

# Level 3 Advanced Technical Diploma in Nail Technology (6003-32)

October 2017 Version 1.1

**Guide to the examination**

## Document version control

Version and date	Change detail	Section
<b>1.1</b> <b>October 2017</b>	<ul style="list-style-type: none"><li>Amendment to number of resit opportunities</li></ul>	Details of the exam

## Who is this document for?

This document has been produced for centres who offer **City & Guilds Level 3 Advanced Technical Diploma in Nail Technology**. 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 3 Nail Technology - Theory exam (2 hours).

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 (6003-534) or online (6003-034).

## Can candidates resit the exam?

Candidates who have failed an exam or wish to retake it in an attempt to improve their grade, can do so **twice**. The third and final retake opportunity applies to Level 3 only. The best result will count towards the final qualification. If the candidate fails the exam three times then they will fail the qualification.

## How the exam is structured

Each exam has a total of 60 marks available.

Each exam is made up of:

- approximately 12 -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 <b>Recalls knowledge</b> from across the breadth of the qualification	37%
AO2 <b>Demonstrates understanding</b> of concepts, theories and processes from a range of learning outcomes.	43%
AO4 <b>Applies knowledge, understanding and skills</b> 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](http://www.jcq.org.uk)

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

### Nail Technology

The exam assesses:

- **Unit 330: Anatomy and physiology for hands and feet**
- **Unit 331: Enhance and maintain nails using light cured gel, including hard gels**
- **Unit 332: Liquid and powder nail enhancements**
- **Unit 333: Create and apply nail art**
- **Unit 335: Chemistry of nail products**

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
330 Anatomy and physiology for hands and feet	LO1 Understand the structure and functions of the skin and nails	1.1: Anatomical structure and functions of the skin 1.2: Anatomical structure and functions of the nail unit	10
	LO2 Understand the structure and functions of the skeletal system	2.2: Functions of the skeletal system 2.5: Disorders and diseases of the skeletal system	
	LO3 Understand the structure and functions of the muscular system	3.1: Structure of the muscular system 3.2: Functions of the muscular system 3.4: Disorders and diseases of the muscular system	
	LO4 Understand the structure and functions of blood circulation	4.1: Structure of the blood vessels	
	LO5 Understand the structure and functions of the lymphatic system	5.1: Structure, composition and functions of the lymphatic system and lymphatic organs 5.2: Location of lymphatic nodes and ducts of the arm and leg 5.3: Disorders and diseases related to the lymphatic system	
331 Enhance and maintain nails using light cured gel, including hard gels	LO1 Prepare for hard/soft gel nail enhancement services	1.5: Products, tools, equipment and consumables	11
	LO2 Provide hard/soft gel nail enhancement services	2.1: Advantages and disadvantages of using hard/soft gel	



		2.2: Apply nail enhancements including the techniques 2.3: Maintain nail enhancements 2.4: Remove nail enhancements	
332 Liquid and powder nail enhancements	LO1 Prepare for liquid and powder nail enhancements services	1.5: Products, tools, equipment and consumables	
	LO2 Provide liquid and powder nail enhancement services	2.1: Advantages and disadvantages of liquid and powder 2.2: Apply nail enhancements including the techniques 2.3: Maintain nail enhancements 2.4: Remove nail enhancements	
333 Create and apply nail art	LO1 Understand factors to consider when creating nail art design	1.1: Colour theory 1.2: Context and themes	7
	LO2 Prepare for nail art services	2.4: Service objectives 2.5: Products, tools, equipment and consumables	
	LO3 Provide nail art	3.1: Nail art techniques 3.2: Apply nail art techniques to achieve nail art designs	
335 Chemistry of nail products	LO1 Understand chemistry in the nail industry	1.1: Basic chemistry in the nail industry 1.2: How products and chemistry have evolved within the nail industry 1.3: The use of LED lamps and UV lamps and their effects on products	12

		1.4: Safe working practices within the nail industry	
	LO2 Understand chemical reactions and ingredients	2.1: Chemical bonds of products 2.2: Chemical ingredients of products 2.3: Chemical processes of products and their effects	
331/332/333 Enhance and maintain nails using light cured gel, including hard gels / Liquid and powder nail enhancements	LO1 Prepare for hard/soft gel nail enhancement services / Prepare for liquid and powder nail enhancements services / Prepare for nail art services	1.1: Health and safety working practices 1.2: Environmental and sustainable working practices 1.3: Communication and behavior 1.4: Consultation techniques including service objectives 1.6: Prepare themselves, client and work area for nail enhancement/art services	8
		Total marks for sections:	48 marks
		Integration across units*:	12 marks
		<b>Total marks for exam:</b>	<b>60 Marks</b>

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

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

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## 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><b>Short answer questions (restricted response)</b> 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>State the <b>three</b> types of acrylates used in nail enhancements.</p> <p>(3 marks)</p>	<p><b>One mark for each of the following, to a maximum of 3 marks:</b></p> <ul style="list-style-type: none"> <li>• Methyl methacrylate. (MMA)</li> <li>• Ethyl methacrylate. (EMA)</li> <li>• Cyanoacrylate.</li> </ul>
<p><b>Structured Response Questions</b> 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>Describe how different environmental conditions can affect <b>each</b> of the following systems during application.</p> <p>a) Liquid and powder.</p> <p>(3 marks)</p> <p>b) Light cured gels.</p> <p>(3 marks)</p>	<p><b>a)</b> <b>One mark for each of the following, to a maximum of 3 marks:</b></p> <ul style="list-style-type: none"> <li>• Warm temperatures make the product set faster.</li> <li>• Cold temperatures make the product set slower.</li> <li>• Cold temperature / drafts / air-conditioning can make product crystallise.</li> </ul> <p><b>b)</b> <b>One mark for each of the following, to a maximum of 3 marks:</b></p> <ul style="list-style-type: none"> <li>• Warm temperatures can make the product a thinner viscosity.</li> </ul>

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- Cold temperatures make the product slower to self-level.
  - Working in strong UV light can cause the product to prematurely polymerise.
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### 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

The information provided in the table below is a case study of a client who has come into the nail salon to discuss a service plan. The client has a 2 hour booking with a 30 minute consultation.

Discuss the service options available, recommending a justified service plan for the client.

(12 marks)

<b>Name:</b>	June
<b>Gender:</b>	Female
<b>Age:</b>	54
<b>Medical history:</b>	Asthma and psoriasis.
<b>Medication:</b>	Inhaler and topical creams.
<b>Comments:</b>	June has a keen interest in gardening. She is celebrating her 25th wedding anniversary in 3 weeks' time and is going on a Caribbean cruise to celebrate. She has never had a nail treatment before and has shown an interest in having nail art. She would like her nails to compliment her holiday.
<b>Nail and skin observations:</b>	She has short, wide and flat nails which are prone to pitting. She has a dry skin type.

## Mark scheme

### Indicative content

- i. Treatment/services can include a combination of the following services to improve the nails and hands:
  - a. Nail enhancements
    - i. Overlays, tips, sculpting.
    - ii. Soft/hard gel, liquid and powder.
  - b. Nail art
    - i. Embedding
    - ii. 3D
    - iii. 2D
    - iv. Imprinting/stamping
    - v. Colour fading
    - vi. Marbling
    - vii. Gel painting
    - viii. One stroke

And

- c. Nail shapes, for example:
  - i. Stiletto
  - ii. Ballerina (coffin)
  - iii. Lipstick
  - iv. Square
  - v. Round
  - vi. Squoval
- ii. Frequency of treatments – 2 – 3 weeks for maintenance.
- iii. Relationship between client's budget and associated costs.
- iv. Justification of the types of treatments considering:
  - a. Lifestyle
  - b. Medication
  - c. Job
  - d. Timescales

- e. Final nail design.
- v. Retail and homecare advice:
  - a. Exfoliating products
  - b. Skin creams/lotions and cuticle oil/cream to help dry skin
  - c. Hand masks
  - d. Nail file, buffer, top coat.
- vi. Removal - Consideration given to when the enhancements are to be removed.

### **Band 1 (1 – 4 marks)**

Service plan not tailored to suit the client's lifestyle or medical/nail condition with no attention paid to, or understanding demonstrated of, the information provided in the case study. A limited range of available treatment and service options were considered with no justification provided for the choices made. Limited consideration given to timescales and budget with no links to the service plan. Limited advice and recommendations were provided regarding homecare and maintenance with no links to future events.

#### **Example band 1 response**

First of all I would explain that with most nail treatments they tend to last at least 2-3 weeks. As she is going on holiday in 3 weeks I would state that the nail art or enhancement that she would have today may have had a bit of growth or even may need maintenance before then.

I would explain to the client her different options that are available and what would be best to suit her. I would say that she could have gel or acrylic enhancements but as she is a keen gardener this may become difficult to keep clean and maintain. But I would also say as they are only for a special occasion that as long as she takes extra care and wears gloves she may be ok.

The one thing that I would be concerned about is the fact of her psoriasis, that her nail could be very greasy or produce extra oil in her nails due to the tropical creams that she has top apply. This could cause lift or even cause the nail enhancement to fall off. The other option would be gel polish on the natural nail but as she is prone to pitting I would suggest fiberglass to give the nail strength and a smooth surface.

The same could result in the gel polish to lift or come off due to the oily lotions and skin conditions. I would have to do a nail and skin analysis to make sure that there was no skin infection on the nail or around the skin area to prevent discomfort or irritation.

As my client has very short nails I would suggest that for a better finished look that the extensions would give a better finish. I would then discuss the nail art options and show her some examples of holiday nails or even ask the client if she had any pictures or preferences to what she would like. I would also advise what would go well and what would not go so well.

When doing the treatment I would make sure that my area is well ventilated and that the client and I have the correct PPE. Googles or a mask due to her asthma. I would keep minimal dust and make sure that I keep tidy though out the treatment to prevent any inhalation of any harmful chemicals or particles. As my client has not had a treatment before I would Go through the procedure with her step by step and fill in a consultation form and get her treatment plan signed and agreed.



## **Band 2 (5 – 8 marks)**

Service plan options were discussed and were tailored to the client's needs, including the use of PPE, with some justifications provided. A range of designs were considered with tentative links between the choices made and the client's requirements, but lacks confidence in justifying their choices. Timescales and budget were considered incorporating regular services but were not fully linked to a service plan. Relevant advice and recommendations were suggested regarding homecare and maintenance but does not consider future events. Some conclusions were made but does not fully support the case study.

### **Example band 2 response**

CONSULTATION - During my 30 minute consultation, I will need to ask my client more questions to find out the missing data. The types of questions that I will be asking her will be: - how long has she had her psoriasis? - Are the creams she has been prescribed helping her condition at all? - Does she have any particular photos of nail designs she likes- does she wear gloves when gardening?

I will then ask her general questions about her lifestyle, if she has previously had nail enhancements before. What shape she would like? I'll ask her if she has a particular colour scheme in mind and does she have any contraindications that she already knows about, for example any cuts or bruising. I will ask her open and closed questions during the consultation I will check for any contra-indications and to see how bad her psoriasis is.

TREATMENTS AND PRODUCTS - I can offer June the following treatments:- Tip and overlay of acrylic (liquid and powder)- sculpting using forms, with acrylic (liquid and powder)- tip and overlay of hard gel- sculpting using forms, with hard gel- soft gel polish- manicures with polish- fiberglass.

I believe all of the above treatments could benefit June in different ways. However because she has short nails I will be sculpting using forms.

Both acrylic and hard gel have their advantages and disadvantages. Because she has pitting I believe that her nails may also be sore, the psoriasis might affect how sensitive her nails and skin are. Because gel is more prone to have a higher exothermic reaction I believe that acrylics would be better for her. So I will sculpt using acrylics.

NAIL ART - The following nail art treatments I could offer is - 2D, 3D, Imprinting, Encapsulating, and One Stroke. When in my consultation I will ask June if she has a particular colour scheme, this will help me to link her nail art with her nails. I will ask her if she has any particular flowers she likes which could be incorporated into her design. I could include Caribbean colours and flowers including palm trees into her design, I can either free hand or imprint this using a stamper on her nails. I will ask my client what budget she is looking at and how much she is willing to spend her nails as a whole as I need to consider that this will impact on what nail art my client will have. I feel the best option for my client would be one stroke flowers using bright Caribbean colours. This will most definitely compliment her holiday. I can also include her favourite colours in this. I will the use a soft gel top coat to protect the nail art.

MAINTENANCE- I need to know how prepared my client is to maintain her nails, this will include her after care advice for things such as wearing gloves when she is gardening and regularly moisturizing her hands as they are dry. I need to know whether my client will come in for an in-fill is 3-4 weeks. I will explain to my client how to maintain her nails, by not biting or picking at them.

AFTER CARE - Because my client gardens a lot I most definitely recommend that she wears gloves when gardening. I recommend that she has a manicure today with hot oil or paraffin wax this will give her the best possible outcome and her nails should not have any pitting or dry skin ready for her cruise because she has dry skin I recommend that she moisturises her hands at least twice a day and or applies cuticle oil to her cuticles to make them soft once she has followed my aftercare advice, I would recommend booking her in a week before her cruise if she has the time available and the budget for a full set of sculpted acrylic with gel polish on top to make them non-porous, she will want her hands non-porous as she will be in the pool and maybe even the sea, this will stop any water from trapping and or passing through her nail.

LENGTH AND SHAPE - I can offer June the following shapes: square, oval, squoval, lipstick, stiletto, ballerina, round, coffin and almond. Because she is a gardener I would recommend that my client has them short and either oval, almond or ballerina because she already has wide and flat nails. I do not want to make it even more obvious. Having the shape I have offered her will elongate her nails and make her nails look lovely and long. I will be sculpting acrylics on my client then having a gel polish, with one stroke flowers, protecting the nail art will be a soft gel top coat. however today I would recommend that she had a manicure and gets re-booked in for her holiday nails as this will make them last longer and having the time to make her skin soft before her holiday will be better for my client. Her nails will last longer on holiday if we do it this way I recommend that my client comes back after her holiday to her acrylics removed properly.

### **Band 3 (9 – 12 marks)**

Comprehensive service plan is proposed and linked to the client's requirements, medical/nail conditions and lifestyle providing clear justifications for the choices. A range of nail designs were considered and agreed on taking into consideration client's nail and skin condition. Thorough consideration was given to planning which took into account budgets, timescales and client requirements with accurate justifications made. Comprehensive and relevant options relating to retail and homecare advice were provided to maintain the effects of the treatment. Additional information was provided relating to post-holiday maintenance and removal of nail products. The candidate has come to a well-balanced conclusion, which is fully validated.

### **Example band 3 response**

Consultation - In the consultation I would ask my client some questions to find out some more information which is missing such as where is the psoriasis, does it affect your nails, how long have you been using the cream, do you suffer really bad with your asthma does it become worse around dust or can smell cause it to become worse?

Then I would ask what she had in mind for her nails and kind of shape she wanted. I would also ask how much gardening she does and does she wear gloves when gardening.

Service - The service I would consider is hard gel the advantages of gel is that it doesn't smell. The disadvantages are that you are unable to soak the hard gel off if you would need to file the hard gel off to remove it or I could consider liquid and powder. The advantages of liquid and powder is that it has a stronger structure, the disadvantage is the smell. I would then consider using tips or sculpting for her nails nail art- as my client has told me she is interested in having nail art. I would consider all of the different types of nail art 3D, 2D, stamping, foils, embedding, one stroke, gel polish. I would give my client the opportunity to have a look through my look book to have a look at different nail art ideas.

Nails length and shape - I would consider the length of the nail and also take into consideration the length of her natural nail and the condition of her nails. I would then go on to consider the shape of the nails, square, squoval, almond, ballerina/ coffin, stiletto/ pointy.

Maintenance - I would consider the amount of maintenance that is required, and if she wanted to keep them on or if she just wanted to have them on for the cruise. I would consider how often she could come and how much it will be and I also take into account if she wanted them removing.

Budget - I would consider the budget which June has. I would have to see if she could afford to have it done on a regular basis and if she wanted nail art and how that could change the price.

Consideration - The consideration I would take into account would be that she has asthma and also has psoriasis and if that could affect her nail and the condition of the nails. I would also consider that she has short, wide, flat nails which are prone to pitting and how I would be able to achieve the nails which she would be happy with as well as consider how she is going to maintain them if she does gardening.

Retail and homecare - The retail I would consider is that she use cuticle oil or hand cream and any other treatment that could help the condition of the nails and skin. The homecare I would consider is that manicure, cuticle oil at home, hand cream, using gloves when gardening.

Removal - I would consider if she wanted them removing I would consider if I would have to remove with acetone or if I would have to file it off.

What I would do - when considering all the information I have been given I would do a full set of liquid and powder acrylic I would sculpt and my reason for this is that it is a stronger system and I would sculpt as I feel as if I put a tip on her natural nail, it would come off or snap due to not having much nail bed. I would recommend a short almond shape as this will elongate the nail and would not make the nail look small and wide. I wouldn't use gel as when filing gel I find that it produces more dust and the UV light could irritate her psoriasis, and her asthma.

I would also do which design she wanted and apply a top coat as this will make the nail non-porous this will then stop water or air going into the structure. I would recommend to her that she come back in 2 weeks for a maintenance appointment as her nail will become longer due to the growth and because she has short natural nails the nail length may be too long as she is not used to having nails on. This would also prevent her breaking her nails and them being too long for her and so the structure of the nails won't be too heavy at the tip of her nail.

## 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=information> which includes:

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

*Technical Qualifications, Resources and Support: [cityandguilds.com/techbac/technical-qualifications/resources-and-support](http://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](http://www.jcq.org.uk/exams-office/ice--instructions-for-conducting-examinations)*