



Home Economics

GCSE

Home Economics: Child Development Food Nutrition

B001 and B011

A Guide to completing
Witness Statements

August 2014

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HOW TO COMPLETE THE WITNESS STATEMENT

Witness statements are a requirement for the B001 and B011 Short Tasks controlled assessment. They are to provide centres with a format to give written support and justification for the marks they are awarding for each candidate. The main focus should be on the 'carrying out' of the tasks.

This is in addition to the Unit Recording Sheet; however, duplication of annotation is not required. When filling in the Unit Recording Sheet carrying out section, writing 'See Witness statement' should suffice.

Who can fill them in?

In the majority of cases the member of staff teaching the course will complete the witness statement and be both the witness and assessor.

However, on some occasions the witness may be a different person to the assessor, for example, a teaching assistant, student teacher, cover supervisor, working with a specific candidate/s, and therefore these witnesses would be required to complete their name in the witness name and role/position boxes and fill in the witness observations box.

The assessor will always be the actual overall teacher in charge of the candidates and will counter sign the witness statement in the appropriate box under assessor's name/signature.

Where the witness role has only observed one task they would complete a witness statement for the particular task they have witnessed and sign appropriately.

What experience should they have?

The witness would have observed the candidates when undertaking their three short tasks. They should be in a position to comment on how each candidate in their charge has fulfilled each task. Their observations in the witness comments for each practical task must link to the mark bands. If not the teacher, the experience required by the witness should be based on their observations of candidates when carrying out the controlled assessment tasks.

How should I complete the witness statements?

They should circle their decisions around the specific mark band.

Comments to support those decisions should be completed in the adjacent boxes. Comments should enable the moderator to see why a particular mark band has been awarded. For example, if candidates have been given support and help or if they have worked independently. If a range of methods and techniques have been used or one basic method where help was needed this should link and reflect the mark band that has been awarded/circled.

Comments need to be brief and succinct. Vague and non-specific comments namely 'well done' and 'excellent outcome' are not recommended.

The following completed witness statement forms are examples of good practice.

GCSE CHILD DEVELOPMENT B011 WITNESS STATEMENT – PRACTICAL WORK

CANDIDATE NAME	Sally OCR	CANDIDATE NUMBER	3333	
WITNESS NAME	Ms Smith	WITNESS ROLE/POSITION:	Teaching Assistant - CD Dept.	Date: July 2014
ASSESSOR NAME	Mr Brown	ASSESSOR SIGNATURE:		Date: July 2014

CARRYING OUT ORGANISATION				
	WITNESS observations on candidate	ASSESSOR decisions based on witness observations (circle decision)		
Task	Comments	MB1	MB2	MB3
Practical task No 1 Breast and bottle feeding	Followed the plan of action with minimum support to complete the magazine article. Adhered to allocated time scales to finish the article. Outcome was of a good standard with relevant content and attractive and appealing presentation. The annotated drafts used to test different fonts and pictures were useful in determining final articles layout/content.	Carry out the planned work with some assistance	Carry out the planned work to a good standard mainly unaided	Carry out the planned work independently to a high standard
	Carried out the work using a range of different methods including an interview and use of magazine articles. The resources identified in the planning section were used appropriately to carry out the construction of the magazine article.	Organise the resources used with some help Use limited methods to carry out the work	Carry out the work with some accuracy Use some methods/ techniques to carry out planned work using resources	Use a range of methods/ techniques and carry out planned work using appropriate resources
	A simple diary log was completed showing when each task in the construction of the magazine was accomplished.	Use limited evidence to support the work carried out In achieving the skills/ processes, help may be needed	Use evidence that is included to support the work carried out	Detailed written evidence should be included to support the work carried out
Practical task No 2 The diet of young children	A simple order of work was completed including the key methods required to make the two course meal. The age of child (4 years) highlighted. Assistance was given to ensure the plan was workable.	Carry out the planned work with some assistance	Carry out the planned work to a good standard mainly unaided	Carry out the planned work independently to a high standard

CARRYING OUT ORGANISATION				
	WITNESS observations on candidate	ASSESSOR decisions based on witness observations (circle decision)		
Task	Comments	MB1	MB2	MB3
	An ingredients list was included in bullet pointed format. Some support was required to complete the full ingredient requirements for the chosen meal. Methods used were basic and outcome not visually appealing.	Organise the resources used with some help Use limited methods to carry out the work	Carry out the work with some accuracy Use some methods/ techniques to carry out planned work using resources	Use a range of methods/ techniques and carry out planned work using appropriate resources
	A photograph of the finished meal is included. However, there is no supportive evidence linked to the required nutritional needs for a four year old child for whom the meal is designed.	Use limited evidence to support the work carried out In achieving the skills/ processes, help may be needed	Use evidence that is included to support the work carried out	Detailed written evidence should be included to support the work carried out
Investigative task No 13 Choosing baby food	An excellent plan of action has been produced independently and includes the chosen homemade product with two commercially available baby foods. Clear factors have been identified which are later used to help the comparison.	Carry out the planned work with some assistance	Carry out the planned work to a good standard mainly unaided	Carry out the planned work independently to a high standard
	The resources for making and comparing the three baby foods have been used to good effect. A range of methods and techniques have been used. Recording charts with clearly set out criteria are particularly well presented.	Organise the resources used with some help Use limited methods to carry out the work	Carry out the work with some accuracy Use some methods/ techniques to carry out planned work using resources	Use a range of methods/ techniques and carry out planned work using appropriate resources
	Detailed results have been used appropriately to collate findings. Conclusions based on the investigation are thorough, user friendly and realistic.	Use limited evidence to support the work carried out In achieving the skills/ processes, help may be needed	Use evidence that is included to support the work carried out	Detailed written evidence should be included to support the work carried out
GENERAL COMMENTS				
Range of skills and techniques undertaken across the three tasks. A range of appropriate factors produced and used for any testing. Relevant written evidence to support work carried out. Investigative approach for baby food comparison with sensory testing chart and nutritional analysis completed.				

GCSE FOOD AND NUTRITION B001 WITNESS STATEMENT – PRACTICAL WORK

CANDIDATE NAME	Sally OCR	CANDIDATE NUMBER	3333	
WITNESS NAME	Ms Smith	WITNESS ROLE/POSITION:	Teaching Assistant	Date: July 2014
ASSESSOR NAME	Mr Green	ASSESSOR SIGNATURE:		Date: July 2014

PRACTICAL WORK				
	WITNESS observations on candidate practical	ASSESSOR decisions based on witness observations (circle decision)		
Task	Comments	MB1	MB2	MB3
Practical task No._	An competent student who followed plan effectively and used time productively. Content and format of plan detailed and easy to follow.	Follows plan with help	Follows plan	Follows plan effectively
	Very independant student who fully organised all the resources required to carry out the task.	Organises equipment/ materials with help	Organises equipment/ materials effectively	Organises resources independently
	Followed a high standard of safe working practices throughout the practical work. All equipment used safety and independently.	Uses equipment safely	Uses equipment safely	Uses equipment safely and independently
	Competently demonstrated a range of skills to meet the demands of the chosen task. Independent student who works methodically.	Demonstrates some skills in carrying out practical task	Demonstrates a range of skills	Competently demonstrates a range of skills
Practical task No._	Followed detailed and accurate plan specifically for the task in an effective and independent manner.	Follows plan with help	Follows plan	Follows plan effectively
	A very well organised student who managed the time well and used the equipment in a competent and calm manner.	Organises equipment/ materials with help	Organises equipment/ materials effectively	Organises resources independently

PRACTICAL WORK				
	WITNESS observations on candidate practical	ASSESSOR decisions based on witness observations (circle decision)		
Task	Comments	MB1	MB2	MB3
	Used all equipment safely and independently. Particular care taken with setting up and use of processor.	Uses equipment safely	Uses equipment safely	Uses equipment safely and independently
	Competently carried out a range of manipulative skills. to include; creaming, whisking and making a roux sauce. The roulade was exceptional.	Demonstrates some skills in carrying out practical task	Demonstrates a range of skills	Competently demonstrates a range of skills
Investigative task No._	Plan constructed in a user friendly format with relevant detail and followed competently by student.	Follows plan with help	Follows plan	Follows plan effectively
	A well organised student who managed her time, equipment and ingredients efficiently and independently. Tasting sheets ready for completion focusing on factors highlighted in planning.	Organises equipment/ materials with help	Organises equipment/ materials effectively	Organises resources independently
	Adhered to safe working practices and hygiene rules.	Uses equipment safely	Uses equipment safely	Uses equipment safely and independently
	Excellent preparation of food items for comparing fresh home made/convenience/ready made lasagna.	Demonstrates some skills in carrying out practical task	Demonstrates a range of skills	Competently demonstrates a range of skills

GENERAL COMMENTS
A range of factors was identified for each of the short tasks. These were then used to investigate and compare. Student approached tasks in a mature and focused manner. Content and results were always of a very high standard. Factors introduced in the planning sections was used later for testing/sensory analysis.

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Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

