



Level 2 Technical Certificate in Beauty Therapy (6003-20)

October 2017 Version 1.0

Guide to the examination

Who is this document for?

This document has been produced for centres who offer **City & Guilds Level 2 Technical Certificate in Beauty Therapy**. It gives all of the essential details of the qualification's external assessment (exam) arrangements and has been produced to support the preparation of candidates to take the exam/s.

The document comprises four sections:

1. **Details of the exam.** This section gives details of the structure, length and timing of the exam.
2. **Content assessed by the exam.** This section gives a summary of the content that will be covered in each exam and information of how marks are allocated to the content.
3. **Guidance.** This section gives guidance on the language of the exam, the types of questions included and examples of these, and links to further resources to support teaching and exam preparation.
4. **Further information.** This section lists other sources of information about this qualification and City & Guilds Technical Qualifications.

1. Details of the exam

External assessment

City & Guilds Technical qualifications have been developed to meet national policy changes designed to raise the rigour and robustness of vocational qualifications. These changes are being made to ensure our qualifications can meet the needs of employers and Higher Education. One of these changes is for the qualifications to have an increased emphasis on external assessment this is why you will see an external exam in each of our Technical qualifications.

An external assessment is an assessment that is set and/or marked by the awarding organisation (ie externally). All City and Guilds Technical qualifications include an externally set and marked exam. This must be taken at the same time by all candidates who are registered on a particular qualification. We produce an exam timetable each year. This specifies the date and time of the exam so you can plan your delivery, revision and room bookings/PC allocation in plenty of time.

The purpose of this exam is to provide assurance that all candidates achieving the qualification have gained sufficient knowledge and understanding from their programme of study and that they can independently recall and draw their knowledge and understanding together in an integrated way. Whilst this may not be new to you, it is essential that your learners are well prepared and that they have time to revise, reflect and prepare for these exams. We have produced a Teaching, Learning, and Assessment guide that is you should refer to alongside the present document ([Teaching, Learning and Assessment Guide](#)). If a learner does not pass the exam at their first attempt, there is only one opportunity to resit the exam, so preparation is essential.

Exam requirements of this qualification

Level 2 Beauty Therapy - Theory exam (2 hours and 30 minutes).

The exam is graded and a candidate must achieve at least a Pass grade in order to be awarded the qualification. (In addition to the exam, a synoptic assignment must also be completed and passed). You can find full details of the synoptic assignment in the *Qualification Handbook* and the *Synoptic Assessment Guide* -please see the link to the qualification page at the end of this document).

When does the exam take place?

This qualification involves a one year programme of study. The exam is offered on two fixed dates in March or June. The exact dates will be published at the start of the academic year in the *Assessments and Exam Timetable* <http://www.cityandguilds.com/delivering-our-qualifications/exams-and-admin>.

In order to effectively plan teaching and exam preparation, centres should know when the exam will be taking place and allocate teaching time accordingly. Section 2 of this document gives a summary of the content that needs to be covered in order to prepare learners for the exam and full details of this are given in the *Qualification Handbook*.

Form of exam

The exam for this qualification can be taken either on paper (6003-520) or online (6003-020).

Can candidates resit the exam?

Candidates may resit the exam once only. If a candidate fails the exam both on the first attempt and when resitting it, that candidate has failed the qualification and cannot achieve it in that academic year.

How the exam is structured

Each exam has a total of 60 marks available.

Each exam is made up of:

- approximately 13 -15 short answer questions
- 1 extended response question.

Multiple choice and short answer questions are used to confirm **breadth of knowledge and understanding**.

The extended response question is to allow candidates to demonstrate **higher level and integrated understanding** through written discussion, analysis and evaluation. This question also ensures the exam can differentiate between those learners who are 'just able' and those who are higher achieving.

More details about and examples of question types are given in Section 3 of this document.

Assessment Objectives

The exams are based on the following set of assessment objectives (AOs). These are designed to allow the candidate's responses to be assessed across the following three categories of performance:

- **Recollection** of knowledge.
- **Understanding** of concepts, theories and processes.
- **Integrated application** of knowledge and understanding.

In full, the assessment objectives covered by the exam for this qualification are:

Assessment objective	Mark allocation (approx %)
<i>The candidate..</i>	
AO1 Recalls knowledge from across the breadth of the qualification	43%
AO2 Demonstrates understanding of concepts, theories and processes from a range of learning outcomes.	37%
AO4 Applies knowledge, understanding and skills from across the breadth of the qualification in an integrated and holistic way to achieve specified purposes.	20%

Booking and taking the exam

All assessments for City & Guilds Technical Exams must be booked through Walled Garden. There is a deadline for booking exams, synoptic assessments and any other centre marked assessments, please refer to the time line to check these dates.

The exam must be taken under the supervision of an invigilator who is responsible for ensuring that it is conducted under controlled conditions. Full details of the conditions under which the exam must be taken can be found in the Joint Council for Qualifications (JCQ) document, [Instructions for Conducting Examinations \(ICE\)](#).

Special consideration

Candidates who are unable to sit the exam owing to temporary injury, illness or other indisposition at the scheduled time may qualify for special consideration. This is a post-examination adjustment that can, in certain circumstances, be made to a candidate's final grade. The Joint Council for Qualifications' guide to the special consideration process can be found at www.jcq.org.uk

To make a request for special consideration, please contact: policy@cityandguilds.com

Access arrangements

Access arrangements are arrangements that allow candidates with particular requirements, disabilities or temporary illness to take assessments, where appropriate, using their normal way of working. The Joint Council for Qualifications document, *Access Arrangements and Reasonable Adjustments* gives full details and can be downloaded [here](#).

For further information and to apply for access arrangements please see:

[Access arrangements - When and how applications need to be made to City & Guilds](#)

[Applying for access arrangements on the Walled Garden](#)

2. Content assessed by the exam

Beauty Therapy

The exam assesses:

- **Unit 201: Anatomy and physiology**
- **Unit 202: Principles of practice for beauty therapists**
- **Unit 204: Facial and skin analysis treatments**
- **Unit 205: Manicure Services**
- **Unit 206: Pedicure Services**
- **Unit 207: Light cured gel polish**
- **Unit 208: Lash and brow treatments**

Each exam assesses a sample of the content of these units. This means that a single exam will **not** cover 100% of the unit content. The full range of content will be assessed over a number of examination series. Details of the coverage of a particular exam paper will **not** be released in advance of the exam itself. Centres should **not** make assumptions about what will be assessed by a particular exam based on what has been covered on previous occasions. In order to be fully prepared for the exam, learners **must** be ready to answer questions on **any** of the content outlined below.

The table below provides an overview of how the qualification's Learning Outcomes are covered by each exam and the number of **marks** available per Learning Outcome (ie **not** the number of *questions* per Learning Outcome). In preparing candidates for the exam, we recommend that centres take note of the number of marks allocated to Learning Outcomes and to assign teaching and preparation time accordingly.

In preparing candidates for the exam, centres should refer to the Qualification Handbook which gives full details of each Learning Outcome.

The following is a summary of only that qualification content which is assessed by the exam and **not** a summary of the full content of the qualification.

Unit	Learning outcome	Topics	Number of marks
201 Anatomy and Physiology	LO1 Understand the key structures and functions of cells	1.1 The structure of the cell 1.2 The functions of the cell	15
	LO2 Understand the structure, function and growth of the skin, hair and nails	2.1 Structure, functions and growth cycle of the skin 2.2 Structure, functions and growth cycle of the hair 2.3 Structure, functions and growth cycle of the nail 2.4 Disorders and diseases of the skin, hair and nails	
	LO3 Understand the locations of the bones and key functions of the skeletal system	3.1 Functions of the bones of the head 3.2 Location of the bones of the head and upper torso 3.3 Location of the bones of the arms and hands 3.4 Location of the bones of the leg and foot 3.5 Types of joints and range of movement	
	LO4 Understand the key structure and functions of the muscular system	4.1 Functions of the muscular system 4.2 Primary muscles of head and upper torso 4.3 Primary muscles of arm and hand 4.4 Primary muscles of lower leg and foot	
	LO5 Understand the key structure and functions of the cardiovascular system	5.1 Structure of cardiovascular system 5.2 Functions of blood	

		5.3 Primary vessels of head, arm and lower leg	
	LO6 Understand the key structure and functions of the lymphatic system	6.1 Structure of lymphatic system 6.2 Functions of lymphatic system 6.3 Location of lymph nodes in head, lower arm and lower leg	
202 Principles of practice for beauty therapists	LO1 Understand safe working practices and relevant legislation	1.1 Safe working practices 1.2 Legislation	9
	LO3 Understand communication processes	3.2 Questioning techniques	
	LO4 Understand the client journey	4.3 Creating and promoting retail opportunities	
204 Facial and skin analysis treatments	LO1 Prepare and consult with client	1.2 Consult with client	10
	LO2 .Perform skin analysis and facial services	2.1 Skin types and conditions 2.2 Classifications of massage 2.4 Provide a facial treatment	
	LO3 Provide advice and recommendations	3.1 Types of contra-actions 3.2 Advice and recommendations	
205 Manicure services	LO1 Prepare self, client and work area	1.3 Consult with client	8
	LO2 Provide manicure services	2.1 Provide manicure treatments	
	LO3 Provide advice and recommendations	3.1 Types of contra-actions	

		3.2 Advice and recommendations	
206 Pedicure services	LO1 Prepare self, client and work area	1.3 Consult with client	
	LO2 Provide pedicure services	2.1 Provide pedicure services	
	LO3 Provide advice and recommendations	3.1 Types of contra-actions 3.2 Advice and recommendations	
207 Light cured gel polish	LO1 Understand chemicals and light curing technology	1.1 Chemicals in gel polish products 1.2 Light curing technology	
	LO2 Prepare self, client and work area for treatment	2.3 Consult with clients	
	LO3 Apply and remove light cured gel polish treatments	3.3 Remove light cured gel polish	
	LO4 Provide advice and recommendations	4.1 Contra actions 4.2 Advice and recommendations	
208 Lash and brow treatments	LO1 Prepare and consult with client	1.2 Consult with client	6
	LO2 Carry out lash and brow treatments	2.1 Types of eyelash and eyebrow treatments 2.5 Carry out lash lifting	
	LO3 Provide advice and recommendations	3.1 Types of contra-actions 3.2 Advice and recommendations	
Total marks for sections:			48 marks

Integration across units*: 12 marks

Total marks for exam: 60 marks

* *Integration across units*. These marks relate to Assessment Objective 4). These marks are awarded to differentiate between levels of performance by candidates taking the exam. The marks are given for how well a candidate has applied their knowledge, understanding and skills from across the units that make up the qualification in an integrated way to meet the requirements of the exam questions.

3. Guidance

Vocabulary of the exam: use of 'command' verbs

The exam questions are written using 'command' verbs. These are used to communicate to the candidate the type of answer required. Candidates should be familiarised with these as part of their exam preparation.

The following guidance has been produced on the main command verbs used in City & Guilds Technicals exams.

A more detailed version of this table, which also includes the command verbs used in the assignments is published in *City & Guilds Technical Qualifications Teaching, Learning and Assessment* guide.

Command verb	Explanation and guidance
Analyse	Study or examine a complex issue, subject, event, etc in detail to explain and interpret, elements, causes, characteristics etc
Calculate	Work out the answer to a problem using mathematical operations
Compare (... and contrast) (or describe the similarities/differences)	Consider and describe the similarities (and differences) between two or more features, systems, ideas, etc
Define	Give the meaning of, technical vocabulary, terms, etc.
Describe	Give a detailed written account of a system, feature, etc (..the effect of...on...) the impact, change that has resulted from a cause, event, etc (..the process..) give the steps, stages, etc
Differentiate between	Establish and relate the characteristic differences between two or more things, concepts, etc
Discuss	Talk/write about a topic in detail, considering the different issues, ideas, opinions related to it
Distinguish between	Recognise and describe the characteristic differences between two things, or make one thing seem different from another
Evaluate	Analyse and describe the success, quality, benefits, value, etc (of an end product, outcome, etc)
Explain	Make (a situation, idea, process, etc) clear or easier to understand by giving details, (..how..) Give the stages or steps, etc in a process, including relationships, connections, etc between these and causes and effects.
Give example(s) illustrate/	Use examples or images to support, clarify or demonstrate, an explanation, argument, theory, etc

Give a rationale	Provide a reason/reasons/basis for actions, decisions, beliefs, etc
Identify	Recognise a feature, usually from a document, image, etc and state what it is
Justify	Give reasons for, make a case for, account for, etc decisions, actions, conclusions, etc, in order to demonstrate why they suitable for or correct or meet the particular circumstances, context
Label	Add names or descriptions, indicating their positions, on an image, drawing, diagram, etc
List	Give as many answers, examples, etc as the question indicates (candidates are not required to write in full sentences)
Name	Give the (technical) name of something
Propose	Present a plan, strategy, etc (for consideration, discussion, acceptance, action, etc).
Select	choose the best, most suitable, etc, by making careful decisions
State	Give the answer, clearly and definitely
Summarise	Give a brief statement of the main points (of something)

Question types

The following explains, and gives examples of, types of questions used in City & Guilds Technical exams. In preparing candidates to take the exam, it is recommended that you familiarise them with the requirements of each question type so that they can be effective and make best use of the time available when sitting the exam.

- An effective candidate will gauge the type and length of response required from the question and the number of marks available (which is given for each question on the exam paper).
- Short answer questions may not require candidates to write in complete sentences. Extended response questions will require a more developed response.
- Candidates should read the exam paper before attempting to answer the questions and should allocate time proportionate to the number of marks available for each question or section.

Question type:	Example question	Mark Scheme:
<p>Short answer questions (restricted response) These are questions which require candidates to give a brief and concise written response. The number of marks available will correspond to the number of pieces of information/examples and the length of response required by the question.</p>	<p>Identify two structures in the skin that contribute to heat regulation. (2 marks)</p>	<p>1 mark each for any of the following, to a maximum of 2 marks:</p> <ul style="list-style-type: none"> • Sudoriferous glands. • Arrector pili muscle. • Adipose tissue. • Blood capillaries.
<p>Structured Response Questions These are questions that have more than one part (eg a), b), etc.). The overall question is made up of linked, short answer questions which move the candidate through the topic in a structured way. For example, the question will usually start with a 'recall'/'state'/'describe' question followed by an 'explain' to draw out understanding of the topic. They usually have a shared introductory 'stem', and the number of marks may increase through the question.</p>	<p>a) State the importance of carrying out a patch test on clients prior to an eyelash tint. (1 mark)</p> <p>b) Give two reasons why it is important to accurately record the results of a patch test prior to eyelash tinting. (2 marks)</p>	<p>a) 1 mark the following, to a maximum of 1 mark: To prevent allergic reaction.</p> <p>b) 1 mark each for any of the following, to a maximum of 2 marks:</p> <ul style="list-style-type: none"> • To comply with insurance requirements. • To follow manufacturer's instructions. • To provide evidence in the case of a dispute.

Extended response questions

Extended response questions are those that require the candidate to write a longer written response using sentences and paragraphs. These usually require candidates to discuss, explain, etc. a topic in some detail. The question is often based on a short case study, scenario or other prompt. The level of detail should be gauged from the question and the number of marks available.

Example question

Lisa often comes to the salon for facials and hair removal. She is getting married in two months and her main concerns are in-growing hairs on her chin, dry dehydrated skin on her face and brittle and dry nails which are due to her occupation. Lisa would like you to prepare a treatment plan running up to the event to address her main concerns. She is willing to invest time and money to look her best on the wedding day.

Discuss the treatment options available recommending a justified treatment plan for the client.

(12 marks)

Mark scheme

Indicative content

Treatments

Exfoliation

Facials

Hair removal

Manicure/pedicure

Eyelash/eyebrow tint

Tanning

Timescales

Sufficient time left between waxing treatment and adequate time allowed prior to the wedding to minimise the risk of contra actions

Tanning a couple of days prior to the wedding to ensure it is set

Facials a couple of days prior to the wedding to minimise risk of adverse reactions

Patch testing for tinting

Manicure/ pedicure day prior to the wedding or consider gel polish on the day

Treatment plan for the actual wedding day including advice on clothing to be worn whilst having treatments e.g. button up blouses so that hair and makeup remain intact

Homecare plan

Products for dry/dehydrated skin e.g. hydrating face mask, eye cream

Recommendation of use of products containing SPF.

Band 1 (1 – 4 marks)

A limited range of available treatments were discussed. No consideration was given to timescales and the requirement for regular treatments in the period prior to the wedding. Limited advice and recommendations were provided. Brief treatment plan proposed for the wedding day.

Example band 1 response

I would carry out regular facials and waxing as the client has already been doing. I would use products for dehydration and moisturising the skin and to look at preventing more in growing hairs by exfoliating.

Lisa could use an exfoliator and mask at home in between treatments in the salon to help her skin.

I would advise Lisa to have a manicure and pedicure prior to the wedding to make nails look nice for the day and to use a hand cream to moisturise.

A make-up trial will need to be arranged to discuss colours and to practice the make-up application so that on the wedding day it goes smoothly.

The waxing treatments can be carried out a few days prior to the wedding along with a spray tan. This could not be on the same day as could cause a skin reaction and be uncomfortable for Lisa.

On the wedding day I will paint Lisa's fingers and toes using a gel polish.

The make-up can be carried out at any time during the morning of the wedding and could be fitted in either before or after the hair has been put up.

Band 2 (5 – 8 marks)

Treatments discussed were relevant to the clients concerns, with some justification provided. Timescales were considered but were not fully developed or linked to the treatment plan. Advice and recommendations were suggested with some evidence of relevance to the treatments provided. Logical treatment plan proposed for wedding day.

Example band 2 response

Lisa could start her treatment plan by having a manicure every 2 weeks to address the concerns of having dry and brittle nails.

A luxury manicure could be one of the following treatments; paraffin wax, warm oil treatment or mask and heated mitts. All treatments would include an exfoliation of the hands and cuticles. . Brittle nails can be caused by dehydration of the nail plate.

If Lisa is able to wear nail polish for work then a normal polish application could be used.

Homecare would include; use cuticle oil or cream to rehydrate, hand cream, wear gloves

One month prior to the wedding:

I would recommend having a facial one a week specifically targeting the dry/dehydrated areas on the skin.

Dry skin will be lacking in moisture so will require rehydrating products to be used on the skin.

I would include steaming within the facial routine as this will open the pores. I would steam no longer than 8 -10 minutes and the steamer will need to be 15 inches away.

The use of an exfoliator will also help to soften the skin and remove any ingrowing hairs that maybe present and to help prevent them from reoccurring.

I would use a rehydrating non setting mask and remove with steam towels to keep the skin as hydrated as possible.

Homecare would include: daily use of a moisturiser with an SPF minimum of 20 to protect the skin, exfoliate and use a mask twice a week, drink at least 8 glasses or water a day

2 weeks prior to wedding:

Carryout make up trial with Lisa. Discuss colours and the amount of make-up she would normally wear and feels comfortable wearing.

1 week prior to wedding complete the following treatments in order on Lisa:

- Waxing on face and body. These needs to be carried out early on so that no contra actions occur and no skin reactions present.
- Facial treatment and eyelash and brow tint. A patch test is required prior to tinting application.

- Tanning treatment. Would leave to at least 2 days before the wedding.
- Manicure and pedicure with gel polish application

Wedding day:

Carryout wedding make up application once hair stylist has finished. Ensure that Lisa is wearing suitable clothing that can easily be removed when she is getting ready.

Band 3 (9 – 12 marks)

Treatment plan described a range of treatments linked to the clients concerns providing clear justifications for the choices. Thorough consideration was given to planning timescales to ensure the maximum benefit is achieved for the client, taking into account the effects of the treatments provided and products used. Comprehensive and relevant options relating to advice and recommendations were provided to maintain the effects of the treatments. Comprehensive and logical treatment plan proposed for wedding day.

Example band 3 response

My treatment plan for Lisa would be as follows:

2 months prior to wedding:

Start having a luxury manicure treatment every 2 weeks to address the concerns of having dry and brittle nails by increasing the hydration levels in both the skin and nails.

A luxury manicure could be one of the following treatments; paraffin wax, warm oil treatment or mask and heated mitts. All treatments would include an exfoliation of the hands and cuticles. The benefits of this would be to increase blood and lymph circulation, improves skin condition, refine the skin texture and aid absorption of further products. A luxury treatment would be carried out in an additional 10 minutes and would be an extra cost over a normal manicure.

Brittle nails (Fragilitas unguium) often have vertical ridges on them so I would carry out buffing on these nails only during the manicure. Brittle nails can be caused by dehydration of the nail plate due to over use of solvents and immersion in water. Therefore, I would not use a gel polish application during the manicure until prior to the wedding as the products used during the gel polish application dehydrate the nail plate to ensure that correct bonding of nail products takes place.

If Lisa is able to wear nail polish for work then a normal polish application could be used. I would also use a nail strengthener as a base coat that has a protein base to help rehydrate the nail plate and increase moisture.

Homecare would include; daily use of cuticle oil or cream to rehydrate, regular use of hand cream throughout the day to benefit the skins appearance and condition, wear gloves when washing up and cleaning to prevent further dehydration and do not use the nails as tools.

4 weeks prior to the wedding:

I would recommend having a facial once a week specifically targeting the dry/dehydrated areas on the skin.

Dry skin will be lacking in moisture, sebum or both and has fine lines present. Dehydrated skin has fine lines, broken capillaries and superficial flaking and can be from continued use of medication, clients general health or environmental factors such as air conditioning or sun exposure

Products used would be for dry/dehydrated skin and would also include the use of serums and targeted products to increase moisture levels in the skin. I would include steaming within the facial routine as this will open the pores, soften the cells of the epidermis, improve sebaceous gland activity and improve skin colour. I would steam no longer than 8 -10 minutes and the steamer will need to be 15 inches away from the client according to her skin type. I would not use any ozone as this has a drying effect on the skin.

The use of enzyme based exfoliator will also help to soften the skin and remove any ingrowing hairs while not over stimulating the blood capillaries and causing any unnecessary redness on the skin. The skin maybe already red and slightly inflamed from the ingrowing hairs.

I would use a rehydrating non setting mask and remove with steam towels as will be much nicer for Lisa and would not drag the skin.

Homecare would include: daily use of a moisturiser with an SPF minimum of 20 to protect the skin from further dehydration, enzyme based exfoliator at least twice a week leaving on for at least 10 minutes according to product instructions, rehydrating non setting mask applied twice a week or left on the skin overnight if the product instructions allows this, drink at least 8 glasses of water a day to keep the skin hydrated and to help remove any toxins from the skin which will help keep the skin clear and rehydrated in-between facial treatments.

Also to advise on a healthy diet to try to keep the skin from breaking out of having any congested areas.

2 weeks prior to wedding:

Carryout make up trial with Lisa.

Discuss any colour themes- bridesmaids, flowers so that there are no clashes

Lisa to be advised to wear normal day make up to the trial so that I can see how much/little make up she normally wears, this will help with the planning. I will advise Lisa that the make-up does require to be applied slightly heavier than normal day make up as the make-up needs to be shown in any photographs. If the make-up is not suitable then Lisa will look `washed out` in the photographs.

The use of primers under the foundation will help to set the make-up and last longer throughout the day so that minimal or no touch up will be required.

If Lisa has had a hair trial to would have been useful if pictures were shown or hair trial was done prior to make up trial.

Liaise with the hair stylist on timings for the day.

Advise Lisa that she must wear loose clothing on the actual day, with buttons up the front so not to spoil her hair and make-up when getting her wedding dress on.

Use a waterproof mascara to prevent from running or smudging.

To maximise the treatments and preparation for the day I recommend the following for Lisa:

Day 7 prior to wedding:

Carryout Lisa`s waxing on face and body. This will ensure that any erythema has reduced prior to the wedding. Carry out a patch test for eyelash/brow tinting and tanning. Patch test to be carried out according to manufacturer`s instructions.

Advise Lisa of any contra actions that may occur from the patch test i.e. swelling, excessive erythema, itching. If any of these occur then Lisa must contact her GP and the salon

Day 4 prior to the wedding:

Facial treatment and eyelash and brow tint

Day 3 prior to wedding:

Carryout tanning treatment. Ensure that Lisa has exfoliated prior to her visit. This will ensure that all dead skin cells have been removed and that the skin is prepared for a smooth, streak free application.

Day 2 prior to wedding:

Carry out manicure and pedicure with gel polish application on both. Carrying out today will free up time on the wedding day.

Wedding day:

Arrive in enough time to set up. Wait until hair stylist has finished before starting make up application. Ask hair stylist to loosely pin any curls that may fall onto the face away so that they are not in the way of the make-up application. Ensure Lisa has brushed her teeth before starting make up application as will ruin lipstick and foundation base.

Lisa to be given a lipstick that she can use during the day to top up if necessary.

If any photographs are being taken prior to leaving for the wedding I will wait to complete any make up touch ups before leaving.

Examination technique

Candidates with a good understanding of the subject being assessed can often lose marks in exams because they lack experience or confidence in exams or awareness of how to maximise the time available to get the most out of the exam. Here is some suggested guidance for areas that could be covered in advance to help learners improve exam performance.

Before the exam

Although candidates cannot plan the answers they will give in advance, exams for Technical qualifications do follow a common structure and format. In advance of taking the exam, candidates should:

- be familiar with the structure of the exam (ie number and type of questions).
- be aware of the amount of time they have in total to complete the exam.
- have a plan, based on the exam start and finish time for how long to spend on each question/section of the exam.
- be aware of how many marks are available for each question, how much they should expect to write for each question and allow most time for those questions which have the most marks available.

At the start of the exam session

At the start of the exam, candidates:

- should carefully read through the exam paper before answering any questions.
- may find it helpful, where possible, to mark or highlight key information such as command words and number of marks available on the question paper.
- identify questions which require an extended written answer and those questions where all or part of the question may be answered by giving bullets, lists etc rather than full sentences.

Answering the questions

Candidates do not have to answer exam questions in any particular order. They may find it helpful to consider, for example:

- tackling first those questions which they find easiest. This should help them get into the 'flow' of the exam and help confidence by building up marks quickly and at the start of the exam.
- tackling the extended answer question at an early stage of the exam to make sure they spend sufficient time on it and do not run out of time at the end of the exam.

Candidates should avoid wasting time by repeating the question either in full or in part in their answer.

Candidates should **always** attempt every question, even questions where they may be less confident about the answer they are giving. Candidates should be discouraged however, from spending too long on any answer they are less sure about and providing answers that are longer and give more detail than should be necessary in the hope of picking up marks. This may mean they have less time to answer questions that they are better prepared to answer.

Extended answer questions

Before writing out in full their answer to extended questions, candidates may find it helpful to identify the key requirements of the question and jot down a brief plan or outline of how they will answer it. This will help clarify their thinking and make sure that they don't get 'bogged down' or provide too much detail for one part of the question at the expense of others.

Towards the end of the exam

Candidates should always set aside time at the end of the exam to read back through and review what they have written in order to make sure this is legible, makes sense and answers the question in full.

If a candidate finds they are running out of time to finish an answer towards the end of the exam, they should attempt to complete the answer in abbreviated or note form. Provided the content is clear and relevant, examiners will consider such answers and award marks where merited.

Further guidance on preparing candidates to take the exam is given in the City & Guilds publication, [Technical Qualifications, Teaching, Learning and Assessment](#) which can be downloaded free of charge from City & Guilds website.

4. Further information

For further information to support delivery and exam preparation for this qualification, centres should see:

City & Guilds

Qualification homepage: <https://www.cityandguilds.com/qualifications-and-apprenticeships/beauty-and-complementary-therapies/beauty/6003-beauty-therapy-nails-and-spa#tab=documents> which includes:

- *Qualification handbook*
- *Synoptic assignment*
- *Sample assessments*

Technical Qualifications, Resources and Support: cityandguilds.com/techbac/technical-qualifications/resources-and-support

Joint Council for Qualifications

Instructions for Conducting Examinations: www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations