

Centre Guidance for Onscreen Tested Vocational Qualifications

Pearson BTEC Level 2 in Hospitality and Catering Principles (QCF)

Issue 7
May 2015

Purpose

This document is intended to provide centres delivering the Pearson BTEC Level 2 in Hospitality and Catering Principles (QCF) with information and guidance to help prepare learners for onscreen assessments.

This guidance includes information about the onscreen test delivery software and details about the format, structure and coverage of the tests.

This information should only be used in relation to onscreen testing and is not to be used for any other form of assessment. Further documents and forms relating to onscreen testing can be found on our website: www.edexcel.com/iwantto/Pages/onscreen-testing

Approval and registration

In order to gain access to the onscreen assessment, you must first be a Pearson centre with approval to operate the programme. Please refer to the **Information Manual** on our website: www.edexcel.com/iwantto/Pages/information-manuals for further information about becoming an approved Pearson centre.

You should also complete and return the Pearson approval forms available on our website: www.edexcel.com/iwantto/Pages/become-an-onscreen-testing-centre

If you are an approved Pearson centre, please complete the **Onscreen Testing Application and Technical Requirements form** and we will contact you regarding installation of the relevant software.

Registrations must be made on Edexcel Online. Registered learners will then need to be entered for particular testing occasions. You should ensure that learners are adequately prepared before each testing attempt. Please refer to the **Schedule of Fees** for information regarding fees: www.edexcel.com/iwantto/Pages/vocational-fees Learners are allowed up to three attempts for each test. Please note that further test attempts may incur additional fees.

Onscreen test delivery

Tests are available through the Edexcel Onscreen Testing System, which you will be required to install and use for the delivery of onscreen tests.

The Edexcel Onscreen Testing System has a useful help facility which provides guidance on the functions and layout of the system. Assessors and Invigilators should familiarise themselves with the screen and ensure that there is time for learners to fully explore the information on the help screen before starting the test.

If you require support in the installation and use of the Edexcel Onscreen Testing System should contact our Onscreen Testing team by email. You can find the email address by using this link: [Contact Us](#)

All centres offering onscreen assessment must comply with the current **Instructions for the Conduct of Examinations (ICE) document**. The current version of this document can be found on our website: www.edexcel.com/iwantto/Pages/conducting-examinations

Overview of tests

The tests will operate on a test banking system. Where a group of learners is taking a test at the same time, different learners will be presented with different tests from the bank. Each year all the tests will be reviewed and updated.

Each test will have a set number of questions each worth 1 mark. Please refer to the **Test structure section** of this guidance for more detailed guidance. The main question format is to choose the correct response from one of four answers, either through answering a question or completing a statement. There is no use of questions with more than one right answer.

No questions will require specific manipulation, such as “drag and drop” and there are no videos. Some images are used and may be presented in colour.

The tests may use images both for the context of a question (e.g. showing a situation) or for the answer options (e.g. selecting the correct sign). The learner will be asked to select the correct picture for the right answer.

Question types

The tests will be comprised of both recall and application question types.

Recall questions test the learner’s knowledge of the subject area. They are typically lower level questions and as such there will be more recall questions on a Level 2 test than there will be on a Level 3 test. An example of a recall question is as follows: *“When should work tasks be prioritised?”*

Application questions test whether the learner can apply the knowledge of the subject area to a situation given in the question. These questions are higher level questions as they are testing more than just knowledge. As such, there will be more application questions on a Level 3 test than in a Level 2 test. An example of an application question is as follows: *“Time is running out on a project. What action should be taken?”*

Test structure

For the purposes of assessment, all the content of the published specification will be considered to be open to testing in detail against any of the related assessment criteria statements. Each test will provide a broad test of key principles and typical situations found in a hospitality and catering environment. Learners will be assessed across all the learning outcome statements to provide adequate evidence of learning and achievement.

The unit content found in the specification details the knowledge and understanding required in order for learners to be successful in the onscreen test. While all the knowledge cannot be tested within one test, the different versions of the test will all cover

this knowledge. Therefore it is essential that learners are deemed to have a full knowledge of the test specification content before being entered for the onscreen test.

Test items will not necessarily be sequenced in the order of the criteria. No test item will rely on or directly follow on from another test item.

Learners are advised to use the time allocated for the test carefully. All questions in the test should be attempted. Learners are advised to use the “flag” facility to mark questions that they wish to return to when they have answered the other questions in the test.

All tests are graded pass/fail.

After completing the test, each learner will receive a score report which will show the learner’s individual strengths and weaknesses against the areas covered on the test. Unsuccessful learners should use this information when revising to re-take the test.

Learners who are unsuccessful will be eligible to re-take the test on the following day. However, it is strongly recommended that a period of revision against weak areas identified on the score report takes place before the test is attempted again.

The tables below give some guidance on which units are assessed as part of each test, the amount of questions and the duration of the tests. The number of questions in a test is related to the units being assessed, the level and credit rating.

Pearson BTEC Level 2 in Hospitality and Catering Principles (QCF)

Test number	Unit names	Number of questions	Durations of test
1	1 - Safe, Hygienic and Secure Working Environments in Hospitality	20	35 minutes
2	3 - Giving Customers a Positive Impression	20	45 minutes
3	23 - Food Safety in Catering	20	45 minutes
4	15 - Kitchen Administration in the Hospitality Industry	40	60 minutes
5	16 - Prepare, Cook and Finish Food	25	35 minutes
6	17 - Preparation, Cooking and Finishing of Fish Dishes	30	45 minutes
7	19 - Preparation, Cooking and Finishing of Poultry Dishes	20	35 minutes
8	5 - Arrival of Customers	20	35 minutes
9	21 - Dealing with Bookings	20	35 minutes
10	7 - Preparation and Clearing of Service Areas	20	45 minutes
11	8 - Service of Food at Table	20	45 minutes
12	9 - Service of Alcoholic and Non- Alcoholic Drinks	20	45 minutes
13	10 - Dealing with Payments	20	45 minutes

14	11 - Chemicals and Equipment used for Cleaning in the Hospitality Industry	25	35 minutes
15	13 - Maintain Housekeeping Supplies	25	35 minutes
16	24 - Principles of Customer Service in Hospitality. Leisure, Travel & Tourism	20	45 minutes
17	34 - Principles of Maintaining, handling and cleaning knives	20	45 minutes
18	37 - Principles of preparing and clearing bar areas	20	45 minutes
19	6 - Departure of Customers	20	35 minutes
20	68 - Principles of producing basic vegetable dishes	20	45 minutes
21	73 - Principles of Providing a counter and takeaway service	20	45 minutes
22	50 - Principles of preparing, cooking and finishing basic hot sauces	30	45 minutes
23	25 - Principles of completing kitchen documents	20	35 minutes
24	31 - Principles of maintaining an efficient use of resources in the kitchen	20	45 minutes
25	58 - Principles of producing basic fish dishes	20	45 minutes
26	63 - Principles of producing basic meat dishes	20	45 minutes
27	66 - Principles of producing basic poultry dishes	20	45 minutes
28	43 - Principles of preparing and serving dispensed and instant hot drinks	20	45 minutes
29	75 - Principles of receiving storing and issuing drinks stock	20	45 minutes
30	71 - Principles of promoting additional services or products to customers	20	45 minutes
31	35 - Principles of making basic stocks	20	45 minutes
32	36 - Principles of Preparing and clearing areas for table service	20	45 minutes
33	64 - Principles of producing basic pasta dishes	20	45 minutes
34	33- Principles of maintaining customer service through effective handover	20	45 minutes
35	74 - Provide a Silver Service	20	45 minutes
36	44 - Prepare and Serve hot drinks using specialist equipment	20	45 minutes
37	32 - Maintain Cellars and Kegs	20	45 minutes
38	28 - Clean drinks dispense lines	20	45 minutes
39	76 - Principles of resolving customer service problems	20	45 minutes
40	45 - Principles of preparing and serving wines	20	45 minutes
41	72 - Provide a buffet and carvery service	20	45 minutes
42	27 - Clean and protect floors, carpets and soft furnishings	20	45 minutes
43	78 - Principles of storing and retrieving information	20	45 minutes

44	26 - Principles of Carrying out Periodic Room Servicing and Deep cleaning	20	35 minutes
45	30 - Principles of Collecting Linen and making beds	20	45 minutes
46	61 - Principles of producing basic hot and cold desserts	20	35 minutes
47	60 - Principles of producing basic cakes, sponges and scones	20	45 minutes
48	2 - Effective Teamwork	20	35 minutes
49	4 - Reception Communication Procedures in the Hospitality Industry	20	35 minutes
50	12 - Cleaning and Servicing of Hospitality Areas	30	45 minutes
51	14 - Provide a Linen Service	20	35 minutes
52	18 - Preparation, Cooking and Finishing of Meat Dishes	30	45 minutes
53	20 - Preparation, Cooking and Finishing of Vegetable Dishes	20	35 minutes
54	22 - Handle Mail and Book External Services	20	35 minutes
55	29 - Principles of Cleaning Windows From the Inside	20	35 minutes
56	54 - Principles of preparing, cooking and finishing basic soups	30	45 minutes
57	77 - Principles of setting up and closing the kitchen	20	35 minutes
58	69 - Principles of producing cold starters and salads	20	35 minutes

Feedback

- For queries relating to onscreen tests, guidance information can be found on our website: www.edexcel.com/iwantto/Pages/onscreen-testing-btec-qcf
- For general queries about BTEC tested qualifications, please email: btecdelivery@pearson.com
- For information about registering for onscreen testing, or for any technical queries, please contact your dedicated account specialist:
 - for WBL centres, email: wblcustomerservices@pearson.com
 - for Schools & FE colleges, email: [Contact Us](#)

To provide us feedback on live test content, please email btectestfeedback@pearson.com. Please include as much detail as possible (without emailing any secure content); including the qualification title, question number, test name/number, centre number, candidate number, and date/time that test was taken.