



National
Qualifications

Hospitality: Practical Cookery

Practical activity

General assessment information

This pack contains general assessment information for centres preparing candidates for the practical activity Component of National 5 Hospitality: Practical Cookery Course assessment.

It must be read in conjunction with the specific assessment task(s) for this component of Course assessment, which may only be downloaded from SQA's designated secure website by authorised personnel.

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Introduction

This is the general assessment information for the National 5 Hospitality: Practical Cookery Course.

This practical activity is worth 100 marks. The marks contribute 100% of the overall marks for the Course assessment. The Course will be graded A-D.

The Course assessment has no other Components.

This practical activity has two stages.

Stage 1, titled 'Planning', has 15 marks.

Stage 2, titled 'Implementing', has 85 marks.

This document describes the general requirements for the assessment of the practical activity component for this Course. It gives general information and instructions for assessors.

It must be read in conjunction with the assessment task for this Component of Course assessment.

Equality and inclusion

This Course assessment has been designed to ensure that there are no unnecessary barriers to assessment. Assessments have been designed to promote equal opportunities while maintaining the integrity of the qualification.

For guidance on assessment arrangements for disabled candidates and/or those with additional support needs, please follow the link to the Assessment Arrangements web page: www.sqa.org.uk/sqa/14977.html

Guidance on inclusive approaches to delivery and assessment in this Course is provided in the *Course Support Notes*.

What this assessment covers

This assessment contributes 100% of the total marks for the Course.

The assessment will assess the skills, knowledge and understanding specified for the practical activity in the *Course Assessment Specification*. These are:

- ◆ planning, organisational and time management skills
- ◆ applying food preparation techniques and cookery processes according to a given brief
- ◆ preparing and using ingredients according to a given brief
- ◆ presenting and serving each dish appropriately
- ◆ demonstrating safe and hygienic working practices

Assessment

Purpose

The purpose of this assessment is to generate evidence for the Added Value of this Course by means of a practical activity.

The purpose of this practical activity is to address challenge and application by assessing the candidate's ability to apply skills and knowledge from across the Course. This practical activity will require candidates to apply their skills, knowledge and understanding in the context of planning, producing and serving a three-course meal.

Assessment overview

This practical activity is designed to allow candidates to work independently to demonstrate planning, organisational and time management skills; food preparation techniques; and cookery processes; to plan, produce and serve a three-course meal from the given recipes, safely and hygienically.

Candidates will plan for carrying out the practical activity by completing a planning booklet which will include a time plan and service details for producing and serving given dishes for a three-course meal.

Candidates will then implement their plan to prepare, cook and serve the three-course meal within the allocated time of 2 hours and 30 minutes.

Candidates with special dietary requirements may use alternative ingredients when producing the dishes for the meal. This can be accommodated by making a prior arrangement with SQA.

Each year, marks will be awarded for:

Planning – 15 marks

Preparing, cooking and serving the three-course meal – 70 marks

Professional practice – 15 marks

Assessment conditions

Assessors must exercise their professional responsibility in ensuring that evidence submitted by a candidate is the candidate's own work.

This assessment is a single assessment event which has two stages: Planning and Implementing. Candidates should undertake the assessment at an appropriate point in the Course. This will normally be when they have developed the appropriate skills, knowledge and understanding gained while working through the Units of the Course.

Candidates must complete both stages of the practical activity under the direct supervision of the assessor. Candidates must not communicate with each other during the assessment.

The *Practical Activity Instructions for Centres* and *Instructions for Candidates* for the assessment will be available for assessors to download from SQA's secure website. Candidates should only have access to the recipes for assessment purposes, ie for initial practice of each dish in class, during Stage 1 (Planning) and Stage 2 (Implementing).

Stage 1: Planning

Candidates must complete this stage independently under the direct supervision of the assessor before the assessment of stage 2: Implementing can take place.

During this stage candidates should have access to: their planning booklet, recipes for the practical activity and blank paper for rough work.

This stage should be completed within 1 hour and 30 minutes.

Candidate's original plans and service details should be marked and internally verified at this point. The marks achieved by candidates should be recorded on the Practical Activity Assessment Record.

After the candidate marks for Planning have been recorded, assessor input and advice on the candidate's plan is acceptable in order to allow them to progress to the next stage of the assessment.

Stage 2: Implementing

Before the start of the allocated time for stage 2, candidates should complete the following preparation using their plan:

- ◆ set up their personal work area with the required cooking and serving equipment
- ◆ weigh, measure and prepare ingredients as specified in the ingredients list of the recipe
- ◆ prepare raw ingredients as identified in the ingredients list of the recipes
- ◆ prepare garnishes and/or decorations not included in the recipes

Candidates should then implement their plan to prepare, cook and serve the three dishes within the allocated time of 2 hours and 30 minutes.

Candidates must complete this stage independently. This should be made clear to them. Assessors can answer questions from candidates about accessing further ingredients and/or equipment. Assessors may intervene to ensure that the safety of the candidate and others is not compromised.

Assessors may give time prompts at regular intervals, and 5 minutes before each service time.

Dishes should be served as follows:

Starter:	2 hours after the start of the assessment
Main Course:	2 hours and 15 minutes after the start of the assessment
Dessert:	2 hours and 25 minutes after the start of the assessment

Dishes may be presented 5 minutes before or after the service time. If a candidate serves a dish more than 5 minutes early they can still be awarded marks allocated to 'service' but marking must take place at the correct service time. If a candidate serves a dish more than 5 minutes late, or after the end of the practical activity, no marks can be awarded to 'service'. The candidate would retain any marks already awarded for the dish.

A maximum of eight candidates should be assessed at any one time.

A separate area should be set aside for candidates to present their completed dishes for assessment.

Candidates are permitted to practise the individual dishes once before completing the practical activity. The complete practical activity must only be carried out once – on the day of their assessment.

Evidence to be gathered

The following evidence is required for this assessment:

- ◆ the completed candidate planning booklet
- ◆ the completed dishes
- ◆ the completed Practical Activity Assessment Record which will be published each year in the *Practical Activity Instructions for Candidates*

General Marking Instructions

Part 1: General marking principles for National 5 Hospitality: Practical Cookery

These principles should be applied when marking the responses in the candidate planning booklet and the candidates' dishes. These principles must be read in conjunction with the Part 1: Specific Marking Instructions provided for the practical activity.

Marks for this practical activity must always be awarded in line with these marking principles and any specific marking instructions.

Marking should always be positive, ie marks should not be deducted for errors or omissions. Candidates must only be awarded whole marks.

Marks will be allocated to skills, techniques and processes as outlined below:

Stage	Skill/technique/process	Mark allocation	Total		
Planning	Completing a time plan	9	15	15	
	Completing service details	6			
Implementing	Carrying out skills and techniques according to the given recipes	32-38	70	85	
	Carrying out cookery processes according to the given recipes	8-12			
	Presenting the dishes according to the service details	22-28			
	Professional practice:	Weighing and measuring ingredients	5		15
		Demonstrating hygienic working practices	5		
		Demonstrating safe working practices	5		
	TOTAL				100

Marks should be awarded for each of the skills, techniques, and processes as listed in the specific marking instructions. These marks should be recorded appropriately by the assessor.

When the mark allocation for the skill, technique or process includes descriptors with a range of marks, this should be marked **holistically**. The assessor should select the descriptor which most closely represents the

evidence presented. Once the descriptor with the best fit has been determined then, where the evidence:

- ◆ is close to the level above, the highest available mark from the range should be awarded
- ◆ just meets the standard described, the lowest mark from the range should be awarded

Where the evidence lies somewhere between the parameters outlined above, an appropriate mark from the middle of the range should be awarded.

Part 2: Specific Marking Instructions for National 5 Hospitality: Practical Cookery – Overview

The marks for Skills and Techniques, Cookery Processes and Service will be allocated appropriate to the recipes in the Practical Activity each year, but will always be within the tolerances shown in the Part 1: Marking Principles in this document.

The following shows how marks could be allocated for Skills and Techniques, Cookery Processes and Service in a Practical Activity.

Dish	Skills and Techniques	Cookery Processes	Service	Professional practice	Planning
Starter: (19 marks)	<i>Max 8 marks</i> Skills and techniques include: <i>The skills and techniques for which marks will be awarded in the starter will be shown here, as appropriate to the starter recipe in the practical activity.</i>	<i>Max 3 marks</i> Processes include: <i>The processes for which marks will be awarded in the starter will be shown here, as appropriate to the starter recipe in the practical activity.</i>	<i>Max 8 marks</i> Service includes: <i>The service details for which marks will be awarded in the starter will be shown here, as appropriate to the starter recipe in the practical activity.</i>	Weighing and measuring 5 marks Hygiene 5 marks	Time planning 9 marks Service plan 6 marks
Main course: (26 marks)	<i>Max 11 marks</i> Skills and techniques include: <i>The skills and techniques for which marks will be awarded in the main course will be shown here, as appropriate to the main course recipe in the practical activity.</i>	<i>Max 5 marks</i> Processes include: <i>The processes for which marks will be awarded in the main course will be shown here, as appropriate to the main course recipe in the practical activity.</i>	<i>Max 10 marks</i> Service includes: <i>The service details for which marks will be awarded in the main course will be shown here, as appropriate to the main course recipe in the practical activity.</i>	Safety 5 marks	

Dessert: (25 marks)	<i>Max 14 marks</i> Skills and techniques include: <i>The skills and techniques for which marks will be awarded in the dessert will be shown here, as appropriate to the dessert recipe in the practical activity</i>	<i>Max 1 mark</i> Processes include: <i>The processes for which marks will be awarded in the dessert will be shown here, as appropriate to the dessert recipe in the practical activity</i>	<i>Max 10 marks</i> Service includes: <i>The service details for which marks will be awarded in the dessert will be shown here, as appropriate to the dessert recipe in the practical activity</i>		
	33 marks (mark range 32-38)	9 marks (mark range 8-12)	28 marks (mark range 22-28)		
70 marks				15 marks	15 marks
100 marks					

Part 3: Specific Marking Instructions for National 5 Hospitality: Practical Cookery

The following table shows the criteria for marking the Practical Activity.

Column 2 of this table identifies the criteria that will be used for judging the standard demonstrated by candidates in each area. Specific criteria relevant to the dishes in each Practical Activity will be shown in the Hospitality: Practical Cookery Instructions to Centres each year.

Marks for each section should be awarded **holistically** for the criteria listed in Column 2. Further guidance on this is given in the Marking Principles in the General Marking Instructions in this document.

The mark allocation for Skills and Techniques, Cookery Processes and Service will be allocated according to the recipes in the Practical Activity each year, but will always be within the tolerances shown in the Marking Principles in this document.

Starter/Main Course/Dessert (mark as appropriate to the recipe)					
Skill	Criteria	Allocation of marks			
Skills and techniques (eg 8 marks)	<p>eg Max 8 marks Marks will be awarded as appropriate for the skills and techniques as specified in the recipe.</p> <p>This will include:</p> <ul style="list-style-type: none"> ◆ Knife skills: <ul style="list-style-type: none"> – shape of cut as specified in the recipe – consistent shape – size of cut – consistent size 	<p>eg 8 marks All foods consistently cut to specified size and shape.</p> <p>All skills and techniques carried out correctly.</p>	<p>eg 5-7 marks Most foods cut to specified size and shape, but with inaccuracies in either size or shape of some foods. Most skills and techniques carried out correctly and/or tasting for seasoning undertaken.</p>	<p>eg 1-4 marks Some foods cut to specified size and shape, but with inaccuracies in either size or shape of most foods or some skills and techniques carried out correctly and/or tasting for seasoning undertaken</p>	<p>0 marks All foods cut with inaccuracies in either size or shape.</p> <p>All skills and techniques carried out incorrectly. No tasting for seasoning undertaken.</p>

	<ul style="list-style-type: none"> ◆ Other skills and techniques: linked to the recipes ◆ Tasting and adjusting seasoning as appropriate ◆ Working in an organised manner 	Work carried out in an organised manner throughout	Work carried out in a mostly organised manner	Little organisation shown	Poor organisation shown
Cookery processes (eg 3 marks)	<p>(eg Max 3 marks) Marks will be awarded as appropriate for process in each specified recipe. This will include:</p> <ul style="list-style-type: none"> ◆ correct temperature control throughout cooking , eg cooking medium at correct temperature before food added, simmering, boiling as appropriate ◆ correct pans (with lids as appropriate) throughout ◆ timing of cookery processes 	<p>eg3 marks All processes carried out correctly as per recipe.</p>	<p>eg 2 marks Most processes carried out correctly as per recipe, some completed incorrectly or omitted.</p>	<p>eg 1 mark Some processes carried out correctly as per recipe, but most are completed incorrectly or omitted.</p>	<p>0 marks No processes carried out correctly as per recipe.</p>
Service (eg 8 marks)	<p>eg Max 8 marks Marks will be awarded for the presentation of the dish for service. This will include:</p> <ul style="list-style-type: none"> ◆ served at the correct temperature ◆ serving plate at the correct temperature ◆ clean serving plates 	<p>eg 8 marks all criteria for service are met</p>	<p>eg 5-7 marks most criteria for service are met</p>	<p>eg 1-4 marks some criteria for service are met</p>	<p>0 marks No criteria for service are met or one or more components of the dish are not edible</p>

	<ul style="list-style-type: none"> ◆ garnish as per plan/recipe ◆ garnish appropriate and well prepared ◆ overall appearance of food – attractive arrangement ◆ taste/seasoning/acceptable to eat ◆ appropriate portioning – where appropriate <p>All components of the dish must be edible, or no marks can be awarded for service.</p>				
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Professional practice (15 marks)					
Skill		Allocation of marks			
Weighing and measuring (5 marks)	(Max 5 marks) Marks will be awarded for accuracy in weighing and measuring of ingredients specified in the recipe	5 marks All ingredients identified as 'prepared weight' in recipe are weighed /measured accurately.	3-4 marks Most ingredients identified as 'prepared weight' in recipe are weighed /measured accurately.	1-2 marks Some ingredients identified as 'prepared weight' in recipe are weighed /measured accurately.	0 marks No ingredients identified as 'prepared weight' in recipe weighed/ measured accurately.
Hygiene (5 marks)	(Max 5 marks) Marks will be awarded for acceptable standards of hygiene demonstrated throughout the implementation of the practical activity. This will include: <ul style="list-style-type: none"> ◆ personal hygiene – appearance/dress, working methods, eg appropriate use of hands/tools when handling food ◆ hands washed after handling raw ingredients ◆ work area cleaned after 	5 marks All tasks carried out to an acceptable standard of hygiene.	3-4 marks Most tasks carried out to an acceptable standard of hygiene, with few lapses.	1-2 marks Some tasks carried out to an acceptable standard of hygiene, but with several lapses.	0 marks Frequent lapses in hygiene.

	<p>vegetable preparation / working with raw ingredients / rolling pastry</p> <ul style="list-style-type: none"> ◆ appropriate measures taken to prevent cross contamination ◆ appropriate procedures for dishwashing, eg dishes stacked at sink, washed timeously throughout assessment, most washing up completed by end of the assessment 				
Safety (5 marks)	<p>(Max 5 marks) Marks will be awarded for demonstration of acceptable safety standards throughout the practical activity. This may include:</p> <ul style="list-style-type: none"> ◆ oven safety, eg oven gloves used appropriately ◆ knife safety, eg appropriate measures taken when washing and storing ◆ cooker safety, eg position of pan handles, 	<p>5 marks All tasks carried out with due regard to safe working practices.</p>	<p>3-4 marks Most tasks carried out with due regard to safe working practices, with few lapses.</p>	<p>1-2 marks Some tasks carried out with due regard to safe working practices, but with several lapses.</p>	<p>0 marks Frequent lapses in safety.</p>

	<p>pans not allowed to boil over, spoons not left in pots</p> <ul style="list-style-type: none">◆ personal safety, eg appropriate footwear				
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Planning (15 marks)					
	Skill	Allocation of marks			
Time planning (9 marks)	<p>Max 9 marks Marks will be awarded for Time plans which are sufficiently detailed to assist candidates during the implementation of the practical activity. Time plans should include:</p> <ul style="list-style-type: none"> ◆ start and finish times ◆ service times ◆ logical sequence of work showing dovetailing of dishes ◆ tasting for seasoning ◆ oven control ◆ appropriate hygiene points 	<p>9 marks All activities identified, correctly sequenced and realistically timed.</p>	<p>5-8 marks Almost all activities identified, correctly sequenced and appropriately timed.</p>	<p>1-4 marks Some key activities identified, with some correct sequencing and /or minimal accuracy in timing.</p>	<p>0 marks Key activities not identified, poor sequencing with no activities suitably timed.</p>
Service details (6 marks)	<p>Max 6 marks Marks will be awarded for details of the presentation of each dish. This should include details of:</p> <ul style="list-style-type: none"> ◆ the temperature of food, a description of the serving dish, the temperature of the serving dish ◆ the garnish/decoration including a description of the preparation technique for the 	<p>6 marks Detailed description of how all dishes will be presented.</p>	<p>4-5 marks Description for dishes is mostly clear, but with some lapses in detail.</p>	<p>1-3 marks Dishes have some description, but lacking in detail.</p>	<p>0 marks Description of how all dishes will be presented is unclear/cannot be visualised.</p>

	garnish/decoration, details of the position of garnish/decoration on the dish				
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Administrative information

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History of changes

Version	Description of change	Authorised by	Date
1.1	Amendment to Assessment Conditions section for clarification of the support that may be given to candidates while completing Stage 1: Planning. Inclusion of two further sections in the Marking Instructions: Part 2: Specific Marking Instructions – Overview, and Part 3: Specific Marking Instructions. These have been added for clarification of the criteria required for marking candidate responses.	Qualifications Manager	September 2015
1.2	Amendments to ‘Assessment conditions’ section for clarification.	Qualifications Manager	September 2016

Security and confidentiality

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