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General information about the practical test

The test window for this component is **01 September–31 October 2023**.

The planning session and the practical test must be conducted within this period.

Duration of planning session: **1 hour 30 minutes**.

Duration of practical test: **2 hours 30 minutes**.

Centres must follow the guidance given in the *Cambridge Handbook* and in the *Food & Nutrition Practical Test Handbook*.

Centres must follow national and local regulations relating to safety and first aid.

Before the planning session

- One working day before the start of the planning session in your school, the centre must open the sealed packet of question papers. The centre should select **five** tests from the question paper, which must be allocated to the candidates in **strict alphabetical order**. Each candidate takes **one** test only.
- The preparation sheets (Choices and Recipes, Time Plan, and Shopping List) and the instructions for completion must be downloaded from **www.cambridgeinternational.org/samples**.
- All candidates at the centre must take the planning session at the same time.

During the planning session

- Candidates are allowed to use recipe books both for the planning session and during the practical test. These books must contain no reference to syllabus material beyond the details of the recipes themselves.
- Candidates **must not** take away the question paper, any notes, or their preparation sheets from the planning session. They may **not** bring any additional notes to the practical test.

After the planning session and before the practical test

- A copy must be made of each preparation sheet completed by the candidates. The originals are for use by the practical examiner and the copies are for use by the candidates in the practical test.
- All preparation sheets (and copies) and question papers must be kept secure.
- The candidates' Shopping Lists must be handed to the Food & Nutrition teacher, who is responsible for ordering the ingredients.
- The preparation sheets **must not** be altered between the planning session and the practical test.
- Candidates **must not** be given information or guidance about the tests between the planning session and the practical test.

During the practical test

- The exam room should be available to the practical examiner for at least 15 minutes before the practical test.
- The Food & Nutrition teacher should only be in the room if they are acting as the practical examiner.
- The following should be provided on a tray for the practical examiner's use: knife, teaspoon, small jug or basin, tea towel.
- On the day of the practical test, any ingredients ordered by candidates should be placed on their individual work tables or left on the store table.
- Food preparation must not begin before the start of the practical test. Precooked food may only be provided if this is stated in the candidate's preparation sheets.
- The preparation sheets must be returned to the candidates at the beginning of the practical test.
- A serving table, or individual serving tables, should be available for serving the finished dishes, with a named place for each candidate.
- One good quality colour **photograph** must be taken of each candidate's serving table to show the labelled completed dishes (without lids or coverings). A **hard copy** of the photograph must be labelled with the candidate's number, name and test number.
- Any assistance provided to candidates must be recorded in the practical examiner's report (provided on pages 7–8 of these instructions).

After the practical test

- The exam room should be available to the practical examiner for at least 30 minutes after the practical test.
- The practical examiner must complete a report for each practical session held.
- The practical examiner must mark the practical tests immediately after the end of the practical test.
- Candidates' marks for the practical test should be recorded on the *Practical Test Working Mark Sheet*, which must be downloaded from **www.cambridgeinternational.org/samples**.
- A sample of candidates' work must be selected for moderation. Please refer to **www.cambridgeinternational.org/samples** for detailed criteria for selecting a sample.
- The packet of scripts returned to Cambridge International for moderation must contain the following items:
 - marked and annotated copies of the preparation sheets for candidates in the sample for moderation
 - one **hard copy** of a colour photograph of each candidate's serving table showing the completed dishes, and labelled with the candidate's number, name and test number
 - one 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* which should be downloaded from **www.cambridgeinternational.org/samples**
 - a copy of the mark sheet (MS1) or a printed copy of the marks submitted electronically to Cambridge International
 - the practical examiner's report for each practical session held
 - seating plans for the planning session and each practical session, referring to each candidate by candidate number
 - the attendance register.

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Practical examiner's report

Syllabus and component number

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Centre number

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Centre name

Date/time of the planning session

Date/time of the practical session

Room name/number for the practical session

Give details of any difficulties experienced by the centre or by candidates (include the relevant candidate names and candidate numbers).

You must include:

- any difficulties experienced by the centre in the provision of ingredients or the availability of equipment and other materials
- any difficulties experienced by candidates
- any specific assistance given to candidates.

Declaration

1. Each packet that I am returning to Cambridge International contains all of the following items:
 - marked and annotated copies of the preparation sheets for candidates in the sample for moderation
 - one hard copy of a colour photograph of each candidate's serving table showing the completed dishes, and labelled with the candidate's number, name and test number
 - one 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*
 - a copy of the mark sheet (MS1) or a printed copy of the marks submitted electronically to Cambridge International
 - the practical examiner's report for each practical session held
 - seating plans for the planning session and each practical session, referring to each candidate by candidate number
 - the attendance register.
2. Where the practical test has taken place in more than one session, I have clearly labelled the practical examiner's reports and seating plans with the date/time and room name/number for each session.
3. I have included details of difficulties relating to each practical session experienced by the centre or by candidates.
4. I have reported any other adverse circumstances affecting candidates, e.g. illness, bereavement or temporary injury, directly to Cambridge International on a *special consideration form*.

Signed (Practical examiner)

Name (in block capitals)