum mark available by 3 marks
- if a candidate fails to clear her/his worktop before starting a different dish or different process, reduce the maximum mark available by 1 mark.

Checklist for marking *Quality/Results*

A maximum of 35 marks can be awarded for Quality/Results of finished dishes. The specific mark scheme indicates the maximum marks available for each dish. This mark cannot be increased under any circumstances.

The maximum mark should be adjusted in the following cases:

- if a candidate has made an initial wrong choice only **half** the maximum mark for that dish can be awarded in this section
- if a candidate has omitted any dishes, e.g. only planned to make one accompaniment instead of the required two, a **nil** score must be awarded for the missing dish
- if a dish is added after the Planning Session has taken place, a **nil** score must be awarded
- if a dish is inedible, a **nil** score must be awarded
- if a dish is raw but should be cooked, a **nil** score must be awarded (especially in the case of raw chicken)
- if a dish is burnt, undercooked, not set, too hard, too dry or too salty, reduce the maximum mark available by 2 marks
- if a candidate fails to make a 'planned' dish, a **nil** score must be awarded; the marks cannot be transferred to another dish
- if frozen or tinned fruit and vegetables are used, e.g. for a flan filling, reduce the maximum mark available by 2 marks
- if drinks are served and have not been specifically requested in the test, a **nil** score must be given; an exception may be the choice of a drink to show the use of a blender/liquidiser, but the drink should be more complex than a milkshake for full marks
- if commercially prepared fruit juices, squash and tinned juice are used, a **nil** score must be awarded
- if simple salads are served, only **half** the maximum mark for that dish should be awarded
- if a very simple dish is made, only **half** the maximum mark for that dish should be awarded.

Practical Examiners must decide on and write down the maximum mark available for the Quality/Results of each dish **before** the Practical Session. These marks should be filled in on the 'Maximum mark available for each dish' column of the *Practical Test Working Mark Sheet*.

Dishes should be presented as attractively as possible. A candidate's results should be assessed in terms of flavour, colour, texture, consistency, seasoning, shape and size. Although marks are awarded separately for appearance, the overall appearance of dishes on the serving table may determine the mark awarded.

Examples of what to look for when awarding Quality/Results marks are suggested below:

- soup – not greasy, small even-sized pieces of vegetables (if appropriate), smooth and lump free if puréed
- pastry items – brown, not stretched when rolling so that it has shrunken down the sides, e.g. of a quiche or pie, not soggy at the bottom of pies/tarts/quiches, even sizes and shapes of items such as sausage rolls, pasties, turnovers
- cakes – well-risen, evenly aerated, light in texture, not crisp or hard on the top, evenly baked, neatly and tastefully decorated (if appropriate)
- biscuits – depending on type may be crisp and golden or pale in colour (shortbread), even sizes and shapes, not risen (like cakes) but not hard and dry
- scones – well-risen (scones should be at least 2 cm thick), light in texture, evenly browned
- sauces – smooth, lump free, correct consistency (pouring or coating), good flavour, e.g. a cheese sauce should taste of cheese
- casseroles – meat (if used) is tender and cooked thoroughly, good balance of liquid to meat/fish/vegetables, well-seasoned
- fish – look for well cooked fish that is not overdone or dry, free of bones and has a crispy skin if cooked whole
- small pieces of meat, e.g. chops, cutlets, steaks, etc. – moist and tender, look for meat that is well cooked and not hard or dry
- chicken dishes – chicken must be tested to ensure it is cooked all the way through and should be moist and not dry, thoroughly cooked and taste of any sauce that it is served in, e.g. curry sauce, tomato sauce, Creole sauce
- potatoes – cooked thoroughly, not lumpy if served mashed or creamed, even-sized pieces, well-seasoned
- vegetables – not over- or undercooked, even-sized, good colour (poor colour usually indicates overcooking), well-seasoned
- bread rolls – well risen, evenly aerated, smooth dough, sufficiently cooked (not doughy), even sizes and shapes
- pizza – dough light and well-aerated, topping to the edge so that dough is not hard, evenly-spread topping, good colour, well-cooked (not soggy on base)
- rice – well cooked, well-seasoned, not sticky or hard
- pasta – cooked al dente, not sticky or hard, often served with a sauce which should be well-seasoned
- garnish/decoration – neat and colourful and placed neatly as appropriate.

The maximum mark available should be reduced if:

- dishes are predominantly the same colour – especially white, cream or brown
- dishes are predominantly the same texture – all soft, all crunchy, all chewy, all hard
- batches of dishes such as scones, cakes, biscuits, bread rolls and individual pastry items are not evenly-sized and shaped
- dishes are over- or undercooked
- dishes do not 'look' appetising or appealing
- dishes are broken or cracked, e.g. biscuits and flan cases

- dishes have insufficient filling or sauce
- dishes are burnt underneath (where it can be hidden).

One of the most important factors in assessing Quality/Results is the **flavour** of each dish. Marks must be reduced for dishes that do not taste appetising.

Checklist for marking *Serving and appearance*

A maximum of 5 marks can be awarded for **servicing**.

The marks should be adjusted in the following ways for serving:

- serving the meal in an incorrect sequence, reduce the maximum mark available by 2 marks
- serving the dishes that make up a meal at inappropriate temperatures, reduce the maximum mark available by 2 marks
- not serving hot food on hot serving dishes/plates and cold food on cold serving dishes/plates, reduce the maximum mark available by 1 mark
- using inappropriate serving dishes, reduce the maximum mark available by 1 mark
- serving inappropriately-sized portions e.g. serving one whole chicken breast to two people, reduce the maximum mark available by 1 mark for each dish though do not penalise candidates who serve flans, pies, etc. whole.
- not using clean serving dishes or cleaning the edge of the serving dish/plate before serving, reduce the maximum mark available by 1 mark.

A maximum of 5 marks can be awarded for **appearance**. The mark awarded in this section may reflect the mark awarded for Quality/Results.

- **Does the appearance of the dishes make you want to eat them?**
 - Are all dishes garnished or decorated appropriately? Reduce the maximum mark available by 1 mark for each dish that is not garnished or decorated (if appropriate).
 - Has the candidate used doilies to display sweet dishes and dish papers to display savoury dishes (if appropriate)?
 - Are individual items of food an even and appropriate size and shape? Reduce the maximum mark available by 1 mark for each batch of cakes, biscuits, scones, bread rolls, pastry items, etc. that are not evenly-sized or are too large or too small.
 - Is the tablecloth clean and appropriate for the dishes being displayed? Reduce the maximum mark available by 1 mark for an inappropriate or dirty tablecloth or no tablecloth.
 - Is there a simple table decoration? Reduce the maximum mark available by 1 mark for a complete lack of decoration (candles, flowers, menu card, etc.), on the serving table.

Section 3: Preparation for the Practical Test in your school

Planning Session

Practical Examiners must:

- familiarise themselves with the instructions published by Cambridge and sent to all Centres
- ensure that candidates are familiar with the format of the Practical Test
- remind candidates that recipe books may be brought into the examination room for the Planning Session (and Practical Test) but that notes may **not** be bought in
- allocate tests according to the published instructions: the Practical Examiner should choose **five** tests from the eight published and allocate these to candidates in **strict alphabetical** order
- at the end of the Planning Session the Practical Examiner must:
 - collect all Question papers, Preparation Sheets and any rough notes
 - photocopy the Preparation Sheets downloaded from www.cie.org.uk/samples or separate the white and pink copies of the Preparation Sheets, if using the carbonised version
- before the Practical Test the Practical Examiner must:
 - mark the originals of the Preparation Sheets (white sheets if using the carbonised version)
 - complete a *Practical Test Working Mark Sheet* for each candidate, including writing a list of all the dishes planned and the **maximum mark** available for each dish on the *Practical Test Working Mark Sheet*
 - order ingredients for candidates
 - ensure that all necessary equipment is available.

Notes:

Marks should be allocated for the dishes planned during the Planning Session. These **must not** be changed. If a candidate produces dishes in the Practical Test which do not appear on the Preparation Sheets **nil** marks must be awarded.

The mark scheme indicates the maximum mark available for each dish. This mark must not be increased. It should, however, be **reduced** if a dish is very simple. Marks cannot be reallocated to other dishes.

Practical Examiners should ensure that comments and marks for the Planning Session, a list of the dishes planned, and the available mark for each dish are entered on the *Practical Test Working Mark Sheet* **before** the start of the Practical Test.

Practical Session

Food orders

- Compile the food orders for each Practical Session so that there is a sufficient supply of each ingredient. Where an ingredient could not be purchased and has to be substituted, it should be recorded on the food order list. It is important that this is taken into account when marking the Practical Test.
- Ensure that supplies arrive early. Dry stores and non-perishable items should be delivered at least two days before the Practical Test. All other perishable foods, with the exception of grated coconut and the less hardy vegetables, should be delivered the day before the Practical Test.
- The following ingredients should not be portioned out for the candidate's food trays: flour of all types, sugar, butter, margarine or any other fat. They should be left on the store table. Ingredients such as meat and seafood should be weighed, packed, labelled and kept in the refrigerator/chiller or freezer.

Food trays

- All food trays should be ready at least 15 minutes before the Practical Test.
- Candidates are not allowed to prepare their own food trays. In Centres where candidates bring in some ingredients from home, subject supervisors are to check that the quantities and ingredients tally with those on the candidate's Shopping List.
- Candidates should not be allowed to group ingredients according to dishes.
- If hard butter or margarine is required it can be left in the refrigerator.
- Meat, fish and other perishable foods should be separated from fresh fruit and vegetables.
- No prepared ingredients should be given to candidates unless specified on the Shopping List.
- Pulses may be pre-soaked if this is stated in the Time Plan.
- Candidates should not bring in any ready-prepared garnishes.
- Ensure that food supplied to candidates is fresh and neatly laid out on trays.
- Food should not be left in opened cans or in cans with the lids removed; it is suggested that food like tinned tomatoes is put into small, clear plastic containers with covers.
- Avoid securing individual plastic bags of food tightly; candidates may have difficulty untying them.

Store tables

- Only necessary items should be on the store table to avoid cluttering.
- Bottles and containers should be clearly labelled. Labels should be on the sides of containers and not just on the lids.
- Put out just enough of ingredients for garnishes, e.g. parsley, lettuce, for each session.
- Milk and other perishable items should be stored in the refrigerator; avoid leaving large quantities of milk on the store table.
- Put out sufficient 'soft' butter and margarine for candidates' use. The rest should be put into the refrigerator for candidates to help themselves.
- Oil for deep-fat frying should be fresh.

Appearance

- Candidates should be neatly and appropriately dressed.
- Hairstyle should be neat and away from the face.
- Finger nails should be short and unvarnished.
- Jewellery should not be worn.
- Each candidate should wear a clear label (5 cm × 10 cm) showing their name and candidate number.

Equipment

- The refrigerator should be cleared and the freezer defrosted a few days before the Practical Test.
- All cookers and electrical appliances should be in good working order.
- Chopping boards and sieves must be in good condition for candidates' use. Knives should be sharpened.
- Equipment should not be greasy or grubby.
- Saucepans and frying pans should be clean.
- Cookers and sinks should be allocated before the start of the Practical Test. Each candidate should be assigned to one cooker.
- Candidates may collect the equipment they need, e.g. steamers and blenders, before the Practical Test begins.

Work space and serving tables

- Candidates should be arranged in candidate number order for the Practical Test.
- The room and floor should be clean.
- Work tables should be equipped with similar basic equipment for each session.
- All work tables and serving tables should be clearly labelled with candidates' examination numbers.
- If a meal is to be served, only one place setting is required.
- Serving dishes may be stacked together and left on serving tables before the Practical Test starts. Setting out at this stage is not allowed.
- Candidates should not purchase expensive flowers for decorating their tables but any aids to display, e.g. tablecloths, simple flower decorations, menu cards and table decorations may be brought to the test.

Safety procedures

- There should be a fire extinguisher in the room. The Practical Examiner should know how to operate it.
- There should be a bucket of sand nearby.
- A large cover should be available to cut off the oxygen supply to overheated frying pans.
- Ensure that there is a suitably-equipped first aid box.
- Make sure that the location of the nearest telephone is known and numbers to dial in an emergency.
- Arrange for a messenger to be available at all times in case of emergency.

General points

- Clean tea towels and dish cloths should be provided for each Practical Test session. If brand new, they should have been washed before use.
- There should be a reliable clock in the room.
- The room should be entirely at the disposal of the Practical Examiner for at least **15 minutes** before the examination and for at least **30 minutes** afterwards.
- There must be an interval of **one week** between the Planning Session and the Practical Test. Schools should not organise any practice which might be relevant to the Practical Test in this time.

Problems that may arise during the Practical Test

Problem	Action
Faulty cooker, gas, water or electricity cut off during test	Allow extra time to compensate for length of fault/power cut. Include a report to the Moderator noting the extra time and detailing how candidates have been affected.
Dish dropped on removal from oven or dropped when being taken to display table	Mark Quality/Results based on how the dish has been prepared during the test, if possible. If the accident is caused through carelessness, mark accordingly.
Candidate taken ill during test or has an accident	Allow time to complete, if possible; report to the Moderator.
A mixture is completely spoiled during preparation	Remake if time allows and if ingredients are available; assess Quality/Results as normal but penalise candidate for wastage.
Candidate makes completely wrong choice of dishes	Candidate did not complete the test as set, therefore award 0 marks in the Choice section for inappropriate dishes. Award a maximum of half the available mark for the finished result of that dish.
Candidate uses a cooker in addition to the one allocated	Reduce the maximum mark available in the Method of working section by 3 marks.
Dishes planned but not actually made on the day	No marks to be awarded for these dishes in the Method of working, Quality/Results or Serving and appearance sections.

Candidate Preparation Sheets for the Planning Session

These forms, and the instructions for completing them, may be downloaded from www.cie.org.uk/samples. The database will ask you for the syllabus code (i.e. 0648 or 6065) and your Centre number, after which it will take you to the correct forms. Follow the instructions when completing each form. A copy must be made of each sheet completed by the candidate, one for the Practical Examiner and one for use by the candidate in the Practical Test.

Practical Test Mark Sheets

These forms, and the instructions for completing them, may be downloaded from www.cie.org.uk/samples. The database will ask you for the syllabus code (i.e. 0648 or 6065) and your Centre number, after which it will take you to the correct forms. Follow the instructions when completing each form.

Practical Test Working Mark Sheet

Practical Test Working Mark Sheet
Cambridge IGCSE 0648/02
Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam series		Year				
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Centre Number					Centre Name	
Test Number					Examiner Name	
Candidate Number					Candidate Name	

Planning	Mark available		Mark awarded	
	Choice	20		
	Recipes	5		
	Sequence	10		
	Method	5		
	Oven temp and time	3		
	Cleaning	3		
	Serving	2		
	Shopping list	2		
	Total	50		
Method of working	General approach	5		
	Manipulation	20		
	Consistency	10		
	Hygiene and economy	5+5		
	Oven management	5		
	Tidy and methodical work	5		
	Total	55		
Dishes chosen	Quality/Results: flavour/texture/edibility	Maximum mark available for each dish		Mark awarded for each dish
		Name	Marks	
		Total		
Serving and appearance	Serving	5		
	Appearance	5		
	Total	10		
		Total Mark	150	
		SCALED MARK	100	



Section 4: Accreditation

Definition of Coursework

Coursework refers to any component specified by a Cambridge syllabus that is assessed in the Centre by the Centre's teachers or other local teachers and moderated by Cambridge.

What is meant by Accreditation of Practical Examiners?

In order for a Centre to undertake internal assessment of coursework/practical tests in 2015 in a particular subject, at least one teacher of the subject must hold the appropriate certificate or letter of accreditation from Cambridge. A teacher who has been accredited by Cambridge may assess the coursework component/practical test in the subject in which he or she has been accredited. He or she may also supervise the work of other teachers in the subject.

How does a teacher gain accreditation?

Coursework Training Handbooks/Practical Test Training Handbooks can be purchased from Cambridge Publications www.cie.org.uk/cambridge-for/teachers/order-publications/ or downloaded from the Teacher Support site <http://teachers.cie.org.uk>. Teachers are required to work through the exemplar material in the *Coursework Training Handbook/Practical Test Training Handbook*, carrying out an assessment of the sample exercises. The completed assessment documents are then sent to Cambridge for assessment.

Important issues

Ensure that your full name and Centre number (if applicable) is included on your submission for accreditation. If Cambridge receives an application which cannot be identified then the accreditation request will not be processed until its origins can be established.

You do not have to be attached to a Cambridge Centre to apply for coursework/practical test accreditation. If this is the case, please ensure that you include contact details which should include a postal address, email address and telephone number. In addition, please ensure that payment is enclosed with your submission so that we are able to process your accreditation request.

Please allow time for us to assess your application, especially if you intend marking coursework/practical tests shortly afterwards. Remember, the accreditation process will take from four to six weeks from the time the submission is received by Cambridge. Accreditation applications can be accepted up to 15 October 2015, as in 2016 Cambridge will be introducing a new online training course to replace accreditation.

The contact details given below are for coursework/practical test accreditation only. Samples of candidates' coursework/practical tests for a live examination session should be despatched using the appropriate address labels provided by Cambridge.

Contacting Cambridge International Examinations

We hope that all teachers are able to apply for coursework accreditation without any problems, however should there be a need to contact Cambridge with queries or to resolve a problem please use the contact details below:

IGCSE/O Level Accreditation Co-ordinator
Cambridge International Examinations
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambridgeshire
CB22 4FZ
United Kingdom

Using the Practical Test Training Handbook to achieve accredited status

Teachers who wish to be accredited as Practical Examiners should mark Samples D, E and F for the Planning Session (Choice and Recipes marked out of 25, Plan of Work marked out of 25) and suggest the maximum marks that could be awarded for Quality/Results (marked out of 35).

The marks awarded for the Planning Session and the suggested maximum marks for the Quality Results section should be transferred to the *Practical Test Working Mark Sheets*. All marks should be supported by detailed comments on the mark sheets.

Once the assessment is completed then the teacher should submit the following completed documents to Cambridge for assessment.

- Cover Sheet
- Preparation Sheets for the Practical Test for Samples D, E and F
 - Choices and Recipes
 - Time Plan
 - Shopping List
- *Practical Test Working Mark Sheets* for Samples D, E and F
- Supporting comments for the assessments made.

Assessment of the work

Please allow between four and six weeks for the Moderator to assess the work that is submitted and for Cambridge to inform you of an outcome. The usual period of time for the assessment of a piece of work is approximately two weeks; however this will depend on the Moderator's availability at the time.

You will be informed of the Moderator's decision regarding accreditation (the outcome) by post. This will take the form of a Certificate in instances where accreditation is awarded or in the cases where accreditation cannot be awarded, a letter informing you of this. A Moderator's Report may also be enclosed which will give guidance in the cases of accreditation failure and feedback in the event that accreditation is awarded. Please note it is not usual practice for Cambridge to inform teachers or Centres of accreditation outcomes over the telephone or by email.

If accreditation is not awarded by the Moderator on one particular occasion this does not mean a teacher cannot continue to teach, it simply restricts their ability to mark the Practical Test until accreditation is awarded. You may request further work for assessment for accreditation to be awarded. There is, however, a charge each time for doing so.

Further help

We hope that this *Practical Test Training Handbook* will provide a thorough introduction to the requirements and criteria for the assessment of the Practical Test in Cambridge IGCSE/Cambridge O Level Food and Nutrition. However, if you have any further questions or difficulties, please do not hesitate to contact Cambridge and we will do our best to help. The address to which your queries should be sent is:

Customer Services
Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

Telephone: +44 1223 553554

Fax: +44 1223 553558

E-mail: info@cie.org.uk

Website: www.cie.org.uk

Sample candidate answers

The following pages include a typical Food and Nutrition Practical Test question paper and the specific mark scheme that must be used to mark candidates' Choice and Quality/Results sections.

The question paper has been used to produce three sample candidate answers (Samples A, B and C). The candidates' Preparation Sheets have been marked in red using the symbols suggested in this handbook and a rationale for awarding the marks for the Planning Session and Quality/Results has been included. These exemplars may be used for guidance when submitting marked Samples D, E and F for accreditation.

Teachers who wish to be accredited as Practical Examiners should mark Samples D, E and F for the Planning Session (Choices and Recipes, Time Plan and Shopping List) and give the maximum possible Quality/Results mark that could be earned (out of 35). All teachers should provide a rationale for the marks awarded (as per Samples A, B and C).

Practical Test question paper

FOOD AND NUTRITION

0648/02

6065/02

Paper 2 Practical Test

Planning Session: **1 hour 30 minutes**

Practical Test: **2 hours 30 minutes**

Additional Materials: Preparation Sheets

Planning Session: 1 hour 30 minutes

When you know which of the tests is assigned to you, read it through carefully, then complete the Choices and Recipes Preparation Sheet, Time Plan and Shopping List as follows, using the Preparation Sheets provided.

- (i)** On the Choice and Recipes Preparation Sheet, write down the dishes that you decide to make. (Try to choose familiar but interesting dishes which give you scope to show your skill.) Do not copy out the test. List the dishes in the correct order to answer the question.
- (ii)** Beside each of the dishes chosen, give the quantities of the main ingredients required. (A full recipe is not necessary.)
- (iii)** Complete the Time Plan sheet to show the order of working, the methods to be used, and the length of time required for cooking each dish. Frozen, tinned and packaged foods (i.e. 'convenience' foods) may be used with discretion, but enough work must be planned to show skill and to occupy the whole of the Practical Test.
- (iv)** Complete the Shopping List sheet to show the total quantities of the ingredients required.

The amounts cooked should be sufficient for two or three people, but this may be governed by the requirements of each particular test. Recipe books may be used during the Planning Session, but frequent reference to them is to be avoided during the Practical Test.

Write your **name**, **candidate number** and the **number of the test** on your three Preparation Sheets. Give them and any notes you may have made, with this question paper, to the Supervisor at the end of the Planning Session. You may not take away a copy of the Practical Test, your Preparation Sheets or any notes (other than your recipe book). You may not bring fresh notes to the Practical Test.

The question paper and one copy of your Preparation Sheets will be returned to you by the Practical Examiner at the beginning of the Practical Test. You will be expected to keep to your plan. At the end of the Practical Test, the question paper and Preparation Sheets must be handed to the Practical Examiner.

Practical Test: 2 hours 30 minutes

- 1** (a) Prepare, cook and serve a **two-course** main meal for two vegetarian friends.
(b) Make some small cakes by the creaming method and also a batch of scones.
- 2** (a) Prepare, cook and serve **four** dishes which are suitable for a birthday party.
(b) Make and decorate the birthday cake.
- 3** (a) Prepare, cook and serve a **two-course** main meal which includes a good supply of vitamin C.
(b) Make a dish using flaky or rough puff pastry and make some biscuits by the melting method.
- 4** Show your skill in the preparation of **five** dishes, each dish showing the use of one of the following pieces of equipment:

steamer, cake tin, rolling pin, grater, blender or liquidiser.
- 5** (a) Prepare, cook and serve a **two-course** evening meal for two office workers.
(b) Make a cake by the whisking method and also a savoury dish which includes a sauce.
- 6** Prepare, cook and serve **five** different dishes to show your skill in the use of the following ingredients:

cheese, a herb, yeast, a green vegetable, gelatine.
- 7** (a) Prepare, cook and serve a **two-course** main meal which includes soya.
(b) Make a savoury dish using shortcrust pastry and a sweet dish using a batter.
- 8** (a) Prepare **three** skilful dishes which show **three** different uses of eggs in cooking.
(b) Make **two** dishes which could be taken to school as part of a packed lunch.

Practical Test specific mark scheme

The following specific mark scheme should be used with the Practical Test question paper on page 47.

Marks should be divided between dishes and accompaniments according to the skills used. Please indicate on the *Practical Test Working Mark Sheet* the **maximum mark** allocated for each dish and the **mark awarded**.

		Choice		Quality/Results		
1	(a)	Main dish	4	4	7	7
		Accompaniments	2 + 2	4	3 + 4	7
		Dessert	4	4	7	7
	(b)	Small cakes	4	4	7	7
		Scones	4	4	7	7
			20		35	
2	(a)	Four party dishes	4 × 4	16	7 × 4	28
	(b)	Decorated cake	4	4	7	7
		20		35		
3	(a)	Main dish	4	4	7	7
		Accompaniments	2 + 2	4	3 + 4	7
		Dessert	4	4	7	7
	(b)	Pastry dish	4	4	7	7
		Biscuits by the melting method	4	4	7	7
			20		35	
4		Five dishes using the equipment listed	4 × 5	20	7 × 5	35
		20		35		
5	(a)	Main dish	4	4	7	7
		Accompaniments	2 + 2	4	3 + 4	7
		Dessert	4	4	7	7
	(b)	Cake by the whisking method	4	4	7	7
		Dish including a sauce	4	4	7	7
			20		35	
6		Five dishes using the ingredients listed	4 × 5	20	7 × 5	35
		20		35		

7	(a)	Main dish	4	4	7	7
		Accompaniments	2 + 2	4	3 + 4	7
		Dessert	4	4	7	7
	(b)	Pastry dish	4	4	7	7
		Batter dish	4	4	7	7
			20			35
8	(a)	Three dishes using eggs	4 × 3	12	7 × 3	21
	(b)	Two dishes for packed lunch	4 × 2	8	7 × 2	14
			20		35	

Sample A – Time Plan

SAMPLE A

Time Plan Cambridge IGCSE 0648/02 Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number					Centre Name
Test Number		1			Examiner Name
Candidate Number					Candidate Name

Time	Order of work and method	Special points
9.30	Make bread dough. Add salt and yeast to flour. Add water to form a soft dough. Knead for 5 mins. Prove. <i>M</i> <i>DT</i>	
9.40	Dice veg for lasagne. Place in pan with tin tomatoes, herbs, stock, tomato purée. <i>M</i>	Simmer 1 hour
9.55	Peel and chop cooking apples. Stew with 2 tbs water and 2 tbs sugar. <i>M</i>	Medium heat 5–10 minutes <i>OT</i>
10.05	Wash up. <i>W</i>	
10.10	Make shortcrust pastry (rubbing-in method). Line flan tin. Allow to relax. <i>M</i> <i>DT</i>	Fridge
10.15	Light oven, gas 5. Knock back bread dough. Shape into rolls. Prove. <i>M</i>	
10.20	Make cakes (creaming method). Put tps in cake cases. Bake. <i>M</i>	Gas 5 / 180 °C, 15–20 minutes <i>OT</i>
10.30	Wash up. <i>W</i>	
10.35	Put cooled apple into flan case. Slice red-skinned apple and place neatly on top. <i>P</i>	Bake 20 minutes, gas 6. <i>OT</i>
10.45	Remove cakes if cooked. Make scones, rubbing-in method. Cut into circles. <i>M</i>	
10.55	Make sauce (roux method). Add cheese. <i>M</i>	
11.05	Check flan. Bake bread and scones. <i>M</i>	Gas 7 – scones 10 minutes, bread 15–20 minutes. <i>OT</i>
11.10	Assemble lasagne. Finish with lasagne sheets and top with cheese sauce. <i>OT</i>	Reduce oven to gas 6 when scones are done.
11.20	Bake lasagne. Reduce oven heat to gas 5 – 40 minutes. <i>OT</i>	
11.25	Make butter icing. Use to make butterfly cakes. Decorate with piece of glacé cherry. <i>DT</i>	
11.35	Wash and assemble salad. Make vinaigrette. Refrigerate.	
11.45	Present cakes and scones on plates. <i>S</i> Use doilies.	
11.50	Glaze apple flan. Serve lasagne with salad and bread rolls. <i>S</i>	only in oven
11.55	Serve apple flan.	30 minutes.
12.00	Complete washing up. <i>W</i>	
	*all work should be complete by 12.00.	

Sample A – Shopping List

SAMPLE A

Shopping List Cambridge IGCSE 0648/02 Cambridge O Level 6065/02
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Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number		Centre Name	
Test Number	1	Examiner Name	
Candidate Number		Candidate Name	
Eggs, milk and milk products	Fresh fish, meat and poultry	Fruit and vegetables	
<i>75 g cheddar cheese</i>		<i>1 aubergine</i>	
<i>125 ml single cream</i>		<i>2 courgettes</i>	
<i>375 ml milk</i>		<i>1 red pepper</i>	
		<i>1 onion</i>	
		<i>1 little gem lettuce</i>	
		<i>6 tomatoes</i>	
		<i>1/8 cucumber 1/4 on recipe</i>	
Sugars, cereals and cereal products	Canned, frozen and packet foods	Other ingredients	
<i>200 g strong flour</i>	<i>1 tin chopped tomatoes size?</i>	<i>2 sticks celery</i>	
125 g <i>150 g plain flour</i>	<i>1 glacé cherry</i>	<i>2 cooking apples</i>	
<i>110 g caster sugar</i>	<i>50 g sultanas</i>	<i>1 red eating apple</i>	
<i>50 g granulated sugar</i>	<i>2 tbs tomato purée</i>		
<i>100 g icing sugar</i>			
+250 g <i>60 g self-raising flour</i>			
Oils, fats and spreads	Condiments and spices	Other ingredients	
<i>110 g soft margarine</i>	<i>1 tbs vinegar</i>	<i>1 packet quick acting yeast</i>	
<i>100 g block margarine</i>	<i>1 vegetable stock cube</i>		
<i>25 g lard</i>	<i>French mustard</i>		
<i>4 tbs olive oil</i>	<i>vanilla essence</i>		
	<i>salt and pepper</i>		
	<i>sesame seeds</i>		
Mark with an asterisk * all items brought from home			
Special equipment and/or serving dishes			
<i>lasagne dish</i>	<i>pipng bag with star nozzle</i>		
<i>bread basket</i>			
<i>salad bowl</i>			
<i>loose-bottomed flan tin</i>			
<i>3 plates</i>	<i>1 jug</i>		

Sample A – Practical Test Working Mark Sheet

SAMPLE A

Practical Test Working Mark Sheet Cambridge IGCSE 0648/02 Cambridge O Level 6065/02
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Please read previous printed instructions before completing this form.

Exam Series		Year				
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Centre Number					Centre Name	
Test Number	1				Examiner Name	
Candidate Number					Candidate Name	

Planning Suitable for vegetarians. Skilful dishes. Two rubbing-in methods. High in carbohydrates. Accurate recipes. Logical sequence of work but lasagne only cooks for 30 minutes. Rushed at end of test. All methods except for salad are given. Apple flan may need longer bake. Lasagne baking time short. Washing up x 3. Correct sequence of serving given. Shopping list – not enough SR flour, too much plain flour. Size tin needed.		Mark available		Mark awarded
		Choice	20	18
		Recipes	5	5
		Sequence	10	8
		Method	5	4
		Oven temp and time	3	2
		Cleaning	3	3
		Serving	2	2
		Shopping list	2	1
		Total	50	43
Method of working		General approach	5	
		Manipulation	20	
		Consistency	10	
		Hygiene and economy	5+5	
		Oven management	5	
		Tidy and methodical work	5	
		Total	55	
Dishes chosen	Quality/Results: flavour/texture/edibility	Maximum mark available for each dish		Mark awarded for each dish
		Name	Marks	
		Lasagne	7	
		Salad + bread	2 + 4	
		Apple flan	6	
		Butterfly cakes	7	
		Scones	7	
		Total	33	
Serving and appearance		Serving	5	
		Appearance	5	
		Total	10	
		Total Mark		
		SCALED MARK		

Rationale for awarding marks – Sample A

Choice: 18/20 awarded – main course, accompaniments and dessert are suitable for vegetarians. Lasagne skilful, bread rolls skilful, salad simple but served with dressing. Normandy apple flan skilful but could have been served with custard rather than cream to add another skill. Butterfly cakes and fruit scones good choices for demands of test (batch of cakes made by creaming method and a batch of scones) but two rubbing-in methods included (pastry and scones). Meal is high in carbohydrates. Range of ingredients and practical skills included.

Recipes: 5/5 awarded – accurate recipes completed, no errors or omissions.

Sequence: 8/10 awarded – logical sequence of work with evidence of dovetailing tasks throughout. Bread dough made early and given chance to prove, pastry case allowed to relax, timings given and appear realistic for a quick worker. Lasagne goes in to too hot an oven and only cooks for 30 minutes, not 40 minutes as stated. Washing up should be completed within the 2 hours 30 minutes. A little rushed at end of test.

Method: 4/5 awarded – brief methods given for all dishes (except salad) so task could be replicated by someone of similar ability.

Oven temperature and cooking time: 2/3 awarded – mostly accurate; apple flan may need longer on a reduced heat, lasagne may need to go on a lower shelf as oven is too hot. Lasagne needs 40 minutes cooking time but only 30 minutes allowed.

Cleaning and dish-washing: 3/3 awarded – mentioned three times within the test time.

Serving: 2/2 awarded – correct sequence of serving given.

Shopping List: 1/2 awarded – no size of tin given for tomatoes, not enough SR flour, too much plain flour, $\frac{1}{8}$ cucumber ordered – $\frac{1}{4}$ stated on recipe.

Total marks awarded for Planning Session = 43/50

Quality/Results: Mark available for each dish (maximum marks allowed on mark scheme are given in brackets).

Lasagne	7	(7)
Salad and dressing	2	(3)
Bread rolls	4	(4)
Normandy apple flan	6	(7)
Butterfly cakes	7	(7)
Fruit scones	7	(7)

Total possible = 33/35

Sample B – Shopping List

SAMPLE B

Shopping List Cambridge IGCSE 0648/02 Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number		Centre Name	
Test Number	2	Examiner Name	
Candidate Number		Candidate Name	
Eggs, milk and milk products	Fresh fish, meat and poultry	Fruit and vegetables	
<i>5 eggs</i>	<i>2 chicken breast</i>	<i>1 onion</i>	<i>2 needed</i>
<i>200g cheddar cheese</i>	<i>2 slices ham</i>	<i>¼ cucumber</i>	
		<i>2 beef tomatoes</i>	
		<i>6 cherry tomatoes</i>	
		<i>+ 2 for pizza</i>	
		<i>spring onions?</i>	
Sugars, cereals and cereal products	Canned, frozen and packet foods		
<i>120g self-raising flour</i>			
<i>200g strong flour</i>			
<i>150g plain flour</i>	<i>120g + 100g + 2 tbs needed</i>		
<i>4 slices bread</i>	<i>white?</i>		
<i>150g icing sugar</i>			
<i>caster sugar?</i>			
Oils, fats and spreads	Condiments and spices	Other ingredients	
<i>^ block margarine</i>	<i>^ vanilla essence</i>	<i>1 sachet quick-acting yeast</i>	
<i>^ soft margarine</i>	<i>^ yellow food colouring</i>	<i>1 tube Smarties</i>	
<i>^ lard</i>	<i>^ salt</i>	<i>1 packet choc chips</i>	
<i>^ olive oil</i>	<i>^ fresh parsley</i>	<i>olives?</i>	
<i>oil for deep frying</i>	<i>^ lemon juice</i>		
Mark with an asterisk * all items brought from home			
Special equipment and/or serving dishes			
<i>deep-fat fryer, electric food mixer</i>			
<i>-serving dishes, candles</i>			

Sample B – Practical Test Working Mark Sheet

SAMPLE B

Practical Test Working Mark Sheet Cambridge IGCSE 0648/02 Cambridge O Level 6065/02
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Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number					Centre Name	
Test Number	2				Examiner Name	
Candidate Number					Candidate Name	

Planning Dishes suitable for a party – all can be served individually. Range of food preparation skills and cooking methods. Cheese as main ingredient in two dishes, tomatoes and onions in three dishes. Two rubbing-in methods. Sequence OK, dovetailing evident but rushed at end. Preparation of fillings for flan and toppings for pizza unclear. Oven temperatures and times not given for pizza. No preheating oven. No fat temperature. Washing up x 3. Serving indication given. Shopping list – too many quantities missing.	Mark available		Mark awarded	
	Choice	20	17	
	Recipes	5	5	
	Sequence	10	7	
	Method	5	3	
	Oven temp and time	3	1	
	Cleaning	3	3	
	Serving	2	2	
	Shopping list	2	0	
	Total	50	38	
Method of working	General approach	5		
	Manipulation	20		
	Consistency	10		
	Hygiene and economy	5+5		
	Oven management	5		
	Tidy and methodical work	5		
	Total	55		
Dishes chosen <ul style="list-style-type: none"> • Decorated cake • Cookies • Pizza faces • Savoury flans • Chicken goujons and salsa 	Quality/Results: flavour/texture/edibility	Maximum mark available for each dish		Mark awarded for each dish
		Name	Marks	
		Decorated cake	7	
		Cookies	7	
		Pizza faces	7	
		Savoury flans	6	
		Chicken goujons	7	
		Total	34	
Serving and appearance	Serving	5		
	Appearance	5		
	Total	10		
		Total Mark		
		SCALED MARK		


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Rationale for awarding marks – Sample B

Choice: 17/20 awarded – all dishes are suitable for a party – cookies, pizzas, flans and chicken goujons can be served individually. A decorated cake is included as requested in the test question. Dishes show a range of food preparation skills and cooking methods. Cheese as a main ingredient is used twice (pizza and savoury flans), tomatoes and onions are repeated in three dishes (pizza, savoury flans and salsa) and there are two rubbing-in methods (choc chip cookies and pastry).

Recipes: 5/5 awarded – recipes are accurate and suitable quantities are given for the test.

Sequence: 7/10 awarded – the sequence of work is logical; the cake is made and cooked first so that it has time to cool before decorating, the bread dough has time to prove, the chicken goujons are prepared. There is evidence of dovetailing tasks throughout. However, the task is rushed at end to serve and wash up. Sequence is unclear regarding the preparation of fillings for the savoury flans and sequence of adding toppings to the pizzas. There is no information about when the breadcrumbs are made.

Method: 3/5 awarded – candidate has given some methods, however, it is not clear what pastry ‘shapes’ are needed, fillings for flans are never chopped, grated or sliced and there is no indication of the preparation of toppings or the order in which the toppings go onto the pizza.

Oven temperature and cooking time: 1/3 awarded – oven temperature and time not given for pizza. Temperature of fat/fryer is not given. No preheating of oven.

Cleaning and dish-washing: 3/3 awarded – washing up is stated at appropriate times throughout the test. Full marks are awarded here but there will be a lot of washing up after 10.45.

Serving: 2/2 awarded – an indication of presenting food on the correct serving dishes.

Shopping List: 0/2 awarded – milk, spring onions, olives and caster sugar are missing from the Shopping List and there are too many quantities missing overall to award marks.

Total Marks awarded for Planning Session = 38/50

Quality/Results: Mark available for each dish (maximum marks allowed on mark scheme are given in brackets).

Decorated birthday cake	7	(7)
Choc chip cookies	7	(7)
Pizza faces	7	(7)
Savoury flans	6	(7)
Chicken goujons and salsa	7	(7)

Total possible = 34/35

Sample C – Choices and Recipes

SAMPLE C

Preparation Sheet: Choices and Recipes Cambridge IGCSE 0648/02 Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number		Centre Name	
Test Number	3	Examiner Name	
Candidate Number		Candidate Name	
Dishes chosen		Recipes	
Chicken à la king (main course) little vitamin C very simple method	2	2 chicken breast pieces, 50g mushrooms, 1 red pepper, 1 tbs sherry, 25g flour, 25g margarine, 75ml milk, 75ml stock (1 cube), 75ml cream	✓ ^ type? ^ type?
Jacket potato Peas (accompaniments)	1 1	2 baking potatoes 100g frozen peas	✓
Lemon and lime cheesecake low skill (dessert)	3	175g ginger biscuits, 50g margarine, 1 tin condensed milk (sweetened), 200g cream cheese, 1 lemon, 1 lime, ¼ pint double cream	✓ and
Sausage pinwheels (rough puff pastry)	4	150g strong flour, 50g lard, 50g margarine, 1 tsp lemon juice, 8oz sausagemeat, 1 onion	✓
Flapjacks (melting method)	2	100g margarine, 75g golden syrup, 75g sugar, 225g rolled oats	✓
13		4 cream used in main course and dessert	

Sample C – Shopping List

SAMPLE C

Shopping List Cambridge IGCSE 0648/02 Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number		Centre Name	
Test Number	3	Examiner Name	
Candidate Number		Candidate Name	
Eggs, milk and milk products	Fresh fish, meat and poultry	Fruit and vegetables	
^ cream type?	^ chicken	2 potatoes large	
^ milk	^ sausagemeat	^ 1 red pepper	
^ cream cheese		1 onion	
		1 lemon	
		1 lime	
		packet frozen peas size?	
Sugars, cereals and cereal products	Canned, frozen and packet foods		
^ plain flour	1 packet ginger biscuits size?		
^ sugar (75g)	1 tin condensed milk		
225g oats			
75g golden syrup			
150g strong flour			
Oils, fats and spreads	Condiments and spices	Other ingredients	
^ lard	1 stock cube	1 tbs sherry	
^ margarine	(type)		
Mark with an asterisk * all items brought from home			
Special equipment and/or serving dishes			
microwave			
serving dishes?			



Sample C – Practical Test Working Mark Sheet

SAMPLE C

Practical Test Working Mark Sheet Cambridge IGCSE 0648/02 Cambridge O Level 6065/02
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Please read previous printed instructions before completing this form.

Exam Series		Year				
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Centre Number					Centre Name	
Test Number	2			Examiner Name		
Candidate Number				Candidate Name		

Planning Meal does provide vitamin C, but few practical skills shown. Potato/peas very simple, as is flapjack. Recipes good. Mark not awarded for accompaniments. No sequencing or dovetailing. Meal not served together. Very weak. Two methods are given (chicken dish and flapjacks). No oven temperatures/times given. Two x washing up sessions given. No detail on serving, and main course and accompaniments <u>not</u> served together. Shopping list poor.		Mark available		Mark awarded		
		Choice	20	13		
		Recipes	5	4		
		Sequence	10	3		
		Method	5	2		
		Oven temp and time	3	1		
		Cleaning	3	2		
		Serving	2	0		
		Shopping list	2	0		
				Total	50	25
Method of working		General approach	5			
		Manipulation	20			
		Consistency	10			
		Hygiene and economy	5+5			
		Oven management	5			
		Tidy and methodical work	5			
				Total	55	
Dishes chosen <ul style="list-style-type: none"> • Chicken à la king • Jacket potato • Peas • Cheesecake • Sausage pinwheels • Flapjacks 	Quality/Results: flavour/texture/edibility	Maximum mark available for each dish		Mark awarded for each dish		
		Name	Marks			
		Chicken	7			
		Potato and peas	1 + 1			
		Cheesecake	4			
		Pinwheels	7			
		Flapjacks	4			
				Total	24	
		Serving and appearance		Serving	5	
Appearance	5					
				Total	10	
		Total Mark				
		SCALED MARK				

Rationale for awarding marks – Sample C

Choice: 13/20 awarded – the chicken à la king, jacket potatoes and peas together with the lemon and lime cheesecake meet the demands of the test, i.e. making a two-course meal which is high in vitamin C, but there are too few practical skills involved. To increase the vitamin C content, new potatoes and a vegetable such as broccoli would have been a better option. Sausage pinwheels show good use of rough puff pastry. Flapjacks are very simple – a biscuit that involved rolling out and shaping would have been a better choice.

Recipes: 4/5 awarded – correct quantities are given for all recipes. Most recipes are in metric measurements but sausagemeat and double cream are given in imperial measurements. Marks are not given for the accompaniments, i.e. the ‘recipes’ for jacket potatoes or peas.

Sequence: 3/10 awarded – there is no evidence of dovetailing tasks or dishes made in the correct sequence so that the meal is served together; the main dish is served at 10.00, accompaniments at 10.20. Pastry is not relaxed, onion not chopped, just used. Without correct sequencing the maximum mark that can be awarded is 5/10 but this order of work has other problems/omissions.

Method: 2/5 awarded – the candidate has stated how to make two of the five dishes only, i.e. the chicken dish and the flapjacks. Lacks detail throughout.

Oven temperature and cooking time: 1/3 awarded – no actual oven temperatures or times are given; however, the candidate mentions chilling the cheesecake and baking the pinwheels in a hot oven.

Cleaning and dish-washing: 2/3 awarded – there are two washing up sessions mentioned.

Serving: 0/2 awarded – candidate states ‘serve all dishes’, however, there is no detail and the main course is served at 10.00 and the accompaniments at 10.20 – not together.

Shopping List: 0/2 awarded – several quantities are missing, frozen peas are in the wrong section, too many omissions, e.g. lemon juice, mushrooms. Serving dishes are not listed.

Total marks awarded for Planning Session = 25/50

Quality/Results: Mark available for each dish (maximum marks allowed on mark scheme are given in brackets).

Chicken à la king	7	(7)
Jacket potato	1	(4)
Peas	1	(3)
Lemon and lime cheesecake	4	(7)
Sausage pinwheels	7	(7)
Flapjacks	4	(7)

Total possible = 24/35

Unmarked Practical Tests – Samples D, E and F

Teachers who wish to be accredited as Practical Examiners should mark the unmarked Practical Test Samples D, E and F for the Planning Session (Choices and Recipes, Time Plan and Shopping List) and give the maximum possible mark that could be earned for Quality/Results (out of 35). All teachers should provide a rationale for the marks awarded (as per Samples A, B and C).

Sample D – Choices and Recipes

SAMPLE D

Preparation Sheet: Choices and Recipes

Cambridge IGCSE 0648/02

Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number					Centre Name	
Test Number	4				Examiner Name	
Candidate Number					Candidate Name	
Dishes chosen					Recipes	
Steamed syrup pudding (steamer)					100 g soft margarine, 100 g caster sugar, 2 eggs	
					100 g SR flour, 2 tbs golden syrup	
Strawberry gateau (cake tin)					3 eggs, 75 g caster sugar, 75 g plain flour, 250 ml whipping cream	
					1 small punnet strawberries	
Quiche Lorraine (rolling pin)					100 g plain flour, 25 g margarine, 25 g lard, 2 eggs, 125 ml milk	
					75 g cheddar cheese, 2 rashers bacon, 1 onion, 1 tomato	
Macaroni cheese (grater)					100 g macaroni, 50 g margarine, 50 g plain flour, 250 ml milk	
					100 g cheddar cheese, 1 tomato/sprig parsley – garnish	
Tomato soup (liquidiser)					1 onion, 1 carrot, 1 potato, 1 medium tin chopped tomatoes	
					1 vegetable stock cube, ¼ tsp mixed herbs	



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Sample D – Time Plan

SAMPLE D

Time Plan Cambridge IGCSE 0648/02 Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year				
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Centre Number					Centre Name	
Test Number	4				Examiner Name	
Candidate Number					Candidate Name	

Time	Order of work and method	Special points
9.30	Prepare steamer – put pan of water on to boil. Make steamed pudding (creaming method). Put 2 tbs syrup in bottom of bowl, add mixture, seal top with foil.	
	Steam pudding.	1–1½ hours
9.45	Peel and dice carrot, onion and potato. Place in pan with tinned tomatoes, stock and herbs. Simmer on medium heat.	45 minutes
10.00	Make shortcrust pastry (rubbing-in method). Roll out and use to line flan tin. Chill. Switch on oven.	Gas 6
10.10	Wash up.	
10.15	Prepare sponge for gateau (whisking method). Divide between two sandwich tins. Bake.	Gas 6, 20 minutes
10.30	Prepare quiche filling. Fry bacon and onion lightly. Place in flan case. Add cheese, egg and milk. Bake.	Gas 6 for 20 minutes then gas 5 for 20 minutes
	Wash up.	
10.50	Boil macaroni for 5–10 minutes. Make cheese sauce (roux method). Add drained macaroni to sauce.	Light grill
	Sprinkle with cheese. Grill till brown.	Medium heat
11.15	Whisk cream for gateau. Fan strawberries. Decorate gateau.	
11.35	Use hand blender to blend soup.	
11.45	Adjust seasoning. Serve.	
11.50	Present all dishes on table – steamed pudding, quiche, gateau, soup and macaroni cheese.	
	Complete washing up.	

Sample E – Choices and Recipes

SAMPLE E

Preparation Sheet: Choices and Recipes

Cambridge IGCSE 0648/02

Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number					Centre Name	
Test Number	5			Examiner Name		
Candidate Number				Candidate Name		
Dishes chosen				Recipes		
<i>Creamy orange chicken</i> (main course)				2 chicken breasts, 1 onion, 1 tbs cornflour, 125 ml orange juice		
				125 ml chicken stock (1 cube), 1 tbs marmalade, 1 tbs garam masala		
				3 tbs cream		
<i>Long grain rice</i>				100 g long grain rice		
<i>Mixed salad</i> (accompaniments)				$\frac{1}{2}$ little gem lettuce, $\frac{1}{8}$ cucumber, 6 cherry tomatoes		
				$\frac{1}{2}$ green pepper, 1 stick celery, olive oil, French mustard, vinegar		
				seasoning		
<i>Lemon layer pudding</i> (dessert)				50 g margarine, 100 g caster sugar, 2 eggs (separated), 1 lemon,		
				50 g SR flour, 250 ml milk		
<i>Chocolate roulade</i> (whisking)				3 eggs, 75 g caster sugar, 50 g SR flour, 25 g cocoa powder		
				250 ml whipping cream		
<i>Cauliflower cheese</i> (a sauce)				1 small cauliflower, 25 g block margarine, 25 g plain flour		
				250 ml milk, 75 g cheddar cheese		

Sample E – Time Plan

SAMPLE E

Time Plan Cambridge IGCSE 0648/02 Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year				
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Centre Number					Centre Name	
Test Number	5				Examiner Name	
Candidate Number					Candidate Name	

Time	Order of work and method	Special points
9.30	Preheat oven. Make chocolate roulade (whisking method). Pour into greased lined Swiss roll tin. Bake.	Gas 6, 10–15 minutes
9.50	Place pan of water on to boil. Cut cauliflower into florets. Grate zest from lemon. Remove juice.	
10.00	Remove roulade. Trim edges. Roll up with greaseproof paper inside.	Cool on rack
10.05	Boil cauliflower. Make cheese sauce (roux method).	15 minutes
10.20	Drain cauliflower. Pour cheese sauce over.	
	Wash up.	
10.30	Make lemon pudding: cream margarine, sugar and add egg yolks, flour, lemon zest, juice and milk.	
10.45	Prepare salad – wash, cut/slice and place in bowl.	
	Make vinaigrette in bottle.	Refrigerate
	Whip cream for roulade and fill if cold. Re-roll and decorate with icing sugar.	Refrigerate
11.00	Prepare chicken dish, chicken, chop chicken, fry onion, add chicken, orange juice, stock and marmalade.	
	Simmer 20 minutes.	Low heat
11.15	Fold whisked egg whites into lemon pudding mixture and bake.	Gas 5, 30 minutes
	Boil water for rice. Boil rice for 15 minutes. Wash up.	
11.30	Add garam masala and cream to chicken. Taste. Adjust thickness with blended cornflour/water.	
11.45	Serve chicken dish, rice, salad and vinaigrette dressing (shake bottle and transfer to jug).	
11.50	Serve roulade and cauliflower cheese.	
11.50	Serve lemon pudding and complete washing up.	
12.00	Finish	



Sample E – Shopping List

SAMPLE E

Shopping List
Cambridge IGCSE 0648/02
Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year				
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Centre Number					Centre Name	
Test Number	5			Examiner Name		
Candidate Number				Candidate Name		
Eggs, milk and milk products			Fresh fish, meat and poultry		Fruit and vegetables	
300 ml cream			2 chicken breast pieces		½ lettuce	
3 eggs					⅛ cucumber	
75 g cheese					6 cherry tomatoes	
2 eggs					½ green pepper	
500 ml milk					1 stick celery	
					1 cauliflower	
					1 onion	
Sugars, cereals and cereal products			Canned, frozen and packet foods		1 lemon	
100 g long grain rice			125 ml orange juice			
175 g caster sugar			1 tbs marmalade			
50 g SR flour						
1 tbs cornflour						
25 g plain flour						
1 tbs icing sugar						
Oils, fats and spreads			Condiments and spices		Other ingredients	
25 g block margarine			bunch parsley (small)		25 g cocoa powder	
50 g soft margarine			pinch mustard			
3 tbs olive oil			1 tbs vinegar			
			salt and pepper			
			1 chicken stock cube			
			1 tsp garam masala			
Mark with an asterisk * all items brought from home						
Special equipment and/or serving dishes						
salad bowl and jug						
plate (for roulade)						
2 × oval dishes (cauliflower cheese and chicken dish)						
1 round ovenproof dish (lemon pudding)						
serving dish for rice						



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International Examinations

Sample F – Choices and Recipes

SAMPLE F

Preparation Sheet: Choices and Recipes

Cambridge IGCSE 0648/02

Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number					Centre Name	
Test Number	6				Examiner Name	
Candidate Number					Candidate Name	
Dishes chosen					Recipes	
<i>Macaroni cheese</i> <i>(cheese)</i>					<i>100 g macaroni, 25 g block margarine, 25 g plain flour</i>	
					<i>250 ml milk, 75 g cheddar cheese</i>	
<i>Iced buns</i> <i>(yeast)</i>					<i>200 g strong flour, 1 sachet quick-acting yeast, ½ tsp salt</i>	
					<i>50 g margarine, 50 g caster sugar, 1 egg, 150 ml milk</i>	
					<i>100 g icing sugar</i>	
<i>Stuffed courgettes</i> <i>(green vegetable)</i>					<i>3 courgettes, 100 g minced beef, 1 onion, 50 g mushrooms</i>	
					<i>2 tbs tomato purée, 1 beef stock cube,</i>	
					<i>1 small tin chopped tomatoes, 1 onion, ½ tsp mixed herbs</i>	
<i>Lemon cheesecake</i> <i>(gelatine)</i>					<i>150 g digestive biscuits, 75 g margarine, 15 ml (1 tbs) gelatine,</i>	
					<i>1 lemon, 225 g soured cream, 225 g cottage cheese, 75 g caster sugar,</i>	
					<i>2 eggs, 1 kiwi (decoration)</i>	
<i>Creamy mustard pork</i> <i>(herb)</i>					<i>200 g pork fillet, 1 onion, 1 tbs olive oil, 1 clove garlic,</i>	
					<i>75 g mushrooms, 75 ml crème fraîche, 1 tbs wholegrain mustard,</i>	
					<i>1–2 tbs fresh basil</i>	

Sample F – Shopping List

SAMPLE F

Shopping List Cambridge IGCSE 0648/02 Cambridge O Level 6065/02

Please read previous printed instructions before completing this form.

Exam Series		Year			
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Centre Number						Centre Name	
Test Number	6				Examiner Name		
Candidate Number					Candidate Name		
Eggs, milk and milk products			Fresh fish, meat and poultry			Fruit and vegetables	
<i>cottage cheese</i>						<i>3 courgettes</i>	
<i>soured cream</i>						<i>75g mushrooms</i>	
<i>eggs</i>						<i>1 onion</i>	
<i>crème fraîche</i>						<i>1 lemon</i>	
						<i>1 clove garlic</i>	
						<i>1 kiwi fruit</i>	
Sugars, cereals and cereal products			Canned, frozen and packet foods				
<i>150g digestive biscuits</i>			<i>tomato purée</i>				
<i>100g macaroni</i>							
<i>200g strong flour</i>							
<i>icing sugar</i>							
<i>caster sugar</i>							
Oils, fats and spreads			Condiments and spices			Other ingredients	
<i>olive oil</i>			<i>fresh basil</i>			<i>1 tbs gelatine</i>	
<i>margarine</i>			<i>mixed herbs</i>			<i>1 sachet quick-acting yeast</i>	
			<i>mustard</i>				
Mark with an asterisk * all items brought from home							
Special equipment and/or serving dishes							

Accreditation submission forms and administration

Cover Sheet



Cambridge IGCSE®/O Level coursework assessor accreditation Cover Sheet

Cambridge IGCSE/O Level Food and Nutrition (0648/6065)

Please complete this form in BLOCK CAPITALS.

Centre number	<input type="text"/>
Centre name	<input type="text"/>
Teacher name	<input type="text"/>
Contact email	<input type="text"/>

Declaration of authenticity

I have read and understood the training materials and certify that the evidence submitted with this form is my own original work.

Signed **Date**
(DD/MM/YY)

Name

Return this form to

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Cambridge Assessment DC10
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United Kingdom

You can also scan your completed forms and send them by email to info@cie.org.uk putting 'IGCSE Teacher Accreditation' in the subject line of your email.

Please save a copy of all forms submitted, for your own records.

Sample D – Practical Test Working Mark Sheet

SAMPLE D

Practical Test Working Mark Sheet Cambridge IGCSE 0648/02 Cambridge O Level 6065/02
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Please read previous printed instructions before completing this form.

Exam series		Year			
Centre Number		Centre Name			
Test Number	4	Examiner Name			
Candidate Number		Candidate Name			

		Mark available	Mark awarded
Planning	Choice	20	
	Recipes	5	
	Sequence	10	
	Method	5	
	Oven temp and time	3	
	Cleaning	3	
	Serving	2	
	Shopping list	2	
	Total	50	
	Method of working	General approach	5
Manipulation		20	
Consistency		10	
Hygiene and economy		5+5	
Oven management		5	
Tidy and methodical work		5	
Total		55	
Dishes chosen	Quality/Results: flavour/texture/edibility	Maximum mark available for each dish	Mark awarded for each dish
		Name	Marks
		Total	
Serving and appearance	Serving	5	
	Appearance	5	
	Total	10	
		Total Mark	
		SCALED MARK	


CAMBRIDGE
 International Examinations

Sample E – Practical Test Working Mark Sheet

SAMPLE E

Practical Test Working Mark Sheet Cambridge IGCSE 0648/02 Cambridge O Level 6065/02
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Please read previous printed instructions before completing this form.

Exam Series		Year				
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Centre Number						Centre Name	
Test Number	5				Examiner Name		
Candidate Number					Candidate Name		

Planning		Mark available		Mark awarded
		Choice	20	
		Recipes	5	
		Sequence	10	
		Method	5	
		Oven temp and time	3	
		Cleaning	3	
		Serving	2	
		Shopping list	2	
		Total	50	
Method of working		General approach	5	
		Manipulation	20	
		Consistency	10	
		Hygiene and economy	5+5	
		Oven management	5	
		Tidy and methodical work	5	
		Total	55	
Dishes chosen	Quality/Results: flavour/texture/edibility	Maximum mark available for each dish		Mark awarded for each dish
		Name	Marks	
		Total		
Serving and appearance		Serving	5	
		Appearance	5	
		Total	10	
		Total Mark		
		SCALED MARK		

Sample F – Practical Test Working Mark Sheet

SAMPLE F

Practical Test Working Mark Sheet Cambridge IGCSE 0648/02 Cambridge O Level 6065/02
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Please read previous printed instructions before completing this form.

Exam Series		Year				
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Centre Number						Centre Name	
Test Number	6					Examiner Name	
Candidate Number						Candidate Name	

Planning		Mark available		Mark awarded
		Choice	20	
		Recipes	5	
		Sequence	10	
		Method	5	
		Oven temp and time	3	
		Cleaning	3	
		Serving	2	
		Shopping list	2	
		Total	50	
Method of working		General approach	5	
		Manipulation	20	
		Consistency	10	
		Hygiene and economy	5+5	
		Oven management	5	
		Tidy and methodical work	5	
		Total	55	
Dishes chosen	Quality/Results: flavour/texture/edibility	Maximum mark available for each dish		Mark awarded for each dish
		Name	Marks	
		Total		
Serving and appearance		Serving	5	
		Appearance	5	
		Total	10	
		Total Mark		
		SCALED MARK		

Administrative arrangements

Cambridge International Examinations uses postal moderation, one of the benefits to Centres being that written feedback is provided to the Centre after each examination session (at the same time as issue of results) about whether or not marks provided by the Centre were adjusted by Cambridge and the reasons for the mark adjustment. This helps reduce mark adjustments in the future because teachers are given information about the reasons for the mark adjustments.

Appendix: Frequently asked questions

What facilities are required for the Practical Test?

The Centre should be satisfied that there are appropriate facilities and equipment for the Practical Test. Each candidate should have sole use of a cooker or stove, a range of basic cooking equipment and access to labour-saving equipment during the Practical Test.

Basic Equipment

Bowls, scales, measuring equipment, various knives for different purposes, various spoons and spatulas, baking tins, cake tins, greaseproof paper, etc.

Specialised Equipment

Hand whisk, draining spoons, graters, pressure cookers, etc.

Desirable Equipment (not essential)

Electric mixers, blenders, etc.

It is expected that candidates will have access to refrigerators and freezers if possible.

Is it possible to have the Planning Session at the same time for all candidates but break the actual Practical Test (2 hours 30 minutes) into two days?

The Planning Session should take place one week before the Practical Test. If there are too many candidates for the Practical Test to take place in one session then more than one session should be used, but it is important that the Practical Tests are run one after the other (e.g. two morning sessions and two afternoon sessions over two days). The Planning Session must be held for all the candidates in the same place at the same time.

The five tasks should be allocated in strict alphabetical order for all of the candidates (i.e. entire cohort) one week before the first timetabled Practical Tests begin.

The candidates should not be given the opportunity to practise any of the tasks at school between the Planning Session and the Practical Test. The Practical Test takes place before the main examination session in order to provide staff and candidates with enough time to conduct the Practical Test according to the regulations, but without affecting the overall examination timetable.

Candidates who are not undergoing a Practical Test can attend their usual lessons (apart from not being allowed to practise their specific task in school).

We have 32 candidates taking Food and Nutrition this year. The examination is 2 hours 30 minutes long. Even if we examine eight candidates at once with a gap for cleaning between Practical Tests it will take over 15 hours. Furthermore, it requires us to supervise groups of candidates throughout that period.

Eight candidates at each session is probably the maximum at any one time depending on space available in the Centre. Candidates who are not undergoing a Practical Test can attend their usual lessons. With 32 candidates the practical tests may take up to two days (two morning sessions and two afternoon sessions).

Can the candidates take their own recipe folders into the Practical Test?

The candidates can bring in their own folders. They should be encouraged to 'get on with the cooking', rather than keep referring to their recipes, as the folders/books are there only as reminders. Constant referring to recipe books or folders will reduce the mark available in the 'Method of working' section of marks. Candidates should have given enough information in their Time Plans to complete the test without constant referral to recipes.

Are the candidates allowed to purchase the ingredients themselves?

Ideally the school should buy and supply the ingredients wherever possible. Unusual/specialist ingredients can be brought in by the candidates, but a note will need to be made of this; items brought in should be checked to ensure they are correct according to the Shopping List.

Does the teacher decide which of the five tests the candidates are to complete?

If you have an external Practical Examiner for the Practical Test (the usual arrangement for Ministry Centres) then the Practical Examiner will select the tests and advise the school which ones to use.

If the teacher has been approved by Cambridge to mark the work (the usual arrangement for non-Ministry Centres) then the teacher may choose the tests which best fit local conditions.

How should the Practical Test be administered?

Details of how to administer the Practical Test are in the set of Confidential Instructions which are sent out with the Practical Test question paper.

- One week before the first Practical Test the sealed packet of question papers should be opened.
- Five tests should be selected.
- All five tests should be used and allocated to the candidates in strict alphabetical order – covering the whole entry for that session.
- All candidates must sit the Planning Session at the same time.

Do we mark candidates' Preparation Sheets internally?

The Centre marks all of the work – Choices and Recipes, Time Plan, Shopping List, Method of working, Quality/Results and Serving and appearance. When the Practical Test is complete, copies of the Preparation Sheets, individual *Practical Test Working Mark Sheets*, *Summary Mark Sheets* and, where possible, a colour photograph of each candidate's finished results should be sent to Cambridge. The marks will then be assessed by a Cambridge Moderator.

The following points need to be noted during the marking:

- All Practical Examiners should follow the **specific** mark scheme sent with the Practical Tests. The generic mark scheme provides a general guide which can be transferred to whatever dishes are presented by the candidates.
- It is important to identify skilful work. Very simple dishes, which show little skill, should receive minimal marks, depending on the actual dish. For example boiling vegetables is a simple skill but preparing a flavoured sauce to cover the vegetables is a more complex skill. Putting fruit into a ready-made flan is not skilful but a mark might be given for the careful cutting and preparation of the fruit and the making of a glaze, whereas making and baking pastry for a fruit pie is much more skilful.

- It is important to make detailed comments on the *Practical Test Working Mark Sheet*, which will enable the Moderator to assess whether the marks awarded were appropriate. For example, 'the candidate presented all dishes on time and all washing up was complete' is useful in identifying the competence and time management skills of the candidate. Comments on what was well-handled or how the candidate dealt with any problems are also useful. It is very important to mention the taste as well as the appearance of dishes. The Moderator requires thoughtful, honest and detailed comments.

What does the Centre need to send Cambridge in relation to the marking?

Once the Practical Test has been completed, copies of **all** the Preparation Sheets and Mark Sheets should be sent to Cambridge. They will then be forwarded to a Cambridge Moderator who will assess the practical marks allocated by the Practical Examiner. Please use the official stationery, envelopes, labels etc. The work should be sent to the address indicated on the envelopes.

Past Principal Examiner Reports to Teachers have stated that adjustments were necessary to some of the work when candidates chose to make simple dishes, e.g. pizza using a bought base, pasta dishes with bought sauce, biscuit-base cheesecake, chocolate mousse, etc. Which sections required adjustments?

These dishes would have been awarded reduced marks for Choice; the mark scheme also states that maximum marks should be reduced for simple dishes in the Method of working and Quality/Results sections. Candidates should avoid preprepared/convenience foods where possible.

What constitutes 'simple' dishes since 'simple' is subjective?

According to the syllabus one of the purposes of the Practical Test is 'to demonstrate practical skills'. Simple dishes are those with lower skills. These may be because the candidate has chosen very simple methods, e.g. chocolate mousse, or because skills are limited by the choice of preprepared ingredients, e.g. pizza base. Pizzas should show skill in the preparation of a yeast dough base and should include further skills in the preparation of a variety of ingredients for the topping.

Ready-prepared pasta can be used but the dish should include skills in the preparation of sauces, vegetables, meat, etc. which may be included in or with the pasta dish.

In a cheesecake, a base prepared with a pastry or cake mixture would show more skills than a crushed biscuit base.

A chocolate mousse is simply whisked eggs and melted chocolate and so demonstrates few skills. A more complex dessert showing several different skills/processes could be a better choice, e.g. a pastry pie such as Bakewell tart or apple pie or a cake-style pudding such as fruit gateau or steamed pudding.

It is very important that candidates show a **good variety** of skills, without repetition, if full marks are to be awarded. Preprepared ingredients should be avoided whenever possible, e.g. pizza base, ready-made pastry, tinned foods, etc.

One of my candidates only completed half of the Choices and Recipes Preparation Sheet during the Planning Session. She also only completed part of the Time Plan. How do I mark this?

This means that only half marks are available to the candidate.

Does the candidate have to cook only what she/he has on the Choices and Recipes Preparation Sheet or could she/he cook what she had planned but did not write on the Preparation sheets?

The candidate can be allowed to complete the test, i.e. cook what was planned but not written on the Choices and Recipes Preparation Sheet, but she/he should be penalised for the extra dishes because it could be argued that she/he has gained an advantage over other candidates by spending longer thinking about what dishes to produce.

No marks should be allocated to these 'extra' dishes for Choice. A maximum of half the allocated marks can be awarded for these 'extra' dishes in the Quality/Results section.

In the Practical Test, if a candidate makes something, e.g. bread dough and uses it for a pizza base and bread rolls, does this count as two dishes and is she/he penalised because she/he has used one food to make two dishes which is less work?

If a candidate makes one batch of dough into two dishes, one of the dishes can be marked out of the mark from the mark scheme according to difficulty/skill demonstrated, etc. as usual. The other dish must be marked out of a reduced possible mark because the dish uses dough which has already been given a mark in a previous dish. If the second dish has skills not previously shown, e.g. decoration, preparation of another filling/topping then the maximum mark for the dish can reflect this. However the dough/pastry/cake mixture can only be marked in one dish since it has only been prepared once. The candidate could use the time saved to make one of the dishes more elaborate than time would otherwise have permitted.

One candidate was supposed to cook a whisked cake but chose crème brûlée. How should I mark this? Does it mean no marks in the Choice section?

No marks should be awarded for Choice. Marks can be awarded for Method of working and Quality/Results but these should be limited to half the maximum allocated marks.

Are more marks allocated for a sauce made by the roux method than by blending or all-in-one?

Roux and blended sauces should be awarded the same marks; all-in-one would gain half marks because there is less skill involved.

Would a candidate receive more marks for choosing and making a cake by the creaming method compared to by the all-in-one method?

Award the all-in-one method half marks because there is less skill involved. Results, if good, could achieve maximum marks.

During the Practical Test one of questions required 'a choice of desserts'. One candidate chose four desserts. He could not possibly complete all of this as well as other parts to the question. Should I advise him to bring only the ingredients for two desserts? If so how is this chosen? Is it the first two desserts that appear on the Choices and Recipes Preparation Sheet?

'Choice' in the Practical Test means that two desserts should be chosen, so four is too many. Please advise the candidate to select the two most skilful dishes from the four that he has included and to produce just these in the Practical Test. The candidate and **not** the teacher should select the dishes.

In terms of marking, the maximum mark available should be reduced by 1 mark for selecting too many dishes and the teacher should include a note to say that this has been done. This candidate's work should be included in the sample of work sent to Cambridge for moderation.

What does 'dovetailed' mean?

Fitting the processes together in such a way that the work is done as efficiently as possible. Processes/methods should interlock so that candidates use the time wisely and do not waste time. Dishes should not be prepared simply one after another, but while one dish or part of a dish is cooking/marinating/setting, other parts of other dishes could be prepared or completed.

What is the difference between 'dishes prepared in an appropriate order' and 'dishes prepared in the right order'?

Marks for Sequence (SQ) apply to 'dishes prepared in an appropriate order' because the marks would be for the complete *sequence* of preparing, cooking and serving *all* the dishes in the test.

For 'dishes prepared in the right order' (O) the marks would be for the correct *order* of making *individual* dishes, e.g. a whisked cake requires the eggs and sugar to be whisked to a thick foam before folding in the flour.

Can a candidate choose a simple dish for an accompaniment?

To gain 2 marks in the section on Choice, accompaniments should be dishes which are simpler than the main dish but still show some skills and should be appropriate to serve with the meal. For the main dish these would usually be fresh vegetables, salad with dressing, sauces, rice, pasta, bread rolls, etc. Canned vegetables would not gain any marks in the Choice section but in Quality/Results it is possible that these would score up to 1 mark.

How do I mark main course dishes which include starch and protein in the same dish, e.g. macaroni cheese, fish pie, shepherd's pie? If the mark allocation for the main dish is 7 and for the accompaniments 3 + 4 can I put two of the marks together and mark out of 10?

The mark allocation for main dishes is clearly listed in the Quality/Results section as maximum mark 7 and should only be adjusted (i.e. reduced) if the main dish is low skill. In addition to the main dish, candidates should prepare **two** accompaniments. These would normally be a variety of vegetables (prepared by different methods) and/or starchy foods, e.g. rice, pasta, potatoes, bread, etc., if there is not sufficient starch in the main dish. The mark allocation for accompaniments is listed in Quality/Results and is usually maximum marks of 3 + 4 for two dishes. In the case of the dishes listed, candidates would be advised to serve two colourful fresh vegetables as accompaniments, as starch is already included.

If a question demands a 'simple' snack and a candidate prepares sausage rolls or ginger biscuits how does this affect the mark for Choice? Are sandwiches only a simple snack as they require very little preparation?

'Simple' snacks should be easy to prepare but still show some skills. The choices listed of sausage rolls or ginger biscuits are more complicated and not particularly 'simple' so should lose some of the marks for Choice. Sandwiches could be prepared but they generally show very few skills so should not be awarded full marks. Better choices which take little time to prepare and do show some skills could be poached/scrambled egg on toast, cheese on toast and a simple pizza with a slice of ready-made bread or baguette as a base, etc. These show skills such as grating, grilling, poaching, chopping, etc.

Do we need to send photographs or videos of the Practical Test, or the finished dishes?

From 2017 it will be compulsory to include a colour photograph of each candidate's finished results. Prior to 2017, the submission of photographs is highly desirable, where possible. The photographs should be clearly labelled with the Candidate's number, name, Centre number and test number. Photographs enable the Moderator to assess the standard of work achieved by each candidate and help to support the marks awarded. Videos should not be provided under any circumstances.

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