



FRM/EDPD/078

C A R I B B E A N E X A M I N A T I O N S C O U N C I L

CARIBBEAN SECONDARY EDUCATION CERTIFICATE®

HOME ECONOMICS

GENERAL PROFICIENCY

**GUIDELINES TO TEACHERS AND EXTERNAL EXAMINERS FOR THE
CONDUCT OF THE
SCHOOL-BASED ASSESSMENT PRACTICAL ASSIGNMENTS**

RATIONALE FOR SCHOOL-BASED ASSESSMENT

The internal assessment component of the Home Economics examination consists of three practical assignments and a portfolio is intended to:

1. Provide an opportunity for teacher involvement in the evaluation process;
2. Provide an opportunity for candidates to be assessed on the practical skills that are important to the course of study
3. Provide an opportunity for teachers to assess candidates' level of achievement at various points over the two-year course of study.

NOTES TO TEACHERS AND EXTERNAL EXAMINERS

Planning

1. Candidates are required to do three practical assignments for the internal assessment component of the examination. The first and third assignments are assessed by the class teacher only. The second assignment is assessed by the teacher and an external examiner. **For Food, Nutrition and Health, the second assignment and the portfolio is assessed by the teacher and the external examiner.**
2. Teachers are expected to provide guidance to candidates in selecting appropriate tasks for their practical assignments.
3. A planning session should be held prior to the practical session. The planning session should be carried out as part of normal classroom activities.

4. Adequate guidance should be provided by teachers to ensure that suitable dishes/activities are chosen and that the list of ingredients, equipment or materials is appropriate.
5. Time plans should be realistic and manageable.
6. Schools are required to make arrangements for the provision of materials and equipment for the practical assignment.
7. The external examiner should be requested to inform the school of the time of her arrival, the time for the first session and the appropriate time of subsequent sessions.
8. The room is to be made available to the examiner at least fifteen minutes before the practical session, and for at least thirty minutes afterwards. The examiner will invite candidates to enter when she is ready for them, and will mark the assignment at the end of the sessions.
9. The teacher should be present in the practical session for the SBA assignment, and should assess the work of each candidate, using the CXC mark scheme. Assignments are to be assessed by both the teacher and the external examiner using the CXC mark scheme.
10. A reliable clock and first aid box should be provided.

Assessment

11. The assessment of the practical assignments must be based according to the criteria specified in the CXC Home Economics marking scheme.
12. Each of the three assignments must be marked out of 20. For purposes of ease of assigning marks to each component of the assignment, the assignments may be marked out of a multiple of 20: that is, 40, 60, 80 and so on, and scaled back down to 20. However, marks recorded on the record sheet to be submitted to CXC must be out of a maximum of 20 for each of the three assignments. **For Food, Nutrition and Health, the first and third assignment must be marked out of 15; the second assignment will be mark out of 30, of which 15 marks are for the portfolio.**
13. The reliability of marks awarded is a significant factor in School-Based Assessment and has far-reaching implications for the candidate's final grade. Marks should therefore be awarded fairly and consistently.
14. The class teacher and the external examiner are to grade the candidates independently using the CXC marking scheme and enter his/her mark in the appropriate column.

15. The class teacher and the external examiner then discuss any discrepancies between the two marks awarded to the candidate and come to a consensus on an agreed mark for the candidate for Assignment 2.
16. In the event that there is no agreement between the class teacher and the external examiner, then the candidate's mark for Assignment 2 will be the average of the class teacher's mark and the external examiner's mark.
17. The external examiner is expected to complete a report on the conduct of the School-Based Assessment at each centre.
18. The external examiner is expected to include in his/her report any irregularities noted with respect to the conduct of the School-Based Assessment.
19. The Record of Marks which contains the marks for the three assignments will be retained by the teacher to be despatched to the Local Registrar for submission to CXC.
20. The Record of Marks for use by the External Examiner will be retained by the external examiner to be despatched to the Local Registrar for submission to CXC.
21. CXC may request that samples of candidates' work be submitted to the Council for purposes of Moderation.

SPECIFIC INSTRUCTIONS

TEXTILES, CLOTHING AND FASHION

Provision of Materials

1. EACH candidate must be equipped with the following materials:
 - (i) An envelope containing the pattern drafted by the candidate, and the piece of fabric cut from the drafted pattern
 - (ii) Matching sewing thread
 - (iii) Tacking thread
 - (iv) Sewing equipment
 - (v) Notions.

Provision of Equipment

2. Each candidate should have adequate table space for his/her work.
3. At least one sewing machine should be available for every three candidates, and one set of pressing equipment should be available for every six candidates.
4. The machines should be tested and threaded before the practical session begins.

Preparation of Finished Work

5. Allow time for the final pressing after the end of the practical session.
6. Each candidate should write the centre number, candidate registration number and his/her name on a label provided by the school/teacher.
7. The candidate should sew the label onto a single thickness of the material so that it does not hide any of the sewing.
8. The work should be folded neatly and placed in envelopes.
9. The envelope should be carefully packed according to the candidates' registration numbers and retained by the teacher. Candidates' work from the School-Based Assessment must be kept for a period of three months after the results of the examination are published.

FOOD, NUTRITION AND HEALTH

FAMILY AND RESOURCE MANAGEMENT

ASSIGNMENT 2

Planning Session

1. A planning session should be carried out as part of normal classwork activities.
2. During this planning session, candidates will use **FRM/EDPD/080** to make in triplicate a plan to include:
 - (a) activities chosen, main ingredients with quantities and equipment and materials needed
 - (b) time plan to show the order of work and the methods to be used
 - (c) list of ingredients with quantities and special materials needed.
3. Candidates are allowed the use of recipe books, text books and note books.
4. The class teacher must keep the completed plan sheets, **FRM/EDPD/080** to be used at the practical session.

Practical Session

5. The time allowed for the practical session is 2½ hours.
6. The use of recipe books is allowed during the planning session as well as the practical session.
7. Sufficient space and adequate equipment must be allowed for individual work by each candidate.
8. Each candidate must wear a label showing his/her registration number.
9. At the beginning of the practical SBA session, a copy of the plan sheets should be given to the external examiner.