



Instructions to schools

Planning Session: 30 minutes

Practical Test Session: 1¼ hours

1. The practical Home Science paper will consist of **one** test.
2. Schools will receive copies of the question paper in a sealed envelope on the day of the examination.
3. On the day of the planning session, the supervisor will open the question paper in front of the candidates and each candidate will be given a copy of the question paper.



These instructions consist of 3 printed pages.



1. The practical session **must** start on the **1st day** as indicated on the timetable.
2. Each school must conduct a minimum of **2 sessions per day**. Allow candidates ample time to prepare between sessions.
3. Candidates will be allowed 30 minutes in which to write in duplicate:
 - (a) names of dishes and their recipes;
 - (b) order of work;
 - (c) a list of ingredients and other requirements for the test.
- 940 4. Schools should ensure that:
 - (a) candidates **do not** take away with them a copy of the test or their order of work;
 - (b) **on no** account may the recipes, order of work and list of requirements be altered by anyone in the school;
 - (c) one copy of the list of requirements is handed to the Home Science teacher who will make orders. The remaining copies of recipes and order of work should be collected by the supervisor, sealed in an envelope and handed over to the head teacher to return to the distribution centre;
 - (d) **no one** except the supervisor is in the room during the planning session.
5. The candidates should be allowed to use **reference materials** during the planning session.
- B001 6. On the day of the examination, the question papers, copies of recipes, order of work and list of foodstuff and requirements with the candidates' names and index numbers, should be handed to the Home Science teacher while the original copies are handed to the respective candidates.
7. During the 1¼ hours allowed for the practical, the Home Science teacher will examine **all** candidates scheduled for the session.
8. On the day of the examination, the perishable ingredients ordered by the candidates must be labelled and grouped under the candidates names on a side table. All general ingredients and cleaning materials should be placed on a central place so that candidates have access to all their requirements. Wherever possible a small excess of ingredients and cleaning materials may be allowed.



9. Candidates should **not** start examinations before the scheduled time. However, previous preparation may be carried out where necessary.
10. Equipment should be checked before the examination day. There should be sufficient space and adequate equipment for each candidate i.e. at least **one** cooker for every **two** candidates. A first aid box and a reliable clock should be provided.
11. The necessary supply of charcoal or any other solid fuel should be available so that candidates may have no difficulty in keeping the ovens hot and fires going. Fires should be lit beforehand.
12. An assistant should be near the examination room to run errands when required.
13. During the practical examination, each candidate **must** wear a label at the front and back written in bold letters showing his/her full names and index number.
14. All clean and dirty equipment should be neatly piled at each candidate's working places at the end of the test.
15. No **one** except the teacher examining the practical and supervisor should be present in the examination room during the practical session.
16. The teacher and the candidates should be given ample time to prepare for the next session by the supervisor.
17. The examination should be carried out within the Home Science room and surrounding areas. Candidates should **not** be allowed to do their examination in staff houses.

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