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Highfield Level 4 E-assessment Guidance for Candidates (Food Safety)

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Contents

Introduction	3
Sections	3
Numbering	3
Assets	4
Review	4
Key differences at a glance	5

Highfield Level 4 E-assessment Guidance for Candidates

Introduction

This guide is designed to give learners an understanding of what to expect from their online level 4 assessments, in comparison to paper-based assessments.

Sections

It is important to note that no matter the assessment method, each learner will be required to answer the same questions, and that they are formatted in the same way. In the case of Food Safety, the examination is split into two sections:

section A - comprises of 30 multiple-choice questions

section B - comprises of four scenarios with follow-up questions

For paper-based assessments, each section is labelled as such. However, during an e-assessment exam, one section will run on from the other, so the format of the question will begin to change from question 31 onwards.

It is recommended that you spend 50 minutes on section A/the first 10 questions, and 1 hour 40 minutes on section B/questions 31 onwards.

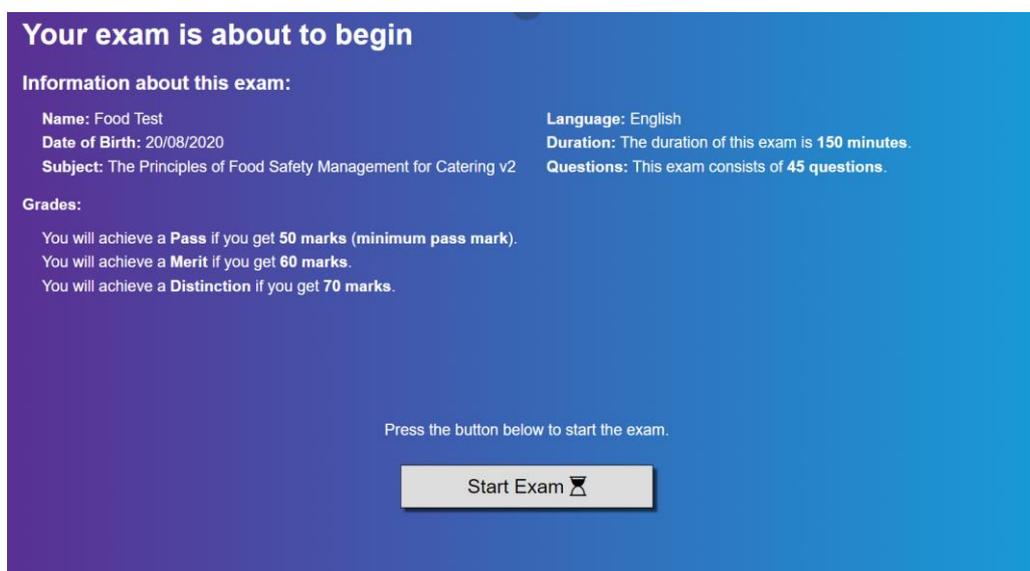
It is also recommended that you look through the paper first to gain an idea of what to expect. On e-assessment, you will have freedom to move forwards and backwards through the questions using the 'next' and 'previous' buttons at the bottom of the page.

Numbering

The numbering of the questions is one of the most significant differences between online and paper-based examinations. When undertaking a paper-based exam, you will see that section A has questions running from 1-30, and section B has questions running 1-4 with follow-up questions ranging from a-e.

For online assessments, section A has questions running from 1-30, and section B has questions running from 31 onwards.

Before an online assessment is started, you will see this screen:



Your exam is about to begin

Information about this exam:

Name: Food Test	Language: English
Date of Birth: 20/08/2020	Duration: The duration of this exam is 150 minutes .
Subject: The Principles of Food Safety Management for Catering v2	Questions: This exam consists of 45 questions .

Grades:

- You will achieve a **Pass** if you get **50 marks** (minimum pass mark).
- You will achieve a **Merit** if you get **60 marks**.
- You will achieve a **Distinction** if you get **70 marks**.

Press the button below to start the exam.

Start Exam ⌚

Here, you will see that the information states that the exam consists of 45 questions. This is because the system used to run the exam considers each element of a question in section B to be a question in it's own right.

For example, the first scenario with four follow-up questions would have each question presented as 1a, 1b, 1c, and 1d in a paper-based exam, but would show as four separate entities on e-assessment. The same number of questions are being asked, but the information is presented in a different way.

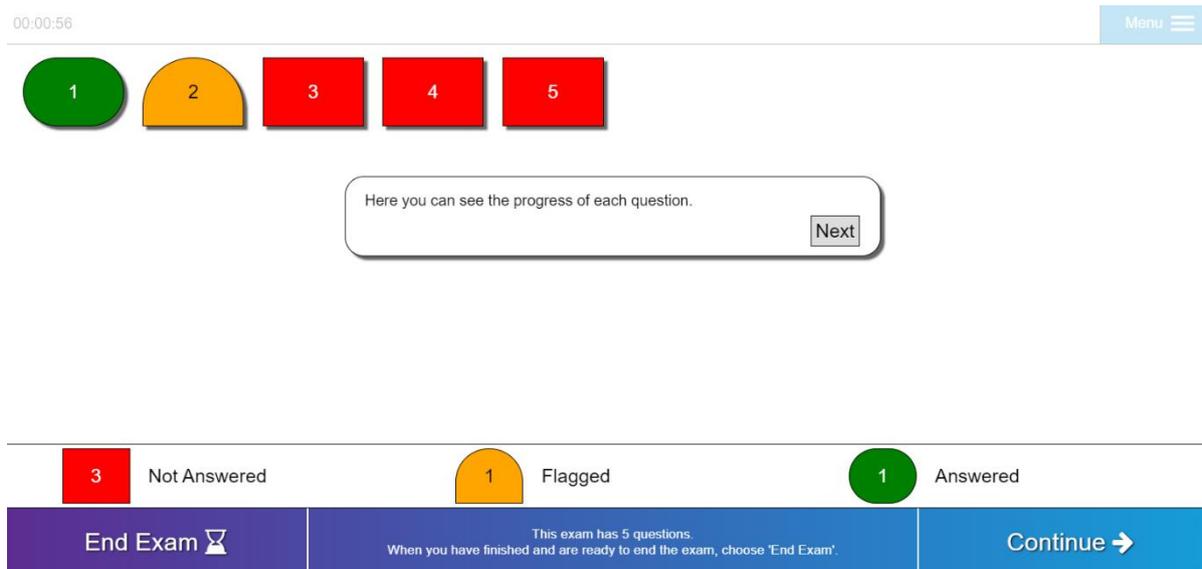
Assets

Within the paper-based examinations, you will be presented with information. This is known as an asset. When undertaking e-assessment, assets will be given to you on the page automatically.

If there is more than one asset available, including the scenario, you will be able to open these using the buttons on the right-hand side of the page. These will be pointed out to you during your exam.

Review

You will have chance to review and amend any answers that you have given, end when you finish the last question, or at any time by pressing  at the bottom of the window. This page will resemble the following:



The screenshot shows an exam review interface. At the top left, there is a timer showing '00:00:56'. At the top right, there is a 'Menu' button with a hamburger icon. Below the timer and menu, there is a row of five question status indicators: a green circle with '1', a yellow semi-circle with '2', and three red squares with '3', '4', and '5'. Below this row is a text box that says 'Here you can see the progress of each question.' with a 'Next' button to its right. At the bottom of the interface, there is a summary bar with three items: '3 Not Answered' (red square), '1 Flagged' (yellow semi-circle), and '1 Answered' (green circle). Below the summary bar, there are three buttons: 'End Exam' with a clock icon, a central text area that says 'This exam has 5 questions. When you have finished and are ready to end the exam, choose 'End Exam'.', and 'Continue' with a right arrow icon.

As you can see, this will give a visual on questions not answered, answered, or flagged to come back to. By clicking on the question you can amend it. When happy with your answers, you can then come back to this page and end the exam.

Key differences at a glance

	Paper-based	E-assessment
Format	Split into two sections, A and B.	Split into sections, but section B will run straight on from section A
Numbering	Section A – 30 questions, section B – 4 scenarios (presented as questions 1, 2, 3, 4) with follow-up questions labelled as a, b, c, d, etc.	Numbering reflects how many components there is to the exam. For example 1-30 for section A, then 31 onwards for section B
Assets	Shown below the question/scenario	Are shown automatically, unless there are more than one, in which case you will need to click on the buttons to the right-hand side of the page