CONFIDENTIAL INSTRUCTIONS

Planning Session: 1 hour 30 minutes
Practical Test: 2 hours 30 minutes

Great care should be taken that any confidential information given does not reach the candidates either directly or indirectly.

READ THESE INSTRUCTIONS FIRST

1. Paper 2, Practical Test, will consist of eight tests, numbered 1–8, five of which will be selected by the Centre.

2. One week before the commencement of the first session of the Practical Test in your school, the sealed packet of Question Papers will be opened by the Principal, and the five selected tests will be allocated to the candidates in strict alphabetical order. Each candidate will take one test.

3. Candidates will then be allowed 1 hour 30 minutes in which to plan the test. This is the Planning Session. The Preparation Sheets and the instructions for completion may be downloaded from www.cie.org.uk/samples. 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. The Preparation Sheets are also despatched as carbonised sheets. Candidates using the carbonised version of the Preparation Sheets must write in ballpoint pen. In this case the WHITE copies of the Preparation Sheets are for the Practical Examiner’s use; the PINK copies are for use by the candidate during the Practical Test.

Candidates should present their work as follows:

- Choices and Recipes Preparation Sheet (formerly Plan of Work)
- Time Plan
- Shopping List

Candidates must not take away with them a copy of the tests or of their plans or notes, and they may not bring any other notes to the Practical Test. On no account may the Preparation Sheets be altered by anyone in the school, nor should teachers give information to candidates about the tests. The Shopping List, with total quantities of ingredients, must be handed to the Food and Nutrition teacher, who will be responsible for ordering the necessary materials. The Shopping List must not be added to. If any ingredient not on the Shopping List is provided, the Practical Examiner must be informed. The Choices and Recipes Preparation Sheets and Time Plans should be collected by the Supervisor and sealed in an envelope without anyone seeing them. The Question Papers must also be collected and locked away. The Question Paper and Preparation Sheets must be handed to the Practical Examiner on the day of the Practical Test.
Candidates are allowed to use recipe books both for the Planning Session and during the Practical Test itself, but they should be advised to avoid making constant reference to them during the Practical Test.

The time allowed for the Practical Test will be 2 hours 30 minutes. The Preparation Sheets will be returned to the candidates at the beginning of the Practical Test.

On the day of the Practical Test, any special perishable ingredients ordered by candidates should be placed on their individual work tables. All general ingredients such as flour, fat, dried crumbs for coating, etc., must be placed on another table in the room. A small excess of these ingredients should always be available.

It is requested that no food be previously cooked unless the candidate states in the Time Plan that it is required for a particular dish. There should be no making of fresh breadcrumbs, grating of cheese, preparation of vegetables, mincing of meat or filleting of fish before the start of the Practical Test. Grinding of spices, preparation of coconut and soaking of pulses may be done before the Practical Test if this is stated in the candidate’s Time Plan. Frozen, tinned and packaged foods (i.e. ‘convenience’ foods) may be used with discretion when they form part of a dish which has already shown some skill.

Necessary equipment and serving dishes may be put out, and ovens and work tables allotted before the start of the Practical Test.

During the Practical Test, candidates must wear labels showing clearly their full names and candidate numbers. There should be sufficient space and adequate equipment allowed for the individual work by each candidate. Only one candidate should work at a stove of the European type.

A special table, or individual tables, should be prepared for the serving of the finished dishes, with a named place for each candidate. These may be prepared before the Practical Test starts. One good quality colour photograph of each candidate’s serving table with completed dishes labelled with the candidate’s number, name and test number is required for moderating purposes.

During the Practical Test, the Food and Nutrition teacher should be within call, but only the Examiner and the candidates will be in the examination room. The following should be provided on a tray for the Practical Examiner’s use: knife, teaspoon, small jug or basin, tea towel.

The examination room should be entirely at the disposal of the Practical Examiner for at least 15 minutes before the Practical Test and for at least 30 minutes afterwards. The Practical Examiner will invite candidates to enter when he/she is ready for them, and will mark the Practical Tests at the end of 2 hours 30 minutes.

A first-aid box and a reliable clock should be provided.