

NQ Verification 2016–17

Key Messages Round 1

01

Section 1: Verification group information

Verification group name:	Hospitality: Practical Cookery
Verification event/visiting information	Event/visiting
Date published:	March 2017

National Courses/Units verified:

H20H 73, 74 and 75 Cookery Skills, Techniques and Processes
 H20L 73, 74 and 75 Understanding and Using Ingredients
 H20M 73, 74 and 75 Organisational Skills for Cooking

02

Section 2: Comments on assessment

Assessment approaches

This year saw examples of all three approaches to assessment adopted, with the majority of centres choosing the unit-by-unit approach as opposed to the combined or portfolio approach.

The majority of centres made good use of the unit assessment support pack materials, including the use of prior verified recipes in most cases. In a small number of cases, centres were using their own recipes for assessment purposes and not including these as part of the evidence. It is important to remember that centre-devised recipes should be submitted to SQA for prior verification if they are to be used for assessment purposes.

If centres wish to develop their own assessment recipes, guidance on how to do this is available on the SQA website under 'Developing Assessment Items'. Alternatively, there are a number of 'prior verified' recipes available on SQA's secure site for centres to use. Centres are also reminded that the most up to date materials, as published on the SQA secure website, must be used at all times.

For each unit, at each level, and each level of the combined approach, the recording documentation for candidate evidence is very similar. On completion of candidate assessment, it is good practice that the following documents are included signed and dated:

- ◆ a completed assessor checklist of candidate attainment
- ◆ a completed candidate worksheet/workbook (assessed)
- ◆ other relevant evidence — eg a centre-devised observational checklist/marking scheme that recognises candidate achievement of each assessment standard, in a practical activity

Candidate checklists are not required for verification purposes and should not be submitted as evidence.

Recording documents

Most centres now choose to record candidate performance on the assessor's checklist of candidate attainment, and in most cases these were completed with good detail and personalised to record the performance of each candidate.

Through this written evidence, assessors should refer to how the candidate has met the assessment standard. This record may be in addition to comments on the candidate's worksheet or workbook. If photographic evidence is included in candidate evidence then only brief comments are required on the checklist of candidate attainment. If however no photographic evidence is available, then a more detailed assessor's checklist of candidate attainment must be provided to give a clear idea of the assessor's observations and professional judgement of how the candidate met the assessment standards.

Reference must be made to whether a candidate has achieved an assessment standard or needs to be re-assessed. The term 'fail' should not be used. Only where a candidate has not managed to achieve the standard on a third attempt could they be deemed as failing.

Assessment judgements

Cookery Skills, Techniques and Processes

National 3 and National 4

Centres that wish to use their own recipes, as opposed to those supplied in the unit assessment support pack, should submit them to SQA for prior verification.

National 5

There was a distinct improvement in the quality of the melba toast evidenced, but centres are reminded that all eight toasts must be served with all of the soup as directed in the recipe.

In the apple meringue pie, all of the meringue should be used and piped to show four portions, excess food waste is not encouraged. Where photographs were used, this wasn't always evident. Assessors must give an accurate record of candidate performance and it should match any images present. In the absence of images, the commentary should truly reflect what has been observed. If re-assessment of the apple meringue pie is required, then a new recipe of equal skills level must be used for re-assessment purposes. It is not acceptable for

candidates to remake the apple meringue pie. Suitable alternatives are available in the prior verified section of the SQA secure website. If however the candidate is only required to be re-assessed, for example, in the lining of the flan ring or the making of the pastry, then any other flan or tart recipe would be suitable. This is at the discretion of the centre.

It is important to remember that candidates can only be judged on their performance on the day of their assessment and not on previous good performances. Therefore, accurate recording of candidate performance is essential on the assessor's checklist of candidate performance.

Understanding and Using Ingredients

National 3 and National 4

Most centres recorded accurate judgements for this unit. There are however still some candidates missing the 'circling of the appropriate garnish' which must be clearly evident prior to the candidate embarking on the practical activity.

National 5

Assessment standard 1.1 — identifying a variety of ingredients and their characteristics saw a great improvement in candidate responses.

Assessment standard 2.2 — garnishing of dish — it is important to remember at National 5 level that candidates are expected to select a garnish that consists of a component part and a technique, eg red pepper (component), diced (technique).

The main point to highlight in this unit is the necessity for the assessment standards to be completed in the order that they appear, eg assessment standards 1.1, 1.2, and 1.3 must all be completed in the candidate workbook before the candidate embarks on the practical activity. Assessment standard 1.4 can be completed at any stage of the assessment.

Organisational Skills for Cooking

This year a number of centres provided evidence for this unit. It is important to remember that candidates must be presented with a range of recipes to choose from to meet assessment standard 1.1. Centres are reminded that if they wish to use their own recipes, as opposed to those supplied in the unit assessment support pack, or on the prior verified section of the SQA secure website, they should submit these to SQA for prior verification.

If teaching a bi-level class, the selection of recipes presented to candidates should be of a suitably challenging standard and different for each level. If a similar recipe is used, there should be a clear increase in skills, techniques, processes and number of ingredients at the higher level. The degree of difficulty in recipes would have an impact on the 'dovetailing' and the timing required by the candidate to complete the practical activity.

At National 3 and 4, candidates work to a given time plan. National 5 candidates are given the basic sequence for a time plan, eight steps, which they must then add to in order to create their own personalised time plan. They should be marked on their efforts thereafter. However, should they not achieve a workable time plan, then re-assessment would be required to achieve the assessment standard.

03 Section 3: General comments

When submitting materials for verification, please ensure an assessment judgement for either specific assessment standard or complete unit has been made.

If a candidate has passed the unit, it is deemed 'complete' not 'interim' on the flyleaf.

If a candidate does not achieve the minimum requirement within an assessment standard, they do not achieve that assessment standard. They can be re-assessed and the same standard applies. If they then fail that, then they fail the assessment standard and the unit at that level. Re-assessment guidance is clearly documented in unit assessment support packs.

It is important to keep up to date and use the latest version of materials for the course.

There was greater evidence of internal verification this year. However, centres are reminded that internal verification is more than a signature on a page. It needs to be rigorous, reliable and fair, so that all anomalies are highlighted. This will allow appropriate remediation to take place and thus ensure the work from the centre achieves the national standard. SQA's Internal Verification Toolkit, which can be found at www.sqa.org.uk/IV/toolkit, offers a possible approach. A minimum of 25% of all materials should be internally verified and it is good practice for a centre to submit a copy of its internal verification policy with candidate materials.

There was a greater percentage of centres submitting photographic evidence of candidates' finished results, which is good practice and can reduce the amount of written commentary required by assessors.

Administration errors are also evident so greater attention to detail is required on candidate flyleafs and verification sample forms to ensure that details on all documents match.