

HOME ECONOMICS SCHOOL BASED ASSESSMENTS

General Guidelines For Implementation

Effective September 2026

These guidelines are intended to support the effective implementation and administration of the School-Based Assessments (SBAs). They are designed to provide guidance on key SBA requirements and processes.

Teachers are responsible for ensuring that all SBA procedures and protocols are followed in accordance with the Home Economics Syllabus (2015), specifically:

- Family and Resource Management – page 47
- Textiles, Clothing and Fashion – page 112
- Food, Nutrition and Health – page 192

These guidelines are not exhaustive and remain subject to review, amendment, and revision as necessary.

FOOD NUTRITION and HEALTH

Teachers are required/expected to:

- Provide guidance to candidates in selecting appropriate tasks for their practical assignments
- Instruct vegetarian students to substitute the Food from Animals Group with other appropriate protein foods
- Ensure that Plan sheets for SBA 1 and SBA 3 are done in duplicate (one copy each for student and teacher).
- Complete SBA 1 and SBA 3 before meeting with the moderator for SBA 2.
- Ensure SBA questions are evenly allocated to the registered candidates.
- Ensure that Plan sheets for SBA 2 are done in triplicate (one copy each for student, teacher and moderator). The CXC Marking scheme must be used and prepared in duplicate.
- Ensure that SBA 2 Plan sheets and Marking schemes for all students **are available for the moderator to collect, ONE WEEK prior to the start of the practical.**
- Plan sheets are to be completed in candidate's own handwriting.
- Plan sheets are to be marked by the teacher PRIOR to moderator's visit.
- Print a copy of the CXC registration information and have it available upon request by the moderator (for accuracy in spelling of students' names and registration numbers).
- **Be present for the SBA 2 practical, to mark students accurately, following the criteria set out in the marking scheme.**

Planning Session

1. A planning session should be held **THREE WEEKS prior to the practical session.** The planning session should be carried out as part of normal classroom activities
2. Adequate guidance should be provided by teachers to ensure that suitable dishes are chosen and that the list of ingredients, equipment or materials is appropriate.
3. Candidates should choose dishes that demonstrate or show skill, for example creaming, whisking, beating, dicing, cubing, making a roux-based sauce, kneading etc.
*Please refer to Home Economics Syllabus -
Section 7: Food Management, Preparation and Service; 6a-6r*
4. Time plans are to be written in 15 minutes sessions starting at 9:00 am.
5. Candidates are to prepare and serve **THREE (3) persons.**

6. Use of Convenience Foods

Candidates will be allowed to use a **MAXIMUM** of:

- a. **ONE (1)** convenience food for SBA 1.
- b. **THREE (3)** convenience foods for SBA 2 & 3

These convenience foods must be **CLEARLY** identified on sheet 2, in the ingredients section of the Dishes Chosen, for example canned pineapple chunks, bottled seasoning, whole kernel corn, powdered coconut milk etc.

The use of convenience foods must not take away from a major skill to be showcased during the practical session.

E.g.

If a question requires a candidate to make a Quiche Lorraine, unless otherwise stated, the candidate is expected to make the pastry dough.

The use of store-bought pastry will not be allowed.

*****Marks will be deducted in 'Process'**

7. Candidates are to include the use of **AS MANY local fruits and vegetables** as possible to foster pride and to showcase the indigenous foods of the Caribbean.
8. When candidates are asked to prepare and serve the following dishes, the appropriate accompaniments **MUST** also be included:
 - a. Protein Dish/Main Dish is served with a sauce
 - b. Savoury salads are served with a salad dressing
 - c. Fruit salads are served with a simple syrup
 - d. Soups are served with croûtons, bread rolls, bread sticks etc.
 - e. Appetizers are served with a sauce/dip
 - f. Tea is served with white sugar and hot milk
 - g. Coffee is served with brown sugar and cold milk (room temperature milk), and
 - h. Cold beverages are sweetened with a syrup

Pre-preparation

Candidates will be allowed to complete the following tasks before the start of the exam:

1. Prepare garnishes and decorations
2. Set up serving table
3. Set up workspace/s on countertop/s
4. Collect and wash all equipment
5. Collect ingredients
6. Wash and drain all fruits and vegetables

7. Peel fresh seasonings such as ginger, garlic and onion
8. Open cans/tins and or bottles and packs
9. Break and wash coconut
10. Grease and line baking utensils, such as cake pans, baking dishes, baking trays etc., and
11. Light oven

Practical Session

1. The time plan **MUST** be used by students during the examination.
2. Candidates should observe **ALL** personal hygiene and safety rules during the exam, for example:
 - a. Keep their hands away from the food as much as possible. Utilize spoons, forks, tongs. Use gloves where necessary.
 - b. Wash up dishes and wipe down counters after completing major tasks.
 - c. Use oven mittens and or potholders when cooking and going to and from the oven.
 - d. Place a plate near to or on stove top to rest spoon and other cooking utensil used while cooking.
 - e. Use a tasting spoon for tasting dishes. Use a clean spoon for each dish.
 - f. Stand at the side of the oven when opening and closing to allow the hot air to rush out and prevent the chances of getting burnt etc.
3. Each candidate should have two kitchen towels (different colours), one for drying dishes and the other for drying hands.
4. Each candidate should have a small tray placed on his/her counter that he/she will use when moving to and from the refrigerator and serving table. This tray will allow the student to be able to quickly carry one or more items/dishes to and from the particular areas mentioned above.
5. All Meats are to be seasoned **DURING** the practical examination.
6. Ground provisions are to be placed in room temperature water then brought to a boil.
7. Candidates are to demonstrate the skills of weighing and measuring at the beginning of the preparation of **EACH** of his/her dishes.
8. All preparation for dishes, such as weighing, measuring, mixing, combining, garnishing, decorating etc. should be done on the countertop and **NOT** on the serving table, by the sink or over the stovetop.

9. Students are to use a wooden or a metal /pot spoon for completing tasks such as combining or mixing etc., in mixing bowls and stirring ingredients etc., in pots and saucepans.
10. All dishes placed in the refrigerator should be covered.
11. Roux based sauces should be made using a wooden spoon where the gradual introduction of liquid is incorporated.

Service

1. Savoury dishes are to be served on platters and sweet dishes on glass. Paper doilies are to be placed on glass plates to enhance the appearance of sweet dishes/desserts.
2. When conducting tray service, a tray cloth must be placed on serving platter before dishes are added. Tray cloths should also be placed in bread baskets etc.
3. Serving table should clearly identify the candidate's name and the question to be completed.
4. Dishes/items prepared should be clearly labeled with appropriate food labels.
5. A **cover** or place setting for the examiner must be placed on the serving table with the appropriate dishes and utensils for the exam question.

Portfolio

1. Adequate guidance should be provided by teachers re: Portfolio Evidence/Marking Guide.
2. Notes/handouts should not be included.
3. Supporting evidence must be a representation of the students' work.
4. E-portfolios as well as Paper-based portfolio are allowed. Students can also have a combination of both E and Paper-based portfolios.
 - Digital evidence must be properly annotated/captioned
 - **Please note: formative assessments in E-portfolios must be in the candidate's own handwriting and marked by the teacher before uploading.**

5. Portfolio must be presented as a complete document, with a continuous flow and easy to follow. Eg: Microsoft Word.
6. Teachers are required to follow the 'Portfolio Development' guide from the Home Economics Syllabus and use the criteria outlined in the Portfolio Marking Guide to mark the portfolio.
7. ALL portfolios must be marked and available for the moderator, **ONE WEEKS prior to the start of the practical.**

FAMILY & RESOURCE MANAGEMENT

Teachers are required/expected to:

- Ensure that Plan sheets for SBA 1 and SBA 3 are done in duplicate (one copy each for student and teacher).
- Complete SBA 1 and SBA 3 before meeting with the moderators for SBA 2
- Allocate questions for SBA alternately using an alphabetical listing of students' surnames.
- Ensure that Plan sheets for SBA 2 are done in triplicate (one copy each for student, teacher and moderator). The CXC Marking scheme must be used and prepared in duplicate.
- Ensure that SBA 2 Plan sheets and Marking schemes for all students are available for the moderator to collect, ONE WEEK prior to the start of the practical.
- Print a copy of the CXC registration information and have it available upon request by the moderator (for accuracy in spelling of students' names and registration numbers)

Planning Session

1. A planning session should be held **THREE WEEKS prior to the practical session.** The planning session should be carried out as part of normal classroom activities
2. **Adequate guidance should be provided by teachers** to ensure that suitable activities are chosen and that the list of materials and equipment is appropriate.
3. Candidates are to prepare the food item to serve **THREE (3) persons**

4. Candidates are to include the use of **local fruits and vegetables** where possible to foster pride and to showcase the indigenous foods of the Caribbean.
5. Time plans are to be written in 30 minutes sessions starting at 9:00 am.
6. **Dovetailing** of activities must be included.

Pre-preparation

Candidates will be allowed to complete the following tasks before the start of the exam:

1. Collect ingredients and materials
2. Light oven
3. Press curtains if it's not a requirement of the question
4. Press tablecloth if it's not a requirement of the question
5. Place curtains on rods
6. Clean floors if it's not a requirement of the question
7. Prepare decorations if it's not a requirement of the question.
8. Set up an examiner's tray - A **cover** or place setting with appropriate dishes and utensils for the question.

Practical Session

1. Please ensure students have the following for the exams:
 - Instructions for making items
 - Steps for preparing/decorating the room
 - Written guidelines (no images) for setting the table, invitation, menu card, etc.
 - Recipe for food item
2. The time plan **MUST** be used by students during the examination.
3. Candidates should observe **ALL** personal hygiene and safety rules during the exam.
4. Each candidate should have two kitchen towels (different colours), one for drying dishes and the other for drying hands.
5. A tray should be used to carry dishes/items for table setting and food items to the serving table.
6. All preparation for dishes, such as weighing, measuring, mixing, combining, garnishing, decorating etc., should be done on the countertop and **NOT** on the serving table, by the sink or over the stovetop.
7. All dishes placed in the refrigerator, countertop and display table should be covered
8. All fresh fruit drinks, must be sweetened with a simple syrup – made during the practical session.

Service

1. Sweet dishes/desserts are to be served on glass. Paper doilies are to be placed on glass plates to enhance the appearance of the item.
2. The presentation area as well as the serving table should clearly identify the **candidate's name** and the question to be completed.
3. The dish/item prepared should be labeled with an appropriate food label.

Portfolio

1. Adequate guidance should be provided by teachers.
2. Students are required to prepare a portfolio which will showcase their learning achievements during the two-year period. Sixteen (16) practicals are required.
3. Notes/handouts should not be included.
4. E-portfolios as well as Paper-based portfolio are allowed. Students can also have a combination of both E and Paper-based portfolios.
5. Supporting evidence must be a representation of the students' work.
6. Please follow the 'Portfolio Development' guide from the Home Economics Syllabus 2015.

TEXTILES CLOTHING & FASHION

Teachers are required/expected to:

- Complete SBA 1 and SBA 3 before meeting with the moderators for SBA 2.
- Prepare the CXC Marking scheme in duplicate.
- Ensure that SBA 2 Marking schemes for all students are available for the moderator to collect, **ONE WEEK** prior to the start of the practical.
- Print a copy of the CXC registration information and have it available upon request by the moderator (for accuracy in spelling of students' names and registration numbers).
- Videotape students demonstrating pattern drafting skills, and present to the moderator on the pre-visit day.
- Provide students with the instructions for making up the garment.
- Provide labels for students.

Candidate Activity

Planning Session	Pre-preparation	Practical Session	Preparation of finished work
1. Drafting the garment. 2. Insert pattern markings. 3. Cut out the garment. 4. Mark fitting points. 5. Transfer pattern markings. 6. Place all pattern and garment pieces in a labelled envelope	1. Thread and test the machine. 2. Press garment pieces from envelope. 3. Prepare label for completed assignment 4. Ensure baskets is packed with all sewing tools relevant for task, example threaded needles.	1. Observe ALL personal hygiene and safety rules during the exam. 2. Use sewing machine station ONLY for machining 3. All other tasks MUST be done at work station	1. Final press garment 2. Adhere label 3. Fold work neatly and place in envelopes.

Portfolio

1. Adequate guidance should be provided by teachers.
2. Students are required to prepare a portfolio which will showcase their learning achievements during the two-year period. Sixteen (16) practicals are required inclusive of the three SBA.
3. Notes/handouts should not be included.
4. E-portfolios as well as Paper-based portfolio are allowed. Students can also have a combination of both E and Paper-based portfolios.
5. Supporting evidence must be a representation of the students' work.
6. Please follow the 'Portfolio Development' guide from the Home Economics Syllabus.
7. Please be guided by the 'Suggested Practical activities for Textiles, Clothing & Fashion', page 22