



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA



**GUIDELINES FOR PRACTICAL EXAMINATION  
FOR CERTIFICATE OF SECONDARY EDUCATION  
EXAMINATION (CSEE)**

**FOOD AND HUMAN NUTRITION  
AND  
TEXTILES AND GARMENT CONSTRUCTION**

**National Examinations Council of Tanzania  
P.O. Box 2624  
Dar es Salaam  
Tanzania**

**Revised May, 2023**



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## **ACRONYM**

CAL	Collective Attendance List
CSEE	Certificate of Secondary Education Examination
ISAL	Individual Attendance List
LV	Low Vision/Visual Impaired
MS	Marking Scheme
NECTA	National Examinations Council of Tanzania
PI	Physical Impaired

## **FOREWORD**

This guideline is a revised version of the one issued in 2013 by the National Examinations Council of Tanzania (NECTA). The guidelines have been revised to meet the changes in the examination format issued in 2022. Such changes involve the rubric for 051/2 Food and Human Nutrition 2 (practical) and coursework requirements for 052/2 Textiles and Garment Construction 2 (practical). The guideline will be used during supervision and marking of the Form Four National Examination in Food and Human Nutrition and Textiles and Garment Construction with effect from 2023.

These guidelines provide important instructions on how to supervise and mark Food and Human Nutrition practical examination and how to mark coursework for Textiles and Garment Construction practical examinations. It also provides important instructions on how to organise the laboratories for Food and Human Nutrition and Textiles and Garment Construction practical examinations. Likewise, it offers step by step guide notes to help teachers in preparing and administering Textiles and Garment Construction practical examination. The aim is to provide basic skills needed for organisation, management and safety procedures on laboratory preparations for the sewing examinations.

The guidelines will help teachers in preparing, supervising and marking Food and Human Nutrition practical examination. The aim is to ensure fair conduct of examinations, good supervision and allowing consistency in marking. In addition, the guideline highlights the criteria for marking respective practical examinations and coursework for Textiles and Garment Construction.

It is expected that, teachers will use the guidelines effectively for proper preparation, supervision and marking Food and Human Nutrition practical examination, and marking Textile and Garment Construction coursework. The guidelines will be resourceful tool in timely preparation of Food and Human Nutrition and Textiles and Garment Construction practical examinations.

The National Examinations Council of Tanzania would like to express its gratitude to all those who participated in the preparation of these guidelines.



Dr. Said Ally Mohamed  
**EXECUTIVE SECRETARY**



## AN OVERVIEW OF THE GUIDELINE

This revised guideline has been prepared to address the important improvement on the procedures for supervising Food and Human Nutrition and Textiles and Garment Construction practical examinations.

The guideline has three parts. Part I comprises Food and Human Nutrition aspects. This part includes previous advice and information to secondary schools about how to prepare practical examination; procedures for examination supervision, administration of examination and marking National Examinations. Part II comprises Textiles and Garment Construction Coursework aspects. It involves main aspects to consider when marking coursework, completion of mark sheet, packing and dispatching procedures. Part III consists of Sewing Laboratory Organisation, Management and Safety. It highlights key issues on preparing sewing room for practical examination.

In addition, sample forms which are used during examinations, have been attached as appendices. The forms include Assessment Form (*Appendix 1*). The assessment form will be filled for each candidate during marking practical examination. The aim of this form is to have a clear record of awarding process and the comments for each dish prepared by the candidate. The mark sheets for Food and Human Nutrition and Textiles and Garment Constructions (*Appendix 2* and *3* respectively) should be filled correctly showing all registered candidates both present and absentees. Assessment form for portfolio (*Appendix 4*) will be used to fill the marks awarded for portfolio. The Comment Form (*Appendix 5*) will be used to write a general report on the success and challenges faced during examination. Furthermore, sample questions for practical examination and answers which indicate how the choice of dishes, order of work and shopping list are written, are presented in *Appendices 6*. Furthermore, pictures showing measuring cups and spoons, conversion chart and portion size are illustrated in *Appendices 7, 8* and *9* respectively.

## PART I

### FOOD AND HUMAN NUTRITION

#### 1.0 INTRODUCTION

The 051/2 Food and Human Nutrition 2 (practical) examination will consist three (3) questions. The examination will be conducted in two sessions, that is *Planning Session* and *Practical Sessions*. The External Supervisor appointed by the National Examinations Council shall supervise both sessions. The examination paper will be opened on planning session day. The planning sessions will start on the date indicated on the main examination time table issued by NECTA. This part illustrates how the Food and Human Nutrition Practical Examination for the Certificate of Secondary Education Examination will be administered.

#### 1.1 PREVIOUS INSTRUCTIONS FOR FOOD AND HUMAN NUTRITION PRACTICAL EXAMINATION

This part presents the prior advice and information about how to prepare Food and Human Nutrition practical examination. It also involves the instructions to observe on the day before planning session, during planning, and practical sessions.

##### 1.1.1 *The Day Before Planning Session*

On the day before planning session, the Food and Human Nutrition teacher should prepare the secret ballot bearing the printed question numbers (1 – 3). The ballot should be stamped at the back with school stamp. The number of ballots will depend on the number of candidates and sessions as illustrated in Table 1.

**Table 1: Allocation of question number per session**

Number of Candidates	Number of Questions			
	Session I	Session II	Session III	Session IV
5	1, 2, 3, 1, 2			
8	1, 2, 3, 1	2, 3, 1, 2		
11	1, 2, 3, 1, 2, 3	1, 2, 3, 1, 2		
20	1, 2, 3, 1, 2	3, 1, 2, 3, 1	2, 3, 1, 2, 3	1, 2, 3, 1, 2
24	1, 2, 3, 1, 2, 3	1, 2, 3, 1, 2, 3	1, 2, 3, 1, 2, 3	1, 2, 3, 1, 2, 3

The number of candidates in each session should reflect the *accommodation* and *equipment available* but should be either five or six candidates. In rare cases, four candidates may be allowed.

If there is a class of 2 candidates, there should be ballots for all three questions.

### **1.1.2 *During Planning Session***

On the day of planning session, before opening the examination envelope, the candidates in each session will pick question numbers by a secret ballot drawn. Thereafter, the Examination Supervisor will record question number for each candidate. The supervisor will open the envelope containing examination questions and the candidates will be allowed to prepare planning sheets in duplicate making sure that the carbon papers are placed correctly.

Candidates will then be allowed one hour and thirty minutes (1½hrs) to answer the question by:

- (a) writing down the names of the dishes chosen.
- (b) writing the activity schedule (order of work), methods used and the length of time required for each activity.
- (c) preparing a shopping list showing quantities of ingredients they will require. The shopping places such as green grocery/market, grocery/shop, butchery or dairy should be indicated.

All three (choice of dishes, order of work and shopping list) should be written in duplicate by using carbon papers.

Alcoholic drinks and pork/bacon are not allowed to be included in the choice of dishes.

### **1.1.3 *Important Things to Observe During Practical Examination***

The Heads of Schools and Food and Human Nutrition teachers should observe the following:

- (a) The candidates should be allowed to use recipe books and exercise books with recipes during **planning**

**session only** and they should not bring any notes in the examination room.

- (b) The Food and Human Nutrition teacher should receive the copies of shopping list from the supervisor for compilation and shopping. Students are not allowed to be involved in the compilation task.
- (c) Ingredients listed by the candidates should be ordered by the Food and Human Nutrition Teacher(s). The candidates' lists must not be added anything and any alteration to be made should be reported to the supervisor. If the supervisor is satisfied with the given reasons for any change in the plans of work, he/she may use his/her discretion in giving permission for the alteration.
- (d) If the candidate did not state the quantities of each ingredient required in the shopping list, the Food and Human Nutrition teacher should communicate with the supervisor. The supervisor will copy the ingredients from the candidate's choice of dishes and provide to the teacher for shopping.
- (e) The Food and Human Nutrition Teachers should not give any information to candidates on how to go about doing practical examination.
- (f) On the day of the practical session, the trays containing perishable ingredients ordered by the candidates must be labelled candidate's number and placed on the side table where candidates will pick before starting examination. All general ingredients such as sugar, flour, fat, oil, salt, bread crumbs, etc., must be labelled well and placed on the front table so that candidates can have access to all requirements without going out of the room after the beginning of examination. Whenever possible, a small excess of general ingredients should be allowed.
- (g) Weighing scale, measuring cups and spoons should be placed on the front table. Measuring cups and spoons must be available in many sizes, including the teaspoon and tablespoon. (Refer Appendix 7).

- (h) The previously cooked food will not be allowed unless the question or procedure demands cooked ingredients. Making of fresh bread crumbs, mincing of meat, preparation of stock, filleting of fish, grinding spices, preparation of coconut, soaking of pulses and shelling of peas may be done before the examination **if stated in the plan of work.**
- (i) The Food and Human Nutrition teacher (from a particular school) should facilitate candidates to arrange working places, equipment, utensils and cookers/ovens before commencement of the examination. Labour saving equipment can be used during the examination, e.g. mixers, blenders etc.
- (j) The necessity of charcoal or other solid fuel should be available so that there are no difficulties in keeping the ovens hot when sudden disconnection of electricity occurs. Therefore, charcoal stove should be lighted beforehand.
- (k) Each candidate should have all necessary equipment such as *sauce pans, frying pans, chopping board, kitchen knives, varieties of spoons, mixing bowl, tray for food stuff, plates of various kinds, bucket* and so on depending to the question requirement. In addition, candidates should have *food covers* (for food stuffs and serving table), *table cloth, apron* and *chef's hat/head square.*
- (l) Each candidate must wear a label showing in bold his/her examination number. A similar label must be put on the working table and serving table.
- (m) There should be sufficient space allowed for individual work by each candidate. No more than one candidate should work at one stove and no more than two candidates should work at one oven.
- (n) The Food and Human Nutrition teacher should be within call in case the supervisor wishes to consult him/her. No one but the supervisor should always be in the Food and Human Nutrition room during the examination. Any

monitoring for the Food and Human Nutrition teacher is prohibited in the examination room.

- (o) At the end of the examination, all clean and dirty equipments should be neatly piled at candidates' working places. Candidates who will have not finished in the allocated time will be liable to lose some marks from tidiness and washing part.
- (p) A tray for the supervisor's use, which contain knife, fork, teaspoon, dessertspoon, small jug or basin of water and tea towel should be available.
- (q) A **clock** and a **first aid kit** should be provided in the examination room. A first aid kit contents must include products and first aid items sufficient to treat all kitchen related injuries. Items to be included in a first aid kit are such as *disposable sterile gloves, wound dressings, sterile cleansing wipes, triangular bandage, safety pins, blunt ended scissor, wash proof plaster in various shapes and sizes, disinfectant and hand sanitiser.*
- (r) After marking session, students who are not registered for the examination and teachers are not allowed to enter the examination room except candidates and the subject teacher. Exhibition of candidates' work to other students and teachers is strictly not allowed.

## 2.0 EXAMINATION SUPERVISION

Examination supervision involves all the activities that take place inside and outside the examination room before, during and after the examination. The aim is to ensure that each candidate takes the examination on his own without any assistance from someone else or use material contrary to the National Examination regulations.

### 2.1 Appointment of Supervisors

Appointment of supervisors is done by the National Examinations Council of Tanzania based on the recommendations from the Heads of Schools. The appointed Supervisors shall:

- (a) be a Home Economics teacher with teaching experience of not less than four years;

- (b) be of good health;
- (c) not be a teacher from supervised school for three previous years.

The Supervisor shall be the Head of all Examination invigilation activities at the respective Centre. He or she will perform the examination invigilation activities in and out of the examination room.

## **2.2 Responsibilities of the Supervisor**

The Supervisor will co-operate with the Heads of School in administrative matters only which include monitoring the correct registration information, make sure there are availability of requirements ordered by the candidates, maintaining candidates' discipline, ensuring the clean and peaceful environment throughout the examination; and being in charge of all examination activities at the centre. The Supervisor shall have all the duties of an invigilator and shall also have the responsibilities of the Supervisor. His/her responsibilities will include:

### **2.2.1 *Inspection of the examination centre***

One day before planning day the supervisor is required to visit the examination centre and ensure that:

- (a) The examination room(s) are clean, well-lit and well ventilated and nothing like unwanted material is allowed inside the examination room.
- (b) The board, desks/table and chairs are clean and do not contain any text and there should be no papers scattered around the examination area.
- (c) Tables are arranged at a distance of one metre or more.
- (d) Candidates' numbers are spelled correctly and pasted on the candidates' tables in the upper right corner and are arranged in order from first/smallest to last/largest.
- (e) Toilets used by candidates are clean and do not have notebooks, books or any writing on the wall.
- (f) The examination area is out of bounds. People who are not responsible in examination are not allowed to

enter the examination area for the entire period of examination (out of bounds). The School Director/Manager is also not allowed to be around the school environment.

- (g) The secured cabinet for storing and protecting examination and other documents are available.

### **2.2.2 *Receiving examinations, examination documents and related materials***

Early in the morning on the day of Planning Session, the supervisor will receive from the District Examination Committee, envelope containing examination papers, Examination Documents and materials accompanying the Examination. He/she has to make sure that:

- (a) Examination envelopes are for the day's examinations only as indicated on the examination schedule/timetable.
- (b) Number of envelopes meets the requirements of your Centre.
- (c) The name of the examination centre on the envelope belongs to the respective examination centre that you are supervising.
- (d) An envelope containing marking scheme is also available. This envelope will be indicated with the word "MS".
- (e) The envelopes containing question papers and marking schemes are not tampered with before being officially opened by the supervisor.
- (f) An Individual Subject Attendance List (ISAL) for CSEE, Photo entry Form and examination return envelopes (security envelope) are available.
- (g) He/she read carefully and sign the declaration form provided by the Examination Committee.

### **2.2.3 *Documents received from the head of school***

The supervisor should receive the following from the head of school:



- (a) Secret ballots prepared using provided scheme, as instructed in the advance instructions;
- (b) List of all candidates in sessions: The list should indicate Examination Number for each candidate and session number;
- (c) Recipes books, that will be kept on the front table for candidates' reference.

#### **2.2.4 *Allowing candidates to enter the examination room***

One hour before examination begins, ask the Headmaster/Headmistress to assemble all candidates in front of their examination room(s). Then do the following:

- (a) Announce to the candidates not to engage themselves in cheating in the examination because any cheating incidence will cause them to have their results cancelled/nullified.
- (b) Inspect the candidates individually to ensure that they do not enter the examination room with any unauthorized item (phone, smart watch, papers etc.).
- (c) Check their faces to ensure that the candidate taking the examination is the one whose picture is on the candidate's Photo Entry Form.
- (d) Make sure that the private candidates have letters showing the subjects for which they are registered and their faces match the picture in the letter. In addition, they should be in proper clothing.
- (e) Everyone who is checked/inspected should be allowed to enter the examination room.

#### **2.2.5 *Checking the sitting arrangement of the candidates within the examination room***

After the candidates have sat down at the desks, the supervisor should go to the individual candidate to make sure that:

- (a) each candidate is sitting at a desk with his or her number.

- (b) the candidate's number and name are as specified in the Collective Attendance List (CAL). It is **prohibited** to change the candidate's number located in the CAL for any reason;
- (c) candidates are organized based on series to avoid fraudulent schemes;
- (d) the distance between one candidate and another is not less than one meter on each side.

#### **2.2.6** *Allowing candidates to pick secret ballot*

Supervisor will call the candidates according to their sessions to pick the ballots and ensure that:

- (a) candidates will pick only one secret ballot and show the number of the question to attempt to the supervisor;
- (b) the question number for each candidate in all sessions is correctly recorded;
- (c) every candidate should pin his/her ballot to the sheets of choice of dishes.

#### **2.2.7** *Opening examination envelopes and distributing the examination paper to candidates*

The supervisor should open examination envelopes in the following order:

- (a) Review the centre name, subject name, subject code number, and match the subject with the Examination timetable/schedule. Make sure that the opened envelope is the one that contains question paper. Do not open the envelope containing marking scheme until the end of planning session.
- (b) Provide an opportunity for the candidates to examine and prove that the envelopes were not opened before and are for the relevant subject in accordance with the Examination timetable/schedule.
- (c) Using a razor or a pair of scissors, cut and remove the lower left tip of the envelope without touching the

question papers contained therein then carefully continue to cut the entire bottom of the envelope with a razor or scissors.

- (d) Take out the question papers from the envelope, count and review the number of question papers you found. If the number of question papers in the envelope does not match the number written on the envelope and papers are not enough to the candidates, immediately report it to the Examination Committee.
- (e) Distribute one question paper to each candidate.
- (f) The remaining question papers should be returned to the envelope and remain in the examination room. NEVER be taken out of the examination room or sent to a strong room while the examination is in progress.

### **2.2.8 *Overseeing the conduct of examination***

After making sure that each candidate has a question paper and an answer sheet; the supervisor should oversee the conduct of examination by considering the following:

- (a) Allow the examination to start based on the time frameset and inform the candidates at what time they will complete the examination.
- (b) Each candidate does his or her own work and the candidates do not look at each other or help each other in any way. NEVER should the examination room be left without supervision.
- (c) Any candidate caught cheating or suspected to cheat writes a statement to the effect and sign it.
- (d) Always he/she see all the candidates together.
- (e) A late candidate is not allowed to enter the examination room after half an hour has elapsed, since the examination commenced. In addition, candidates are not allowed to leave the examination room half an hour before the end of the examination period in order to properly monitor the collection of the script (plans).

- (f) Candidate or any other person does not take out of the examination room a question paper or answer sheets (scripts).
- (g) If a candidate is forced to go to the washroom, he/she should be inspected before leaving. When the candidate returns from self-help, the supervisor should check him/her again before entering the examination room.
- (h) The candidate is not allowed to write anything on the question paper and various documents used in the examination room.
- (i) Record all unusual incidents that occur in the examination room and ensures that he/she keeps a record of unusual incidents. He/she should give a correct account of all candidates who faced some unforeseen problems in the examination room while examination is in progress.
- (j) Candidates who are Visually Impaired (Low Vision - LV) and Physically Impaired (PI) should be given extra time as per instructions in their question papers. They should be given an additional ten (10) minutes for each hour of examination.

### **2.2.9 *Taking candidates' attendance***

The supervisor should take the attendance of the candidates in the following order:

- (a) Pass ISAL to each candidate in his or her desk. The candidate will sign in front of the number and his or her name. **Never allow** candidates to pass ISAL to each other.
- (b) Candidates should sign by following the sequence of numbers starting with the first to the last candidate.
- (c) The candidate is required to sign in by writing initials of his/her first and second names and surname in full at last (Example, M. J. Noosa). Candidates should not sign shaky signatures.

- (d) Candidates who are not registered but allowed to sit for the examination by NECTA, ISAL should be prepared and giving them numbers that come after the last one in the CAL/ISAL.
- (e) In the Photo Entry Form, ensure that the candidate should check the accuracy of his/her picture and sign it accordingly. The signature used should be the same for all documents, namely CAL, ISAL and Photo Entry Form.
- (f) The Head of School should fill in the Query Circular Form and attach it with the supervisor's report in case of problems with Attendance Forms (CAL and ISAL or Photo entry).

#### **2.2.10**     *Collecting candidates' plans*

At the end of planning session, the supervisor should collect all the candidates' scripts (plan sheets) in the following order:

- (a) Ask the candidates to ensure that everyone has written the examination number in the plan sheets.
- (b) Go through each candidate's desk and collect question papers and plans. The question paper should be kept in the secured cabinet and will be returned to the candidate during practical session.
- (c) Count all scripts (plans) to ensure that the number of candidates who sat for the examination is equal to the number of scripts (plans) collected.
- (d) Separate the original work and copies, put aside the copies of shopping list, keep in the envelope and submit to the head of school for shopping list compilation and purchasing procedure.
- (e) Arrange the scripts (plans) by following the order of candidates' numbers in ascending order. Then enclose them in the envelope ready for marking.
- (f) All plans should be marked before beginning of practical sessions. Marking of plans of work should be

done at the respective centre. After marking, store envelopes contain the plans of work in the secured cabinet and never be taken out of the centre while the examination is in progress.

### **2.2.11 *Invigilating practical session***

The supervisor should make sure that the practical sessions are conducted as per timetable. The first session should start at 8.00 a.m. and second session at 2.00 p.m. During practical sessions supervisor should:

- (a) make sure that the examination room is clean, well arranged and all dry ingredients required on front table are available;
- (b) make sure that candidates' numbers are pasted on the candidates' tables, both working and serving tables for a particular session;
- (c) make sure trays of ingredients are available on candidates' tables;
- (d) make sure that all the regulations governing the National Examinations are observed;
- (e) check candidates' attendance by using Individual Subject Attendance List (ISAL) from NECTA;
- (f) maintain high level of discipline amongst all candidates all the time the examination is in progress;
- (g) give a correct account of the number of candidates present and absent in every session;
- (h) give a correct account of all candidates who faced some unforeseen problems in the examination room while examination is in progress;
- (i) disallow any unauthorised person(s) to enter the examination room when examination is in progress and throughout examination period, and after marking candidates' dishes;
- (j) make sure that all awarded marks are filled correctly in the assessment form;

### **3.0 PROCEDURES FOR ADMINISTERING FOOD AND HUMAN NUTRITION PRACTICAL EXAMINATION**

The 051/2 Food and Human Nutrition 2 (Practical) examination paper will consist of three questions. The candidates will be required to attempt only one question which will be selected through secret ballot. The planning sessions should be on the first date indicated on the examination timetable and the practical session will start three days after, including the planning day. Three days before the commencement of the practical session will be used for compiling shopping list, shopping, examination preparation and marking of candidates' plans of work.

#### **3.1 Planning Session**

During planning session, each candidate will be required to choose one question through secret ballot as shown in the advanced instructions. After knowing the requirements of the question, each candidate should be given six separate plain papers and write down in duplicate (i) choice of dishes and recipe, (ii) time plan/order of work and (iii) shopping list (using carbon papers).

##### **3.1.1 *Choice of dishes and recipe***

With the aim of the practical examination, a dish is any type of food a candidate chooses. Therefore, stewed meat is a dish, vegetable salad is a dish, cake is a dish, boiled rice is a dish, tea is a dish, etc.

##### **(a) Choice of dishes**

The candidate should correctly answer each part of the question. The part of the question should clearly be indicated depending on the question being attempted. The candidate should choose familiar and interesting dishes. Therefore, the dishes chosen should be:

- (i) suitable for an occasion, a specific group of people, ethnic or any other specific requirements depending on the demands of the question;
- (ii) well balanced depending on the requirement of the question. All questions require the preparation and serving/packing of a meal should contain all the three groups of food (body building - protein, energy giving - carbohydrate

and protective foods – vitamins and mineral salts);

- (iii) adequate for the number of people being served per demands of the question. The quantity ordered should be sufficient for two people unless otherwise stated from the question.

**(b) Recipe**

A recipe is a set of instruction used for preparing and making food, dish or drink. The recipe indicates precise record of the ingredients, the amount needed and the way of combining them. Therefore, the candidates must clearly list the dishes they have chosen, giving the quantity of each ingredient for each dish and the method used. The quantities should be appropriate for the number of people being served. The amount of food to be cooked should be sufficient for two people or should depend on the demand of the question.

**3.1.2 *Order of work/Time plan***

Time plan is an organisation of work and how is carried out/or done. It involves all the stages and time required to prepare, cook and serve food as well as cleaning activities. The aim is to make sure that a meal is served on time and in the correct order as per requirement of the question. This part shows exactly what the candidate is going to do throughout the examination time. Therefore, the candidate should:

- (a) give a logical sequence of work, from the beginning of examination to the final (serving). The time plan must be written in clear order with enough time given to each task;
- (b) indicate the method for each dish clearly, for example, methods of cooking – baking, stewing, roasting etc; make cake – rubbing in, or whisking method; make sauce – roux method etc.;



- (c) candidates must give the cooking time for each task. This helps to show an awareness of the time available for cooking and serving;
- (d) indicate time for cleaning and dish-washing at convenient points in the plan. Final dish washing should be involved before the end of the Practical examination;
- (e) clearly indicate the activities to be done previous such as precooking of food, soaking pulses, grinding ingredients, filleting of fish, grating of coconut or preparation of stock.

### **3.1.3**     *Shopping list*

A shopping list is a list of items needed for the practical examination. It is developed basing on the recipe of the chosen dishes. The items to be purchased should be listed under the correct headings such as *butchery*, *market*, *green grocery*, *dry grocery*, *poultry* and/or *dairy*. Therefore, the candidate must list the correct total quantities of ingredients needed under the correct headings. They may also list any special equipment that they need such as pressure cooker, steamer, food processor/blender, meat mincer etc.

Furthermore, exact quantities of each ingredient are needed; this will indicate whether the dish is appropriate for the number of people being served depending on the requirements of the question/examination. The candidate must use metric weights such as kilogram and grams, and imperial weights such as pound and ounces.

Candidates must clearly indicate the ingredients for previous preparation (if any) such as precooked, grated, grinded or soaked ingredients, filleting of fish and preparation of stock. Any special equipment required should be noted in the appropriate section of the shopping list. This include any equipment demanded by the question, for example casserole dish, flan ring, pressure cooker, steamer and so on.

**Note:**

- (i) Cups should not be used.
- (ii) Candidates should be aware that their response to the given question in the choice of dishes part will have effects for the marks they are able to attain in all other parts of the examination.

### **3.2 Marking Candidates' Plans of Work**

After planning session, the supervisor should start marking candidates' plans of work. The original plans are the ones that should be marked and the copies should not be marked.

#### **3.2.1 *The main aspects of marking candidates' plan of work***

The choice of dishes, order of work and shopping list should be marked straight after the planning session. The importance of marking candidates plans of work before the day of the practical session are as follows:

- (a) The supervisor will know beforehand the dishes that will be prepared and will therefore be easier to keep track of what each candidate will prepare on the day of the examination.
- (b) The supervisor will get time to identify those dishes or items which are not relevant to the question.
- (c) It helps in familiarising with the marking scheme.

The following aspects should be observed when marking plans of work:

#### **(a) Choice of dishes**

The supervisor should read examination questions carefully to understand the demand of each question. Dishes chosen by the candidate should reflect the requirement of a particular question, therefore the supervisor should adhere to the marking scheme and check if:

- (i) each dish is correctly categorized according to the part of the question in the examination paper. Failure to categorise the parts of the question

indicates wrong choice, hence scored **zero**;

- (ii) each dish is suitable depending on the question requirement, for example dishes prepared from convenience food should be almost ready to eat when it is bought or partially cooked or preserved that can be prepared quickly and easily. Likewise, dishes for vegan should contain no meat or fish or its products. A dish with more skills should score more marks than the one with simple skills;
- (iii) there are no extra dishes that have been included, that is the candidate has chosen the correct number of dishes (Usually not more than five dishes). Any extra dish chosen **should not be marked**;
- (iv) no compulsory dish has been left. For example, the question requested the use of nuts in one of the dishes chosen, nut dish will be a compulsory dish;
- (v) no main ingredients are repeated, unless the question demands repetition. For example, meat, fish, pulses, rice, banana etc.

**(b) Order of work/Time plan**

Before marking order of work, the supervisor should check if all dishes have been included in the order of work. This will be also useful when marking the practical as it will help to check if the candidate will follow or deviate from the plan. The following should be observed when marking order of work:

- (i) Is the plan workable/realist? Does the plan show the correct sequence in the preparation of dishes?
- (ii) Is the time realistic and reasonable concerning the amount of work involved and within time set for the examination?
- (iii) Does the order of work include the methods of

cooking each dish and time? Dishes that require long preparation time or chilling should be prepared first.

- (iv) Do the cleaning and washing indicated after every task to avoid messy and untidiness.
- (v) Does the plan indicate previous preparation? This involve activities such as making of bread crumbs, grating of coconut, filleting of fish, mincing of meat, soaking of pulses, shelling of peas and other related activities. The time for previous preparation should also be indicated. For example, soaking pulses for 24 hours, grating coconut 1 hour before session or preparation of leftover foods one day before practical session.

**(c) Shopping list**

The shopping list should be well written and include all the ingredients required in the right quantity. The list should also be marked. During marking of the shopping list, the supervisor should:

- (i) check a total amount of ingredients ordered against the recipe of the chosen dishes;
- (ii) find out if the total quantities are correct or if the candidate has just estimated them;
- (iii) find out if the candidate has included all the ingredients that he/she indicated in the recipe;
- (iv) check if the candidate has included the ingredients for previous preparation (if any);
- (v) check if the ingredients needed are under the correct heading such as grocery, green grocery, butchery and dairy;
- (vi) check if the candidate has used the correct measuring system such as metric measurements

(kilograms, grams and litres) or imperial measurements (pounds and ounces).

### **3.2.2 *After marking the plans of work***

The supervisor is required to:

- (a) Enter necessary data in the assessment form (see Appendix A) such as:
  - (i) Question number for each candidate
  - (ii) Session number
  - (iii) Choice of dishes
  - (iv) Candidates' index numbers
  - (v) Examination date
  - (vi) Marks awarded for choice of dishes
  - (vii) Comments for each dish chosen etc.
  
- (b) Enter the names and numbers of candidates, question number and session in the marking sheet. By so doing, the supervisor will be kept informed of what is going on in each candidate's table. It also helps to note immediately if the candidate decides to do something different from what is on his/her plan of work.

## **4.0 PRACTICAL SESSION**

Practical session will take 2½ hours. There will be two examination sessions, of which first session will start at 8.00 a.m. and second session will start at 2.00 p.m. The supervisor should be in the examination room for at least half an hour before the examination and for at least one hour afterwards. At the end of 2½ hours the supervisor will mark the work and invite candidates to enter the examination room when the marking is finished. It is supervisor's responsibility to make sure that examination is beginning on time.

### **4.1 Points to Observe Before Commencement of Practical Session**

Before beginning of practical session, the supervisor should:

- (a) make sure that all ingredients (perishable and non-perishable) ordered by the candidates of the particular session are available. The subject teacher should make sure that perishable foods are

purchased the day before the practical session. However, for the purpose of obtaining fresh food such as vegetables, meat, offal, fish and milk may be purchased on the practical day.

- (b) Make sure that all food trays for the candidates in a particular session are ready at least 15 minutes before the practical session starts. Candidates are not allowed to prepare their own food trays.
- (c) Ensure that food supplied to candidates is fresh and placed on trays neatly. Ingredients should not be grouped according to dishes.

#### **4.2 Points to Observe During Practical Session**

- (a) During practical session, the candidate is expected to:
  - (i) show variety of skills and processes – these include preparation such as *rubbing-in*, *creaming*, *whisking*, *melting*, *blending*, *roux*, *mixing*, *coating* etc., different cooking methods such as *baking*, *roasting*, *stewing*, *boiling*, *frying*, *poaching*, *pressure cooking*, *stewing*, *simmering*, *microwave cooking*, *pot roasting*, *grilling*, *en papillote* etc., and uses of raising agents.

Candidates should not use the same mixture in more than one dish unless the dishes demonstrate the use of the same mixture for more than one dish.

- (ii) show economy in the use of ingredients, water, and fuel throughout the practical examination. The candidate should:
  - not prepare food more than required;
  - not peel vegetables thickly or removing too many outer layers.
  - not preheat the oven for more than ten minutes or placing the steamer on a burner/stove too early;
  - use appropriately-sized pans for the hotplate or appropriate lids on pans;

- scrap all mixtures from bowl such as cake mixture, icing, and mashed potatoes/bananas;
  - not switch on gas or electricity when not in use.
- (b) It is essential that supervisor should:
- (i) return question papers and copies of plans to the candidates. This will help them to refer back on what he/she planned to do.
  - (ii) understand what is required for each candidate when marking the practical. This will be easily done if the supervisor will fill all important details in the assessment forms of the candidates in a particular session. This is important because it eliminates mixing up marks of one candidate to another.
  - (iii) be aware of each process for each candidate and note the following throughout:
    - Methods used for preparation and cooking food.
    - Economy – careful use of ingredients and fuel.
    - Manipulation – proper handling of food and labour serving equipment.
    - Cleanliness of equipment and surroundings.
    - Use of recipes indicated in the plan of work.
    - Appropriate serving depending on the demand of the question.
    - Proper use of kitchen equipment.
    - Correct use of serving equipment.
    - Proper measuring of ingredients.
  - (iv) use marking scheme provided by NECTA correctly and adhere to the specific marking scheme for the particular question.
  - (v) apply marking criteria fairly so that candidates taking the same task at the same level of achievement would be awarded the same final result for the examination.
  - (vi) not interrupt the candidates by insisting to follow their written plan of work, as this can disturb them adversely.

## **5.0 MARKING PROCEDURE DURING PRACTICAL SESSION**

When marking this examination, it is advisable for the supervisor to make a clear description of what to observe and allocate marks as per marking scheme to avoid overlooking of some important points. The supervisor should be equally concerned with the procedure as well as the final products.

### **5.1 The Main Aspects of Marking During Practical Session**

During practical session, the supervisor will observe all the skills, quality, tidiness and washing up, general candidate's impression and serving procedure as follows:

#### **5.1.1 Skills**

Supervisor should award high marks for the correct dishes, which give scope for skills and reduce marks for the simple dishes involving little skill. The following are some of the Food and Human Nutrition practical skills, which are required to be assessed during practical examination:

- (a) Economical use of fuel and ingredients.
- (b) Correct manipulation of each process/step followed in the preparation of each dish. For example, mixing ingredients such as; dry and liquid ingredients, eggs on creaming mixture, folding of flour in creaming mixture rubbing in fat into flour etc.
- (c) Cooking methods such as boiling, roasting, baking, stewing, steaming, grilling, frying and pressure cooking etc.
- (d) Accurate measuring and weighing of liquid or dry ingredients and solid fat. Metric weights such as kilogram and grams as well as imperial weights such as pound and ounces are acceptable. Cup should not be used, however measuring cups and spoons can be used to measure ingredients from the main table.
- (e) Proper use of kitchen equipment and labour - saving equipment such as electric/gas cooker, charcoal stove or any other type of cooker, refrigerator, measuring



equipment, small kitchen equipment, blender, electric mixer, mincer, whisker and other equipment.

***Examples of the aspects to be observed when awarding marks for skill***

- (a) Correct procedure for preparation of various dishes
- (b) Kneading and rolling pastry dough
- (c) Even chopping of fruits and vegetables for salads
- (d) Coating foods with batter, eggs, and bread crumbs
- (e) Soups prepared using stock
- (f) Grating of carrots or cheese
- (g) Shredding of cabbage
- (h) Jointing a chicken, handling chicken thighs, wings, breast
- (i) Offal prepared well according to the type such as liver, heart, tripe, kidneys etc.
- (j) Stock prepared for making soup
- (k) Syrup prepared for making fruit drink
- (l) Pastry dishes - not stretched when rolling so that the sides shrunk.

**5.1.2 *Quality***

Supervisor should observe the following:

- (a) General appearance of each dish, i.e. the dish should look attractive.
- (b) Correct texture of each dish, i.e. whether it should be crisp, spongy, soft, hard, etc.
- (c) Taste of each dish, i.e. whether sweet, sour, savoury, salty etc. In this case, the supervisor tastes each dish, as taste cannot be determined by mere observing. It also serves to find out whether a particular dish/item has been over-cooked, undercooked or tasteless.

- (d) Edibility - One of the reasons for cooking food is that it should be edible. It would be useless, waste of time and uneconomical to spend a lot of time cooking food that will eventually end up in a dustbin because it cannot be eaten.

### ***Aspects to be observed when awarding marks for quality***

The following are examples of characteristics of various dishes to observe:

- (a) Scones – light in texture, well-risen and evenly brown.
- (b) Cakes – light in texture, not crisp or hard on the top, evenly baked, well risen, evenly aerated, well flavoured.
- (c) Vegetables – shredded evenly, not over or undercooked, good colour, well-seasoned.
- (d) Rice – well cooked, not sticky or hard, well-seasoned.
- (e) Potatoes – cooked thoroughly, even sized pieces, well-seasoned, no lumps for mashed potatoes, potato chips not hard or soggy.
- (f) Roasted meat – moist and tender, not hard or dry.
- (g) Roasted chicken – moist and not dry, thoroughly cooked, evenly brown, well - seasoned.
- (h) Fish – has crispy skin, not dry, well cooked, and well-seasoned.
- (i) Soup – if pureed – smooth and no lumps, not greased, well - seasoned.
- (j) Bread – evenly aerated, well risen, brown evenly, light and soft.

### **5.1.3 *Tidiness and washing up***

Candidates are expected to show hygienic procedures throughout the practical examination. The following should be observed:

- (a) Regular cleaning of working area. The working place should always be clean, with equipment well arranged, dirty ones being washed as often as possible.

- (b) Peelings, dirty equipment and utensils and cooking on a messy stove are signs of carelessness. This is accounting for the loss of marks.
- (c) When it is not in use raw food should be covered.

#### **5.1.4 *General impression***

This means to check whether or not the candidate knows what she is supposed to do, i.e. whether she is steady, confident and composed or whether she is nervous, panicking, overacting, running around all over the room for ingredients and equipment and asking questions every now and then.

### **5.2 Marking on Serving Table**

After practical session the supervisor will go to the serving tables to mark candidates' work. During this part of examination, the supervisor will:

- (a) check on:
  - (i) the method of laying the table, this depends on the requirement of the question.
  - (ii) suitability of serving dishes, tidiness and cleanliness of the serving place and size of serving dishes. Simple serving dishes are most preferable.
  - (iii) correct equipment for packing food for the question with packed meals.
  - (iv) good use of colour in garnishing and decoration.
  - (v) menu cards and flower decorations been used.

The main menu card should indicate all chosen dishes as per question requirements. Small menu cards should indicate individual dishes and placed in front of a particular dish.

- (b) mark each candidate's work to get the total marks, and then compare the marks awarded with the remarks. When allotting marks, the distribution of marks should base on the marking scheme.

- (c) check the addition of marks for each candidate's work, then make the comparison between the awarded marks, marking scheme and remarks before entering them in the mark sheet;

Note that the total marks and the remarks should correspond. The comments in the assessment forms and mark sheets should cover the good points as well as the weak ones. For example,

(i) Good point

- *Cakes had even texture.*
- *Pastry was flaky with small blisters; it was crisp and not soggy.*
- *Sponge cake was tender, light, moist and neither sticky nor dry.*
- *Bread well risen and has light texture.*
- *Vegetables shredded well.*
- *Biscuits have even size, crisp and golden in colour etc.*

(ii) Weak points

- *Poor use of kitchen equipment.*
- *Scones dough too wet.*
- *The dishes chosen were not balanced.*
- *Bread dough too stiff.*
- *Raising agent was not proportional to flour.*
- *Preheating oven for long time.*
- *Dish is inedible.*
- *Cake burnt underneath.*
- *Swissroll are cracked etc.*

- (d) enter the marks in the Entry Form (see Appendix B) and fill correctly all-important information;

- (e) make a conversation with teachers about teaching and learning procedures, especially where there is no laboratory or the Supervisor noticed shortage of equipment. Food and Human Nutrition teachers generally value some discussion with the Supervisor at the end of the examination. The National Examinations Council would like to encourage this practice, especially if the Supervisor can give advice which would lead to

improvement in teaching and learning process. Supervisors should however, be careful **not** to offer adverse comments which are not requested. They must not attempt to give the results for the practical examination, as the results are confidential;

- (f) any adverse criticism of the **equipment** or **premises** should be made to the Head of School and not to the Food and Human Nutrition Teacher and should be reported to the National Examinations Council.

## 6.0 CHECKLIST FOR MARKING THE PRACTICAL EXAMINATION

Checklist is an assessment tool that set out specific criteria, which supervisor should use to assess skills in various aspects during marking Food and Human Nutrition practical examination. Therefore, supervisors should adhere to the given checklist when marking various aspects. However, the use of any other criteria can be useful depending on the demand of question and some specific skills demonstrated for a particular dish.

### 6.1 Awarding Checklist for Various Aspects

When marking various aspects, the awarding checklist is as indicated in **Tables 2 to 9**.

**Table 2: Choice of Dishes**

S/N	Description	Remarks
(i)	Wrong choice of dishes Choices should depend on the question requirement. For example, meal for vegetarian, invalid, manual workers, packing etc.	<ul style="list-style-type: none"> <li>• Award zero.</li> <li>• The allotted marks for skills and quality should be halved.</li> </ul>
(ii)	Extra dishes have been included, any extra dish chosen should not be marked, hence scored zero.	Award zero for extra dish
(iii)	Dishes incorrectly categorized according to the part of the question.	Award zero
(iv)	No compulsory dish chosen	Award zero

S/N	Description	Remarks
(v)	No recipe for a particular dish indicated	Award zero
(vi)	Cooking methods repeated.	Reduce ½ mark
(vii)	Incorrect stated method of cooking or preparation method.	Reduce ½ mark

**Table 3: Order of Work**

S/N	Description	Remarks
(i)	Candidate failed to write the order of work.	Deduct 2½ marks, then during practical session marks will be awarded out of remained 2½ marks.
(ii)	Order of work did not indicate preparation of a dish.	Reduce ½ mark for each dish
(iii)	Time for various task not stated.	Reduce 1 marks
(iv)	Incorrect order of some activities.	Reduce ½ marks
(v)	Incorrect order of all activities, as a result, he/she did not finish the examination.	Reduce 1½ marks
(vi)	Cleaning and washing not indicated after every task.	Reduce ½ mark
(vii)	No previous preparation (if any) indicated.	Reduce ½ mark
(viii)	Time for previous preparation did not stated.	Reduce ½ mark

**Table 4: Shopping List**

<b>S/N</b>	<b>Description</b>	<b>Remarks</b>
(i)	The candidate did not write a shopping list.	Award zero for the shopping list.
(ii)	Ingredients ordered in the shopping list did not correspond with the ingredients in the choice of dish.	Award zero for the shopping list.
(iii)	The candidate uses cup and spoon measurements	Reduce ½ mark from the shopping list
(iv)	The candidate did not indicate details of the ingredients such as type/cut of meat, type of flour or fat/oil.	Reduce ½ mark from the shopping list.
(v)	The candidate did not write main ingredients.	Reduce ½ mark from the shopping list.
(vi)	The candidate did not state the quantities of each ingredient required.	Reduce ½ mark from the shopping list and order the Food and Human Nutrition teacher to provide quantities according to the demand of the question.
(vii)	The candidate did not total two or more ingredients.	Reduce ½ mark from the shopping list.
(viii)	The candidate placed ingredients on wrong headings.	Reduce ½ mark from the shopping list.
(ix)	No ingredients for previous preparation (if any) listed.	Reduce ½ mark from the shopping list.

**Table 5: Skills**

S/N	Description	Remarks
(i)	For the leftover dish which was not previously prepared	Halve the allotted marks for skills and quality.
(ii)	A mixture completely spoiled during preparation.	Award zero  OR  He/she has to remake <b>if time</b> allows and <b>if ingredients</b> are available. However, for recooked dish penalize the candidate for wastage by halving the marks for <b>skill</b> and <b>quality</b> .
(iii)	A candidate used processed or ready prepared ingredients such as tomato paste, tinned fruits, pastry, juices etc.	Reduce 1 mark from a particular dish.
(iv)	A candidate demonstrated wrong procedure for food preparation	Halve the marks allotted for the particular dish.
(v)	Incorrect use of kitchen equipment	Reduce ½ mark from a particular dish prepared.
(vi)	Uneconomical use of fuel	Reduce ½ mark from a particular dish prepared.
(vii)	In accurate measurement of ingredients	Reduce ½ mark from a particular dish prepared.



**Table 6: Quality**

<b>S/N</b>	<b>Description</b>	<b>Remarks</b>
(i)	Inedible dish due to burning, undercooking, or too much salt etc.	Award zero mark for a particular dish.
(ii)	A dish partially burnt, overcooking, not set, too dry or too hard.	Reduce 2 marks for a particular dish
(iii)	Session ends while some dishes are not yet cooked, hence not served.	Award zero for particular dish.
(iv)	If dishes are served and are not requested in the examination.	Award zero marks.
(v)	If a very simple dish is made (a dish with little skills).	Halve the marks allotted for the particular dish.
(vi)	A dish does not taste appetising.	Halve the marks allotted for the particular dish.

**Table 7: Tidiness and Washing**

<b>S/N</b>	<b>Description</b>	<b>Remarks</b>
(i)	For extreme untidy work.	Award zero
(ii)	The washing up left to the end of the examination.	Reduce 1 mark
(iii)	The candidate failed to clear working table at the end of a particular task or before starting a different dish.	Reduce 1 mark
(iv)	Improper disposal of waste.	Reduce 1 mark
(v)	Examination session ends while working place and some utensils are dirty.	2 marks for tidiness and washing up will be reduced similarly 00 <sup>1</sup> / <sub>2</sub> marks for order of work should be removed.

**Table 8: General Impression**

S/N	Description	Remarks
(i)	The candidate demonstrated incorrect approach throughout.	Reduce 2 mark
(ii)	Untidy apron without head square, long nail and vanished nails.	Reduce 2 mark
(iii)	Under confidence.	Reduce 1 mark

**Table 9: Serving and Appearance**

S/N	Description	Remarks
(i)	For a dish that is not garnished or decorated.	Reduce ½ mark
(ii)	Inappropriate serving or packing dishes used.	Reduce 1 mark
(iii)	Lack of decorations such as flowers, menu cards or candles.	Reduce 1 mark
(iv)	Inappropriate table cloth or food cover or dirty table cloth or no table cloth.	Reduce 1 mark

## 6.2 Faults that May Occur During the Practical Examination

When invigilating practical examination, candidates may face difficulties in performing the examination, then resulting to faults. These difficulties could be due to candidates' inadequate knowledge, health problems, laziness or poor time management during food preparation. Therefore, lose some marks. Some faults that may occur during practical examination are shown in **Table 10**:

**Table 10: Faults that May Arise During Practical Examination**

S/N	Fault	Action
(i)	Candidate planned extra dishes, more than question's requirement.	Extra dishes will not be marked, the supervisor should indicate that the dishes are extra by writing "extra".
(ii)	Candidate attend planning session but failed to attend practical session due to various	Mark the plan of work. Remember that order of work will be awarded out of 2½ marks. Award zero on other parts and write

S/N	Fault	Action
	reasons.	a brief report on his/her absence.
(iii)	Dishes planned but not prepared.	Award <b>zero</b> marks for skills and quality. Also 00 <sup>1</sup> / <sub>2</sub> mark for a particular dish will be deducted each from order of work and serving.
(iv)	Candidate prepared a dish which was not planned.	Award <b>zero</b> marks for a particular dish. Comments on this should be very clear.
(v)	Dish dropped on removal from oven or dropped when being taken to the display table.	Candidate will lose marks for quality and serving and 00 <sup>1</sup> / <sub>2</sub> mark for order of work will be deducted. However, he/she will be awarded marks for skills based on how the dish has been prepared during the practical.
(vi)	Faulty cooker and gas or electricity cut off during practical session.	Charcoal stove should be lighted beforehand for emergency of electricity cut off. Likewise, if possible gas cookers should be available. Otherwise, allow extra time to compensate for length of fault/power cut. The supervisor should include this in a report, noting the extra time provided to candidates and detailing how candidates have been affected.
(vii)	Candidate taken ill during practical or has an accident.	Provide first aid, fill the special difficult form provided by NECTA and allow extra time to compensate for length of time spent to rescue his/her condition.
(viii)	Candidate makes completely wrong choice of dishes.	Marks for skill and quality will be halved.

**Note:**

For any accident occurred during practical session that may affect candidates' performance, special difficult form should be filled for the particular candidate and measures taken should be stated clearly.

## 7.0 PACKING, SEALING AND DISPATCHING EXAMINATION DOCUMENTS

At the end of the last session, put the candidates' plans of work papers in the security envelope provided for enclosing candidates scripts, then seal properly. After sealing, the envelope should **NEVER** be opened for any reason. Examination envelopes should be packed and sealed in the following procedures:

- (a) Fill in all the information on the envelope for enclosing worked scripts.
- (b) After making sure the scripts (plans) are properly organized, put them into the given envelope. Include also ISAL and a Sitting Plan.
- (c) If you supervise both school and private candidates at one centre, pack script in a separate envelope.
- (d) Remove the covering tape that keeps the special glue, and then press the lip of the envelope. At that point the envelope will be closed.
- (e) Give candidates opportunity to witness the sealing of the envelope.
- (f) List the numbers of candidates who did not sit for the examination on the envelope with the scripts (plans).
- (g) Allow one candidate (witness) to fill in the envelope on his/her relevant part in front of other candidates to prove that he/she has witnessed the sealing of the envelope containing their scripts (plans). The supervisor should never allow the candidate to sign the envelope while the examination is still in progress.
- (h) Store envelopes containing the candidates' scripts (plans) in a secure cabinet until the procedure for filling mark sheets and assessment forms is completed.
- (i) After completion of filling the assessment forms, mark sheets and comment form, put them in another security envelop and seal properly. The envelope should be given the last number i.e., 2/2 or 3/3 depending to the total number of envelopes. But for this envelope, the candidate's (witness) signature will not be required as it will involve examination documents which will be enclosed after marking the candidates' work.

- (j) Thereafter, handover the envelopes containing candidates' scripts, assessment forms, mark sheets and comment form to the District Examination Committee.

## **8.0 CONCLUSION**

This part has explained the procedures for administering the Food and Human Nutrition practical examination. The supervisor is obliged to read it thoroughly and ensure adherence to the instructions contained in order to be fair in awarding marks.

## **PART II**

### **TEXTILES AND GARMENT CONSTRUCTION**

#### **1.0 INTRODUCTION**

The 052/2 Textiles and Garment Construction 2 (Practical Paper) has two components; a practical examination and coursework. This part illustrates how the Textiles and Garment Construction coursework for the Certificate of Secondary Education Examination will be marked.

#### **2.0 MARKING TEXTILES AND GARMENT CONSTRUCTION COURSEWORK**

Coursework is a practical work done by a student during Form II to Form IV as stipulated in the syllabus. The work should be marked at the end of Form IV. The marks for coursework are a part of 052/2 Textiles and Garment Construction 2 (practical paper). The candidates will present a garment and portfolio comprising garment-making processes on the day of planning session of Food and Human Nutrition practical examination. This part includes the guidelines for marking Textiles and Garment Construction coursework, filling of mark sheet, report writing, packing and dispatch of candidates' works.

##### **2.1 Important Things to be Included in the Coursework**

The Textiles and Garment Construction coursework will include:

- (a) A child' garment or the adult own garment, i.e., dress or blouse and skirt or a shirt and short/trouser. The garment should show the following processes:
  - (i) A sleeve i.e., set in sleeve, raglan sleeve or kimono/Magyar sleeve;
  - (ii) Neckline finishing i.e., a collar (either Straight collar or Flat collar) or facing;
  - (iii) Disposal of fullness (either shirring, gathers, pleats, darts, tucks, easing, or a combination of these), smocking may also be used;
  - (iv) Openings and fastenings to suit the garment;
  - (v) Edge finishing suiting the garment and
  - (vi) Appropriate seam and other features according to the style.
- (b) A student Portfolio - This will include samples of garment

making processes such as samples of stitches, seams, disposal of fullness, openings, fastenings, collars, sleeves, pockets, and edge finishing.

## 2.2 The Main Aspects to Consider when Marking a Coursework

When marking a coursework, the supervisor should observe the following:

- (a) The quality of workmanship: This describes a quality of a handmade article.
- (b) Good standard of work: This means showing precise procedures to make an article and samples in the most effective way basing on principles of garment making.
- (c) Neatness: Means the quality of being tidy: The portfolio should be well organised. Samples should have no loose threads hanging on edges. Likewise, the garment should be neat on both right and wrong sides and should not be laundered before display.
- (d) Material should be of a good design, which suits the wearer.
- (e) The garment should be of current style (fashion).

## 2.3 Distribution of Marks

Marking should be done on both the right and wrong sides of the articles and they account for 25 per cent of the total marks for 052/2 Textiles and Garment Construction 2 (Practical Examination). Table 11 illustrate the distribution of marks for coursework.

**Table 11: Distribution of Marks for Coursework**

<b>Sn</b>	<b>Skills</b>	<b>Marks</b>
1.	A child dress or Personal garment	
	(i) Details on the wrong side.	8
	(ii) Details on the right side.	7
2.	A student Portfolio.	10
<b>Total</b>		<b>25</b>

These marks are further broken down as indicated in Tables 12 and 13.

(a) **A Child Dress or Personal Garment**

The garment should be marked on both sides, right and wrong sides.

**Table 12: Distribution of Marks for a Child Dress or Personal Garment**

<b>S/N</b>	<b>Details</b>	<b>Marks</b>
(i)	Details on Right Side <ul style="list-style-type: none"><li>• Well hanging set in sleeve.</li><li>• Well attached collar.</li><li>• Proper way of arranging fullness.</li><li>• Correct procedure of working an opening.</li><li>• Properly attached fastenings.</li><li>• Well-made edge finishing.</li><li>• Well-made seams.</li></ul>	1 1 1 1 1 1 1
(ii)	Details on Wrong Side <ul style="list-style-type: none"><li>• Well-made set in sleeve, raglan or kimono.</li><li>• Proper procedure of neatening a neckline (either collar or facing).</li><li>• Suitable method of arranging fullness.</li><li>• Well-arranged disposal of fullness (either gathers pleats, darts, tucks, easing, shirring or a combination of these).</li><li>• Suitable openings and properly attached fastenings.</li><li>• Suitable and well-made edge finishing.</li><li>• Correct seams.</li><li>• Well neatened seams.</li></ul>	1 1 1 1 1 1 1 1
<b>Total</b>		<b>15</b>

(b) **Portfolio**

A portfolio will include collection of student's class activities gathered from Form Two to Form Three to reflect what the student has been taught as well as what he/she has learned. The



candidates should present a portfolio of the garment making processes on the day of planning session of Food and Human Nutrition practical examination for marking. Table 13 indicate the indicators and criteria for assessing portfolio.

**Table 13: Indicators and Criteria for the Portfolio Assessment**

Sn	Criteria	Indicators			
		0 marks	4 marks	8 marks	10 marks
(i)	Selection of samples that meet the requirement of the portfolio	No (or less than ½ samples) selected processes have been included. <b>(0 marks)</b>	Few (at least half) samples have been included. <b>(01 mark)</b>	Most selected samples have been included. <b>(02 marks)</b>	All selected samples have been included. <b>(02 marks)</b>
(ii)	Organisation of the portfolio	Structure of portfolio is not organized Needs a lot of improvement. <b>(0 marks)</b>	Structure of portfolio is fairly well organized. <b>(01 mark)</b>	Structure of portfolio is well organised. <b>(02 marks)</b>	Structure of portfolio is very well organised. <b>(02 marks)</b>
(iii)	Qualities of the work samples	Samples show total lack of understanding the skills. <b>(0 mark)</b>	Samples show some Basic understanding of skills. <b>(01 mark)</b>	Samples show adequate understanding. <b>(02 marks)</b>	Samples show in-depth understanding. <b>(03 marks)</b>
(iv)	Varieties of work samples	There is no variety of samples (Only one type submitted) <b>(0 mark)</b>	There are insufficient varieties of Samples (2 to 3 types submitted) <b>(01 mark)</b>	There are sufficient varieties of samples. <b>(02 marks)</b>	There are all types of samples. <b>(03 marks)</b>

## 2.4 Specification of Portfolio Content

The Textiles and Garment Construction teacher should:

- (a) specify what and how much have to be included in the portfolio. (Refer the syllabus);
- (b) set clear guidelines and detailed information on how the portfolio will be presented;
- (c) explain the need for clear and attractive presentation, neat samples and well labelled samples.

## 2.5 Preparation of Portfolio

Teacher should emphasise to the students the purpose of the portfolio and that it is their responsibility to make good samples that clearly demonstrate mastery of the skills. Likewise, he/she should facilitate the students to prepare the portfolio through the following procedures:

- (a) Outline the learning outcomes as per syllabus.
- (b) Identify the samples that students will include in their portfolio. Portfolio should include all garment making processes stipulated in the syllabus and examination format.
- (c) Facilitate students to make various samples as illustrated in the syllabus.
- (d) Paste/pin the samples on the hard paper/manila sheet (A4).
- (e) Instruct students to label each sample according to the garment making processes being demonstrated.
- (f) Facilitate students to file the sheets in the well labelled file. All garment making processes should be placed on loose sheets and filed neatly in a file.

The samples of garment making processes to be included in the portfolio are illustrated in **Table 14**.

**Table 14: Samples of Garment Making Processes**

S/N	Details
(i)	<p>Basic Sewing Stitches</p> <ul style="list-style-type: none"> <li>• Temporary stitches i.e., <i>even tacking, long and short tacking, diagonal tacking, basting, slip basting, tailor tacks and thread marking.</i></li> <li>• Joining stitches i.e., <i>back stitch, hemming stitch, oversewing stitch.</i></li> <li>• Neatening stitches i.e., <i>Overcasting stitch, blanket stitch, buttonholing, herringboning.</i></li> <li>• Embroidery stitches i.e., <i>satin, stem, lazy daisy, feather, French knot, chain and coral stitches.</i></li> </ul>
(ii)	<p>Seams</p> <ul style="list-style-type: none"> <li>• Open seam and ways of neatening open seam: <i>overcasting, machine edge, blanket, binding, loop stitching</i></li> <li>• Overlaid seam</li> <li>• Machine and fell seam</li> <li>• Run and fell seam</li> <li>• French seam</li> </ul>
(iii)	<p>Disposal of Fullness</p> <ul style="list-style-type: none"> <li>• Gathers i.e., <i>hand and machine gathering</i></li> <li>• Pleats i.e., <i>knife, box and inverted</i></li> <li>• Easing</li> <li>• Tucks i.e., <i>spaced, unspaced and pin tucks</i></li> <li>• Darts i.e., <i>double pointed, single pointed on heavy, medium and thin fabrics</i></li> </ul>
(iv)	<p>Opening</p> <ul style="list-style-type: none"> <li>• Faced slit</li> <li>• Continuous wrap</li> <li>• Box pleat</li> </ul>
(v)	<p>Fastenings</p> <ul style="list-style-type: none"> <li>• Press studs</li> <li>• Hook and eyes, bars and worked bars</li> <li>• Buttons and buttonhole, rouleau loops</li> <li>• Zip i.e., <i>concealed, semi concealed, visible</i></li> </ul>

S/N	Details
(vi)	Edge Finishing <ul style="list-style-type: none"> <li>• Facing i.e., <i>extended, shaped</i> and <i>bias</i>.</li> <li>• Binding</li> <li>• Piping i.e., <i>corded</i> and <i>flat</i></li> <li>• Hem</li> </ul>
(vii)	Collars <ul style="list-style-type: none"> <li>• Flat collar</li> <li>• Standing collar</li> <li>• Rolled collar</li> </ul>
(viii)	Sleeves <ul style="list-style-type: none"> <li>• Set in sleeve</li> <li>• Magyar/kimono sleeve</li> <li>• Raglan sleeve</li> </ul>
(ix)	Pockets <ul style="list-style-type: none"> <li>• Patch pocket</li> <li>• Seam pocket</li> <li>• Bound pocket</li> <li>• Hip pocket</li> </ul>

### 3.0 FILLING OF THE MARK SHEETS AND REPORT WRITING

Mark sheet is a form for recording the candidate's marks. It shows awarded marks for a particular task and the total marks awarded to each candidate. (Refer Appendix 3). When filling the mark sheet, the supervisor should make sure all necessary information in the marksheet is correctly filled and the supervisor should declare it.

After filling the mark sheet, write a short report in the general comments form, basing on the success and challenges faced during examination.

### 4.0 PACKING, SEALING AND DISPATCHING EXAMINATION DOCUMENTS

After completion of filling the mark sheets and comment form, put them in the security envelope provided then seal properly. Thereafter, handover the envelope to the District Examinations Committee.

## **5.0 CONCLUSION**

This part has explained the procedures for marking Textiles and Garment Construction coursework. It is important to adhere to the marking scheme as well as indicators and criteria for marking coursework in order to be fair in awarding marks. In addition, the completion procedure that involves filling the mark sheet(s), packing, sealing and dispatching procedures should be done correctly. It should be remembered that candidates' scores are confidential, hence they should not be disclosed to anybody.

## **PART III**

### **SEWING LABORATORY ORGANISATION, MANAGEMENT AND SAFETY**

#### **1.0 INTRODUCTION**

Textiles and Garment Construction practical examination will be of three (3) hours and the paper will have one (1) question, which will require the candidate to make half of the garment either left or right depending on the question requirement. This examination is conducted in the sewing laboratory, whereas the candidates will require the sewing machines, fabrics, and all other necessary sewing equipment to accomplish the tasks given. Checklist will be sent to schools not less than three months before the date of sitting for this examination. Likewise, the 3 hours advance instructions will be sent to schools with examination and be opened in 3 hours before the time of commencement of the examination. Therefore, the Textiles and Garment Construction teacher should be the one who is responsible for the preparation of the laboratory. This part illustrates the organisation, management and safety in the sewing laboratory, since they are essential aspects for the effective preparation of the laboratory for practical examinations.

#### **2.0 SEWING LABORATORY ORGANISATION**

Organisation of the sewing laboratory is the arrangement of the equipment and the working area. It involves planning and arrangement of small and large equipment properly and in a safe condition. Sewing laboratory organisation is important as it provide peace of mind when sewing and maximising workflow during preparation of practical examination as well as during practical examination. It is expected that Textiles and Garment Construction teachers are able to organise the sewing laboratory for practical examination.

##### **2.1 Important Issues to Consider While Organising the Sewing Laboratory**

Teachers should use the checklist to identify all equipment needed for the practical examination and arrange them accordingly by ensuring that:

- (a) working tables are large enough and the candidates are not

allowed to share them. Every candidate should work on his/her own table.

- (b) the sewing laboratory is large enough to accommodate the candidates for the time allocated in the time table.
- (c) arrange the sewing machine next to the working table to reduce movement from one place to another.
- (d) ironing table and iron are kept at the place where all candidates can reach easily.
- (e) small equipment are arranged well according to their types/function.

## **2.2 Important Equipment to be Arranged in a Sewing Laboratory**

Large equipment such as sewing machine, ironing board and iron, should be arranged in an appropriate place. Two candidates may share the sewing machine, but if there is enough sewing machines, every student could have his/her own sewing machine. Ironing table and iron should also be provided. For comfortable use, two (2) to three (3) candidates may share one iron and ironing table.

## **2.3 Arrangement of the Working Tables**

The candidates' working tables should be arranged well with all necessary small equipment. The textile teacher should make sure that all types of equipment are available for each candidate. The following are important small equipment:

### ***Important small equipment to be arranged on a working table***

Every candidate should be provided with each of the following equipment:

- (a) Cutting out scissor
- (b) Paper scissor
- (c) Tailors chalk
- (d) Tracing wheel and paper
- (e) Tape measure
- (f) Pin cushion
- (g) Dressmaker's pins
- (h) Hand sewing needles and
- (i) Other equipment as per instruction

### **Note:**

Candidates are not allowed to share the small equipment.

### **3.0 SEWING LABORATORY MANAGEMENT BEFORE THE COMMENCEMENT OF THE EXAMINATION**

Sewing laboratory management involves the procedure of handling sewing equipment. It also deals with the operations, repair and maintenance of equipment in the sewing laboratory. It is expected that teachers are able to manage the sewing equipment for preparing the practical examinations.

#### **3.1 Important Things to Consider in Sewing Laboratory Management**

Teachers should be able to manage the equipment when preparing the practical examinations in the sewing laboratory. For effective preparation of the sewing laboratory for examinations, teachers should ensure that:

- (a) all equipment identified in the checklist are available in the sewing laboratory; so that the equipment required from 3 hours advance instruction will be available;
- (b) all equipment such as sewing machines, iron and scissors are useful and tested for their efficiency;
- (c) fabric and trimmings are available in a correct requirement as specified in the checklist;
- (d) sewing machines have been oiled few days before practical examination;
- (e) the sewing laboratory has enough light because having enough light will make sewing easier on the eyes and prevent mistakes.

#### **3.2 Preparation of Sewing Machine**

All sewing machines differ, but most have basic features that are similar from model to model. Therefore, Textile and Garment Construction teacher should be able to prepare the sewing machine correctly before practical examination.

##### ***Key issues to consider when preparing the sewing machine***

- (a) Place the sewing machines at the correct places where there is enough light.
- (b) Winding the bobbin for each sewing machine that will be used for practical. Add one extra bobbin for each sewing machine.



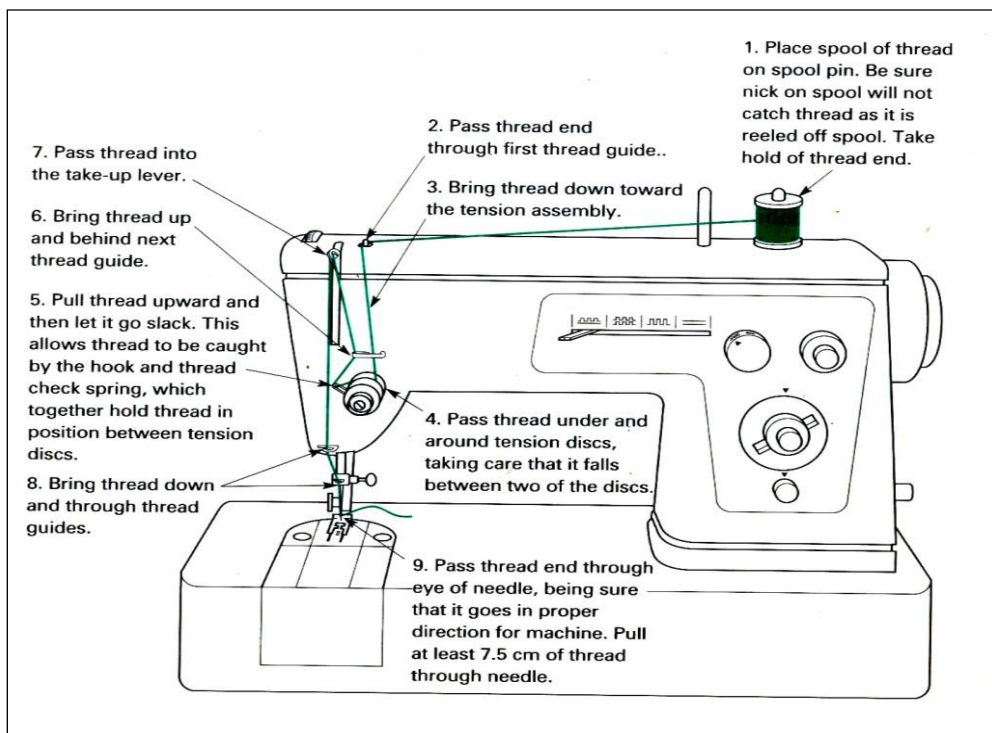
- (c) Use correct size of needle and thread for the fabric selected.
- (d) Insert needle using correct procedure according to the type of sewing machine.

***Important steps to follow when setting up the sewing machine***

Textiles teachers should set up a sewing machine using the following steps:

- (a) Place the bobbin with bobbin case in the shuttle case.
- (b) Place the reel of thread on spool pin.
- (c) Thread the sewing machine correctly both upper threading and lower threading.
- (d) Raise the bobbin thread through to the top of the machine.
- (e) Place both ends of threads under the presser foot and pass them towards the back of the machine.
- (f) Test the stitch on a scrap of the fabric to be sewn. The fabric should be on double layers. Examine the stitches carefully on both sides, right and wrong sides.
- (g) Rectify any machine faults observed. (If any)

**Figure 1** indicates the procedures for threading the sewing machine.



**Figure 1: Upper Threading**

Source: Neal M. M (2005) *Needlework for Schools*

### 3.3 Machine Faults and their Remedies

During sewing, candidates may face difficulties that may hinder them to continue with sewing. The Textiles and Garment Construction teacher should rectify all faults so that the candidate will continue with smooth sewing. Table 15 illustrates the sewing machine faults and their remedies.

**Table 15: Sewing Machine Faults and Their Remedies**

S/N	Fault	Cause	Remedy
(a)	Thread breaking.	(i) Tension too tight. (ii) Incorrect threading. (iii) Needle blunt or bent. (iv) Needle size incorrect for the thread used. (v) Needle incorrectly inserted.	(i) Loosen tension screw. (ii) Rethread correctly. (iii) Replace needle with new one. (iv) Replace

S/N	Fault	Cause	Remedy
		(vi) Spool too full and jamming the bobbin race.	according to the size of tread. (v) Set the needle correctly. (vi) Remove bobbin and unwind a portion of the thread.
(b)	Loop on wrong side stitching.	(i) Tension too loose on thread from reel. (ii) Bobbin upside down. (iii) Incorrect threading.	(i) Tightened tension screw. (ii) Correct bobbin. (iii) Re-thread correctly.
(c)	Loops on right side of stitching.	Needle in backwards.	Reverse needle.
(d)	Puckered seams.	(i) Tension too tight. (ii) Needle blunt.	(i) Loosen tension screw (ii) Replace needle
(e)	Material not moving under presser foot.	(i) Too great thickness of fabric. (ii) Stitch regulator screwed to fullest extent of shortening. (iii) Beginning stitching too close to edge.	(i) Avoid jamming too many folds of fabric under the foot. (ii) Adjust stitch regulator. (iii) Correct position of presser foot.
(f)	Broken needle.	(i) Presser foot loose so that needle hits it instead of passing between two holes. (ii) Seam or hem too thick for size of needle. (iii) Needle loose and striking presser foot. (iv) Presser foot passing	(i) Tighten presser foot screw. (ii) Cut away some of bulk where not required. Check needle size, ease material under foot.

S/N	Fault	Cause	Remedy
		over pins in folds and needle hitting them. (v) Needle striking knots in tacking threads.	(iii) Tighten needle screw. (iv) Remove all pins before machining. (v) Never fasten stitching on or off with knots.
(g)	Missed Stitches.	(i) Needle blunt, twisted or too low. (ii) Material pulled as it is being stitched. (iii) Threaded too thick for needle used.	(i) Replace needle with new one in correct position. (ii) Use hand guide, not pull, the work. (iii) Use identical threads on reel and bobbin.
(h)	Stitches not interlocking.	Needle backward.	Reverse needle.

### 3.4 Preparation of Fabric

Recommended fabric for the examination is a cotton material of medium weight. To be successful it is advisable to choose fabric that is firmly woven. Woven fabric is made up with two sets of threads. One set of threads (warp thread) is laid down the length and another set (weft threads) is woven in and out across the width. At both edge of the fabric there are closed woven threads that prevent it from unravelling known as *selvedge*.

#### ***Key issues to consider when preparing fabric***

The teacher should consider the following when preparing fabric:

- (a) Identify the weft and warp threads on the fabric.
- (b) Straightening the fabric using a procedure of pulling a thread. Procedure for straightening the fabric.
  - (i) Snip across the selvedge at the lowest end at the width of the fabric (weft thread direction) edge until the fabric puckers.

- (ii) Cut along the puckered line.
- (iii) Pull a thread along the cut.
- (c) Cut the pieces of fabric according to the instructions provided. If the pieces are out of line, they should be straightened. The simple way of straightening the fabric is to pull on the edges in the opposite direction until the right-angle corner is achieved.

#### **4.0 SEWING LABORATORY SAFETY**

Safety in the sewing laboratory is a condition of being free from accidents or hazards. In the sewing laboratory, safety is important to both candidates and teachers. It is expected that teachers and candidates are able to safely handle operation of the sewing laboratory for practical examination.

##### ***Important Things in Maintaining Safety in the Laboratory***

The teachers should be able to set sewing machine and arrange properly other equipment used in the sewing laboratory to avoid accidents. In order to accomplish these, he/she should adhere to the following safety rules for effective preparation of a laboratory for practical examinations:

- (a) Keep floor area clean and dry.
- (b) Wear sewing apron and keep shoes on at all times as by mistake step on pins and needles.
- (c) Never put pins in your mouth, use pin cushion.
- (d) Keep shears and scissors closed when not in use.
- (e) Pass sharp objects, handle first, to another person.
- (f) Walk with blades pointing toward floor.
- (g) Rest iron on its heel, not flat down on its soleplate or on the ironing pad to avoid scorching the ironing board cover.
- (h) Turn the iron off at the end of the work.
- (i) Do not lean your face too close to the machine, keep your attention on your work and hands. Keep your hands at a safe distance from the needle.
- (j) Keep scissors and other sharp objects away from the sewing machine belt.
- (k) When the sewing machine is not in use, lower the foot and needle.
- (l) Use both hands to raise and lower the machine head.

## 5.0 SUBJECT CONTENT AREAS FOR PRACTICAL EXAMINATION

The Textiles and Garment Construction practical examination will involve an assessment from the topics/sub topics indicated in **Table 16**.

**Table 16: Subject Content Areas for Practical Examination**

S/N	Topic	Sub Topic	Practical Activities
(a)	Making a Garment	Laying and cutting out the material.	<ul style="list-style-type: none"> <li>• Laying out the pattern pieces.</li> <li>• Cutting out the material.</li> <li>• Transferring pattern marking.</li> </ul>
(b)	Garment Making Processes	(i) Stitches (ii) Seams (iii) Disposal of Fullness (iv) Openings and fastenings (v) Edge Finishing (vi) Collar (vii) Pockets (viii) Sleeves and cuffs	<ul style="list-style-type: none"> <li>• Choosing appropriate garment making processes.</li> <li>• Sewing the garment: Combining different garment components using appropriate procedure.</li> </ul>

### 5.1 Making a Garment

Pattern layout is the procedure of placing patterns on the fabric without wasting fabric. Adhere to the correct pattern layout will help to ensure that the garment is cut out on grain. The best way to layout pattern pieces on fabric is to follow the pattern mark for layout given. After it has been aligned the pattern is pinned to the fabric layer(s) in preparation to cutting. Therefore, Textiles and Garment Construction teacher should provide to each candidate the following sewing tools: dressmaker's pins, scissor, tracing wheel, tracing papers, needles, and tacking threads.

### 5.2 Garment Making Processes

Sewing is the most important procedure in the process of garment making. Sewing means joining of different parts of garments with the use of needle and thread. The main purpose of sewing is to produce seam. Sewing is done by putting parts together and joining into a whole garment. Garment making is a practical achievement that requires the knowledge and skills of garment making processes such as application

of *stitches, seams, disposal of fullness, collars, openings, fastenings, pockets* and *edge finishes*. Its appropriate application in garment making is necessary for a good quality end product.

## **6.0 CONCLUSION**

This part has provided the important aspects on the preparation of sewing laboratory for practical examination. It has explained about sewing laboratory, organisation, management and safety. Therefore, it is important for the teachers to familiarize with all procedures explained, in order to provide conducive working condition during Textiles and Garment Construction practical examination.

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*Appendix 2: Mark Sheet for Food and Human Nutrition*

**THE UNITED REPUBLIC OF TANZANIA  
THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA  
CERTIFICATE OF SECONDARY EDUCATION**

**MARK SHEET FOR 051/2 FOOD AND HUMAN NUTRITION 2 PRACTICAL**

**SHEET No.....of.....**

**Centre No.:** .....

**Name of School:**

.....

Cand. No.	Candidate's Name (Enter in Block letters)	Number of Sessions	Question Number	Choice of Dishes	Plan of Work	Shopping List	Skill	Quality	Tidiness and Washing	General Impression	Appearance and serving	Total
				10	5	5	35	30	5	5	5	100

**NB:** List the candidates serially according to the candidates' index numbers.

**DECLARATION:** I certify that I have completed this list and the entries are correct.

**Name of Supervisor (Block Letters):** ..... **Signature:** ..... **Date:** .....

**Appendix 3: Mark Sheet for Textiles and Garment Construction**

**THE UNITED REPUBLIC OF TANZANIA  
THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA  
CERTIFICATE OF SECONDARY EDUCATION  
MARK SHEET FOR 052/2 TEXTILES AND GARMENT CONSTRUCTION 2  
COURSEWORK**

**SHEET No..... of.....**

**Centre No.:** .....

**Name of School:**

.....

Cand. No.	Candidate's Name (Enter in Block letters)	Detailson RS	Detailson WS	Portfolio	Total	FOR SUPERVISORS USE ONLY (Briefly comment on each candidate's work)
		7	8	10	2 5	

**NB:** List the candidates serially according to the candidates' index numbers.

**DECLARATION:** I certify that I have completed this list and the entries are correct.

**Name of Supervisor (Block Letters):** ..... **Signature:** ..... **Date:** .....

*Appendix 4: Assessment Form for A Portfolio*

**THE UNITED REPUBLIC OF TANZANIA  
THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA  
CERTIFICATE OF SECONDARY EDUCATION EXAMINATION**

**ASSESSMENT FORM FOR A PORTFOLIO**

<b>Criteria</b>	<b>Indicators</b>			
Selection of samples that meet the requirement of the portfolio.				
Organisation of the portfolio.				
Qualities of the work samples.				
Varieties of work samples.				
<b>Total</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>10</b>

*Appendix 5: General Comments Form*

**THE UNITED REPUBLIC OF TANZANIA  
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA  
CERTIFICATE OF SECONDARY EDUCATION EXAMINATION  
(CSEE) 20...**

**GENERAL COMMENTS**

**CENTRE NUMBER:** ..... **SCHOOL:** .....

**NO. OF CANDIDATES:** ..... **NO. OF SESSIONS:** .....

**NAME:** ..... **SIGNATURE:** ..... **DATE:** .....

*Appendix 6: Sample Questions and Model Answers*

**051/2 Food and Human Nutrition 2**

**Question 1**

- (a) Show the use of the following ingredients by preparing, cooking and serving four dishes to be packed for day school children:
- (i) Bread crumbs
  - (ii) Cheese
  - (iii) Minced meat
  - (iv) Batter
- (b) Prepare a suitable drink to be packed for the children.

## Model Answers

Candidate No. ....

### Choice of Dishes

#### Session 1

#### Question 1

#### Dishes Chosen

- (a) Four dishes to be packed for day school children using
- (i) Bread crumbs - Scotch egg
  - (ii) Cheese – Cheese biscuits
  - (iii) Minced Meat - Meat balls
  - (iv) Batter – Pancakes
- (b) Drink - Orangeade

<b>Chosen dishes</b>	<b>Ingredients</b>	<b>Method of preparation/ cooking</b>	<b>Time of preparation/ cooking</b>
Scotch egg	500g minced meat 6 eggs 125g bread crumbs ½ litre cooking oil 1 teaspoon levelled salt	Frying	25 min
Cheese biscuits	125g plain flour (wheat) 50g self-raising flour 100g butter 100g Cheddar cheese Pinch of salt	Baking	20 min
Meat balls	500g minced meat 2 egg 2 medium onions 1 bunch of parsley	Deep Frying	20 min



	leaves 125g bread crumbs 2 teaspoon salt		
Pancakes	200g all-purpose flour 400 ml water 20g butter 100g sugar 2 eggs medium size ½ teaspoon salt ½ litre cooking oil	Shallow frying	25 min
Orangeade	4 oranges 100g white sugar 750 ml of water ice	Mixing	10 min

Candidate No.: .....

### Shopping List

Grocery	Green Grocery	Butchery	Dairy
10 eggs 1 bread loaf 1 litre cooking oil 150g Cheddar cheese 145g butter 325g plain flour (wheat) 50g self-raising flour 200g fine sugar	2 medium onions 1 bunch of parsley leaves Ginger Garlic 4 oranges	1 kg minced meat	

#### Previous preparation ingredients

1 bread loaf

Candidate No: .....

### Order of Work

#### Previous preparation

(i) Making bread crumbs – 1 day (24 hours) before practical session

8:00 am – 10:30 am

Time	Activities/Task	Important points
8:00 – 8:10	Collection of ingredients	Correct procedure of measuring ingredient
8:10 – 8:15	<b>Preparation of syrup</b> <ul style="list-style-type: none"><li>• Peeling oranges thinly to get rind.</li><li>• Making syrup with orange rind in it, then let it cool.</li><li>• Cleaning the surface and collect dirty utensils.</li></ul>	Safe drinking water should be used to make syrup.
8:15 – 8:25	While preparing biscuits dough, boil eggs for making scotch eggs. <b>Preparation of cheese biscuits</b> <ul style="list-style-type: none"><li>• Preheating oven to 180°C/350°F. Oil oven trays; line with baking paper.</li><li>• Sifting dry ingredients into medium bowl, rub in butter.</li><li>• Stirring in cheeses and enough of the water to make a soft dough.</li><li>• Kneading dough on floured surface until smooth.</li><li>• Shaping dough into 38cm (15 inch) then wrap tightly in foil; refrigerate 1 hour.</li><li>• Cleaning the surface and collect dirty utensils.</li></ul>	<ul style="list-style-type: none"><li>• Chilling the dough solidifies the fat and cheese in the dough.</li><li>• Remember to boil eggs for 5 minutes, thereafter put them in cold water to cool.</li></ul>

8:25 – 8:40	<p><b>Preparation of orangeade</b></p> <ul style="list-style-type: none"> <li>• Squeezing oranges and remove seeds.</li> <li>• Combining juice, syrup and two cups of water in a closed lid jug.</li> <li>• Keep in the refrigerator for at least 1 hour for chilling.</li> <li>• Cleaning the surface and collect dirty utensils.</li> </ul>	Safe drinking water should be used to make a drink.
8:40 – 9:00	<p><b>Preparation of scotch eggs</b></p> <ul style="list-style-type: none"> <li>• Seasoning minced meat.</li> <li>• Peeling eggs.</li> <li>• Flattening minced meat and make a patty to surround each egg.</li> <li>• Very lightly flour the outer layer of minced meat then coat with beaten egg.</li> <li>• Rolling in bread crumbs to cover evenly.</li> <li>• Deep-frying prepared eggs until golden brown while making sure each side is well cooked.</li> <li>• Cleaning the surface and collect dirty utensils.</li> </ul>	<p>High quality meat should be used.</p> <p>Egg should be covered well make sure there are no spaces to see eggs.</p>
9:00 – 9:25	<p><b>Preparation of pancakes</b></p> <ul style="list-style-type: none"> <li>• Add the eggs into the water and whisk together.</li> <li>• In a big bowl, mix together the flour, salt and sugar.</li> <li>• Add the eggs mixture gradually into the flour mixture, whisking to adjust a smooth batter.</li> <li>• Use grease to cook the pancakes in shallow frying pan.</li> <li>• When cooked, place on a plate and fold.</li> </ul>	Avoid over mixing the mixture as the more you mix the more gluten develops in the batter ending to the tough chewy pancakes instead of fluffy and tender.

9:25 – 9:45	<ul style="list-style-type: none"> <li>• Cutting dough into 5mm (¼ inch) thick round slices, place 3cm (1¼ inches) apart on oven trays.</li> <li>• Removing scotch eggs from the oven.</li> <li>• Baking biscuits about 20 minutes then cool on trays.</li> <li>• Cleaning the surface and collect dirty utensils.</li> <li>• Cutting in half leave them to cool, then pack in a tight-fitting container.</li> <li>• Removing biscuits from the oven and leave them to cool.</li> <li>• Cleaning the surface and collect dirty utensils.</li> </ul>	Switch off an oven.
9:45 – 10:05	<p><b>Preparation of meat balls</b></p> <ul style="list-style-type: none"> <li>• Combining the meat and breadcrumbs.</li> <li>• Whisking the egg, salt and parsley</li> <li>• Adding the ground meat.</li> <li>• Adding the onions and soaked breadcrumbs.</li> <li>• Shaping the meat into balls.</li> <li>• Deep frying to golden brown.</li> <li>• Leaving them to cool before packing.</li> <li>• Cleaning the surface and collect dirty utensils.</li> </ul>	Do not pack hot meat balls.
10:05 – 10:20	<p>Packing all food items in the appropriate containers.</p> <p>Removing juice from the refrigerator.</p> <p>Packing the school bag display neatly on the table.</p>	Appropriate packing containers should be used.
10:20 – 10: 30	<p>Cleaning all utensils, top surface and floor.</p> <p>Arranging neatly all clean utensils on the table.</p> <p>Disposing waste from the dustbin and clean the dustbin.</p>	

## Question 2

To prevent food from being wasted, leftover food can be reheated to make a new meal or ingredients.

- (a) Prepare, cook and serve three dishes for lunch by using the following left-over foods.
  - (i) Roasted beef
  - (ii) Roasted potatoes
  - (iii) Slices of bread
- (b)
  - (i) Make a vegetable dish to accompany the meal prepared in part (a).
  - (ii) Prepare a cold drink to be taken after a meal.

## Model Answers

Candidate No: .....

### Choice of Dishes

#### Session 1

#### Question 2

#### Dishes chosen

- (a) Three dishes for lunch
- (i) Beef *en Papillote* (from roasted beef)
  - (ii) Stewed potatoes (from roasted potatoes)
  - (iii) Fried fish (coated with bread crumbs)
- (b) (i) Sautéed spinach  
(ii) Mixed fruit juice

Chosen dishes	Ingredients	Method of cooking/preparation	Time of cooking/preparation
Beef en Papillote (from roasted beef)	250g meat (fillet) 2 piece of Ginger 1 garlic bulb 2 Lemon 2 tbs cooking oil 1 teaspoon levelled salt 1 bunch Parsley 1 large onions 1 carrot ½ lemon Parchment paper	Roasting  <i>en papillote</i>	40 min
Stewed potatoes (from roasted potatoes)	250g potatoes ¼ litre cooking oil 1 teaspoon levelled salt 3 Tomatoes 1 Onion	Roasting  Stewing	30 min
Fried fish	125g fish fillet 2 egg	Deep Frying	30 min

	125g bread crumbs (from bread slices) 1 teaspoon salt ½ lemon A pinch of black pepper Lettuce		
Sautéed spinach	A bunch of spinach 1 medium onion 1 small carrot 1 tbsn cooking oil ½ tspn salt	Shallow frying	10 min
Mixed fruit juice	5 passions 1 mango 1 avocado 100g white sugar 750 ml of water ice	Blending	20 min

**Note:**

Leftover food can be indicated as an ingredient; however, its ingredients should be clearly indicated in the shopping list under the subtitle namely: *Ingredients for previous preparation.*



Candidate No: .....

### Shopping List

Grocery/Shop	Green Grocery/Market	Butchery/fish monger	Dairy
1 bread loaf 1 litre cooking oil 2 eggs 100g white sugar 50g black pepper 250g salt Parchment paper	250g potatoes 3 medium onions 1 bunch of parsley leaves 2 piece ginger 1 bulb garlic 5 passions 1 mango 1 avocado 3 pieces carrot 1 lemon 1 lettuce 225g tomatoes	250g meat (fillet) 125g fish fillet	

**Ingredients for previous preparation** (extracted from shopping list) These should be provided a day before practical session)

250g meat (fillet)

250g potatoes

5 cloves of garlic

1 ginger

1 lemon

½ tbs cooking oil

1 bread loaf

Candidate No: .....

### Order of Work

#### Previous Preparation

24 hrs previous preparation

- (i) Roasting of beef
- (ii) Roasting of potatoes
- (iii) Preparation of bread crumbs

Time	Activities/Task	Important points
8:00 – 8:10	Collection of ingredients	Correct procedure of measuring ingredients.
8:10 – 8:15	<b>Preparation of syrup</b> <ul style="list-style-type: none"> <li>• Making syrup then let it cool.</li> <li>• Cleaning the surface and dirty utensils.</li> </ul>	Safe drinking water should be used to make syrup.
8:15 – 8:55	<b>Preparation of Beef <i>en Papillote</i></b> <ul style="list-style-type: none"> <li>• Preheating oven to 180°C/350°F.</li> <li>• Line the roasting tray with parchment paper.</li> <li>• Put the roasted meat in a mixing bowl, then mix them with sliced onions, shredded carrots, pounded ginger, crushed garlicks and parsley.</li> <li>• Put the mixture of roasted meat in the roasting tin</li> <li>• Seal well the parchment paper and put in the oven.</li> </ul>	Remember that reheated food should be cooked with enough temperature
8.55 – 9.10	<b>Preparation of fruit juice</b> <ul style="list-style-type: none"> <li>• Prepare passions, mango and avocado.</li> <li>• Blend the fruits (passions, mango and avocado).</li> <li>• Serve in a jug</li> <li>• Keep in the refrigerator for chilling.</li> <li>• Cleaning the surface and collect dirty utensils.</li> </ul>	Remember to remove beef <i>enPapillote</i> from the oven.

	<ul style="list-style-type: none"> <li>• Remove beef <i>en Papillote</i> from the oven and serve.</li> </ul>	
9:10 – 9:40	<p><b>Preparation of stewed potatoes</b></p> <ul style="list-style-type: none"> <li>• Prepare onions, tomatoes</li> <li>• make potatoes stew from roasted potatoes (left over food)</li> <li>• Cleaning the surface and collect dirty utensils.</li> </ul>	Remember that reheated food should be cooked with enough temperature.
9.40 – 10.10	<p><b>Preparation of fried fish</b></p> <ul style="list-style-type: none"> <li>• Season the fish fillet with salt, black pepper and lemon juice.</li> <li>• Whisk the eggs and soak the pieces of fish fillet in eggs.</li> <li>• Remove pieces of fish fillet and put on the chopping board.</li> <li>• Sprinkle bread crumbs all over to cover evenly.</li> <li>• Shallow frying the fish fillets on medium heat to get golden colour.</li> <li>• Serve on beds of salad (vegetable).</li> <li>• Cleaning the surface and collect dirty utensils.</li> </ul>	Do not overcook the fish
10:10 – 10:15	<p><b>Preparation of sautéed spinach</b></p> <ul style="list-style-type: none"> <li>• Wash spinach leaves and leave them to drain water.</li> <li>• Slice onions and chop them thinly and shred carrot.</li> <li>• Shred spinach thinly.</li> <li>• Mix onion, carrot and spinach.</li> <li>• Fry using very little oil until soft.</li> <li>• Cleaning the surface and collect dirty utensils.</li> </ul>	Do not overcook because some nutrients will be lost.
10:15 – 10:30	<ul style="list-style-type: none"> <li>• Remove juice from the refrigerator.</li> <li>• Serve all dishes and arrange on the working table.</li> </ul>	Use appropriate serving dishes.

	<ul style="list-style-type: none"><li>• Cleaning all utensils, top surface and floor. Arranging neatly all clean utensils on the table.</li><li>• Disposing waste from the dustbin and clean the dustbin.</li></ul>	
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## Appendix 7: Measuring Cups and Spoons



*Appendix 8: Conversion Chart*

<b>Weights of common ingredients in grams</b>							
<b>Ingredient</b>	<b>1 cup</b>	<b>3/4 cup</b>	<b>2/3 cup</b>	<b>1/2 cup</b>	<b>1/3 cup</b>	<b>1/4 cup</b>	<b>2 Tbsp</b>
Flour, all purpose (wheat)	120 g	90 g	80 g	60 g	40 g	30 g	15 g
Flour, well sifted all purpose (wheat)	110 g	80 g	70 g	55 g	35 g	27 g	13 g
Sugar, granulated cane	200 g	150 g	130 g	100 g	65 g	50 g	25 g
Confectioner's sugar (cane)	100 g	75 g	70 g	50 g	35 g	25 g	13 g
Brown sugar, packed firmly (but not too firmly)	180 g	135 g	120 g	90 g	60 g	45 g	23 g
Corn meal	160 g	120 g	100 g	80 g	50 g	40 g	20 g
Corn starch	120 g	90 g	80 g	60 g	40 g	30 g	15 g
Rice, uncooked	190 g	140 g	125 g	95 g	65 g	48 g	24 g
Macaroni, uncooked	140 g	100 g	90 g	70 g	45 g	35 g	17 g
Couscous, uncooked	180 g	135 g	120 g	90 g	60 g	45 g	22 g
Oats, uncooked quick	90 g	65 g	60 g	45 g	30 g	22 g	11 g
Table salt	300 g	230 g	200 g	150 g	100 g	75 g	40 g
Butter	240 g	180 g	160 g	120 g	80 g	60 g	30 g
Vegetable shortening	190 g	140 g	125 g	95 g	65 g	48 g	24 g
Chopped fruits and vegetables	150 g	110 g	100 g	75 g	50 g	40 g	20 g
Nuts, chopped	150 g	110 g	100 g	75 g	50 g	40 g	20 g
Nuts, ground	120 g	90 g	80 g	60 g	40 g	30 g	15 g
Bread crumbs, fresh, loosely packed	60 g	45 g	40 g	30 g	20 g	15 g	8 g

Source: <https://www.pinterest.com/pin/138415388522411277/>

### ***Appendix 9: Portion Size***

There are number of principles one may follow when planning a meal. However, the aim of this examination is to measure varieties of food preparation skills. Hence, no exact portion per person should be considered, instead the following are suggested portions per 2 people that candidates should prepare during examination.

250g meet/fish/chicken/minced meat

200g pulses/fresh peas/fresh beans/soybeans

125g rice/potatoes/bananas/flour

150g Vegetables

