**LEARNER SUMMATIVE ASSESSMENT TOOL: KNOWLEDGE MODULE 4:**

**KNOWLEDGE COMPONENT: LEARNER SUMMATIVE ASSESSMENT TOOL: KNOWLEDGE MODULE 4: QUALITY ASSURANCE**

**Occupational Certificate: Sugar Processing Machine Operator**

**LEARNER SUMMATIVE ASSESSMENT TOOL**

**KNOWLEDGE MODULE 4: QUALITY ASSURANCE**

**QUALITY ASSURANCE**

 ****

**OCCUPATIONAL CERTIFICATE: ID 98912: SUGAR PROCESSING MACHINE OPERATOR**

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1. STAKEHOLDER INFORMATION

|  |
| --- |
| **LEARNER INFORMATION** |
| **Name** |  |
| **Surname** |  |
| **ID number** |  |
| **Mobile phone contact number** |  |
| **E-mail address** |  |
| **Physical address** |  |
| **Postal address** |  |
| **Employer Name** |  |
| **Employer Contact Details** |  |

|  |
| --- |
| **ASSESSOR DETAILS** |
| **Name** |  |
| **Surname** |  |
| **Assessor ID** |  |
| **Project Name** | Occupational Certificate ID 98912::Sugar Processing Machine Operator |
| **Module No.** | **Module 4:Quality Assurance** |
| **Date of Assessment** |  |
| **Portfolio submission Date** |  |
| **Assessor Signature** |  |
| **Total Marks for Knowledge Module 4** | 90 marks |
| **Marks attained** |  |
| **Place:** |  |

|  |
| --- |
| **MODERATOR DETAILS** |
| **Moderator Name** |  |
| **Moderator ID** |  |
| **Moderator Signature** |  |
| **Date of Moderation** |  |

1. COMPETENCY SUMMARY OF ASSESSMENT

|  |
| --- |
|  |
| **Module 9** | **KM-4-KT01: Quality Control and Assurance** | **C** | **NYC** |
| **1** | 1.1.Quality management systems |  |  |
|  | 1.2.Quality control and assurance |  |  |
|  | 1.3.Quality indicators and specification |  |  |
|  | 1.4.Key control points |  |  |
|  | 1.5.Quality reports |  |  |
|  | 1.6.Traceability |  |  |
| **2** | **KM-4-KT02: Sampling principles and methods** | **C** | **NYC** |
|  | 2.1.Representative sampling |  |  |
|  | 2.2. Sampling techniques and equipment |  |  |
|  | 2.3. Handling and storages of samples |  |  |
|  | 2.4.Sample records and labels |  |  |
|  | 2.5.Sampling frequency |  |  |
| **3** | **KM-4-KT03: Principles of food safety and quality assurance** | **C** | **NYC** |
|  | 3.3. HACCP |  |  |
|  | 3.2. Personal hygiene |  |  |
|  | 3.4. Food safety protective measures |  |  |

1. ASSESSMENT ALIGNMENT MATRIX (INTERGRATED OUTCOMES)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module No: 4** | **How it is assessed (Assessment methodology)** | **Where is it covered (learning material)** | **Where it is assessed** | **First Submission** |
|  | **Summative** | **Formative** |
| **SAQA ID Number: 98912:** | Two methods of assessment are followed which are:1. Summative assessment: written tests, knowledge questions using fundamental and reflexive questions.2. Formative assessment: assignments, tasks, portfolio of evidence submitted and presentations. |  |  |  | **Clearly meets all the criteria** | **Meets some but not all criteria** | **Clearly does not meet any of the criteria** |
| **Title: Operations Management** |  |  |  |  |  |  |
| **NQF level and credits:**NQF Level 5: 12 Credits |  |  |  |  |  |  |
| **Topic: 1 Quality Control and Assurance** | Page 11 | Question 4.1 page 20 |   |  |  |  |
| **Assessment criteria**: An understanding of quality control and assurance can be demonstrated by responding to a range of questions on related concepts and practices | Page 11-26 | Question 4.2,4.3 and 4 4page 20-21 | Learning Activity1.1page 11 -12 |  |  |  |
| Question 4.12 page 24 | Learning Activity 1.2 page 13-18 |
| **Topic 2. Sampling principles and methods** |  | Page 27 |  |  |  |  |  |
| **Assessment criteria:** The concept “Representative sampling” can be defined and explained | Page 27 | Question 4.5 page 21 | Learning Activity 2.1- page 20-23 |  |  |  |
| Learning Activity 2.3 page 27-28 |
| Question 4.10 and 4.13 page 23 |
| **Assessment criteria:** An understanding of sampling techniques and equipment used at various stages in the sugar milling process can be demonstrated |  | Page 28-75 | Question 4.6,4.7 and 4.8 page 22 | Learning Activity 2.2 page 24-26 |  |  |  |
| Learning Activity 2.4- page 29-35 |
| Question 4.15 page 25 |
| Question 4.20 page 27 |
| **Assessment criteria** Sampling handling, storage, recording and labeling practices can be demonstrated |  | Page 76-79 | Question 4.14 and 4.16 page 25 |  |  |  |  |
| **Topic 3. Principles of food safety and quality assurance** |  | Page 80 | Question 4.9 page 23 |  |  |  |  |
| **Assessment criteria:** The focus of HACCP and measures to meet standards in a sugar mill can be explained | Page 80-86 | Question 4.11 page 24 | Learning Activity 3.1 page 37-38 |  |  |  |
|  |
| **Assessment criteria:** The importance of meeting HACCP standards from sustainable business perspective can be explained |  |  |  |  |  |  |
| **Assessment criteria:** Personal hygiene measures that must be met by all employees can be listed and explained |  | Page 86-93 | Question 4.17, 4.18 and 4.19 page 26 | Learning Activity 3.2 page 39-41 |  |  |  |
| Learning Activity 3.3 page 42-43 |
| Learning Activity 3.4 page 44 |

1. ASSESSMENT DECISION & EVIDENCE EVALUATION RECORD

|  |
| --- |
| Candidate's Name: - |
| Assessor's Name: - |
| **Practical assessment**I declare that this assessment is my own demonstration. Marks: The learner is either “Met requirements” or “did not meet requirements”. If the learner did not meet requirements in an area, then he or she must be reassessed. **Learner achieved: Met requirements /Did not meet requirements**  |
| **KNOWLEDGE MODULE 4:QUALITY ASSURANCE** |
| **Overall outcome:**  |
| **Specific Outcome**  | **Met requirements** | **Did not meet requirements** | **Comments** |
| 1 |  |  |  |  |
| **Specific Outcome**  | **Met requirements** | **Did not meet requirements** | **Comments** |
| 2 |  |  |  |  |
| **Specific outcome** | **Met requirements** | **Did not meet requirements** | **Comments** |
| 3 |  |  |  |  |

1. OVERALL ASSESSMENT DECISION

|  |
| --- |
|  |
| **Assessors Comments:** |
| Signature of Assessor: |
| Date:  |

1. Evidence of feedback

|  |
| --- |
| **Module No : 4****Level :3****Assessor :**……………………………………………………………………………**Candidate :**………………………………………………………………………….. **Date of final assessment:**……………………………………………………………. |
| **Evidence criteria** | **Achieved** | **Not** |
| 1. Constructive |  |  |
| 2. Timeous (according to Plan) |  |  |
| 3. Correct mode / medium |  |  |
| 4. Participative |  |  |
| 5. Developmental |  |  |
| 6. Accurate |  |  |
| 7. Specific |  |  |
| 8. Documented |  |  |
| 9. Directed to correct parties |  |  |
| **Signing off date:** ……………………………………………...........……………. ………………………………….**Assessor Candidate** |

1. OVERALL RESULTS

|  |  |  |
| --- | --- | --- |
| **OVERALL RESULT** | **Competent** |  |
| **Not Yet Competent** |  |
| Declaration by Candidate |
| I, …………………………………………………………………….declare that I am satisfied that the feedback given to me by the Assessor was relevant, sufficient and done in a constructive manner. I accept the assessment decisions and do realise that have no further questions relating to this particular assessment process. I do realise that after this assessment decision, the moderator will either uphold or reverse this assessment decision taken by the assessor. |
| **Candidate : \_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Assessor : \_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Moderator : \_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. ASSESSMENT REVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor’s Name** |  | **ID Number** |  |
| **Contact Details of Assessor** | **Email** |  |
| **Phone** |  |
| **Fax** |  |
| **PART 1** |
|  | **Review Criteria**  | **Valid** | **Authentic** | **Current** | **Consistent** | **Reliable**  | **Sufficient** | **Comments** |
| ***Please conduct an honest review of the Assessment Instruments used in this assessment:***  |
| 1 | Evidence Topic 1 |  |  |  |  |  |  |  |
|  | Knowledge Assignment |  |  |  |  |  |  |  |
| Practical Assignment |
| Natural Occurring Evidence  |
| Reflection  |
| 2 | Evidence Topic 2 |  |  |  |  |  |  |  |
|  | Knowledge Assignment |  |  |  |  |  |  |  |
| Practical Assignment |
| Natural Occurring Evidence  |
| Reflection  |
| 3 | Evidence Topic 3 |  |  |  |  |  |  |  |
|  | Knowledge Assignment |  |  |  |  |  |  |  |
| Practical Assignment |
| Natural Occurring Evidence  |
| Reflection  |
| 4 | Evidence Topic 4 |  |  |  |  |  |  |  |
|  | Knowledge Assignment |  |  |  |  |  |  |  |
|  | Practical Assignment |
|  | Natural Occurring Evidence  |
|  | Reflection |
| **PART 2** |
| **No**  | **Review Criteria**  | **Yes** | **No** | **Remarks** |
| 1 | Do you feel the candidate was appropriately selected and prepared for the RPL assessment?  |  |  |  |
| 2 | Did the candidate interpret the evidence requirements appropriately?  |  |  |  |
| 3 | Was the assessment free of potential assessment barriers such as language, literacy, access to resources? |  |  |  |
| 4 | Was the assessment evidence presented by the candidate valid, authentic, current and sufficient?  |  |  |  |
| 5 | Was the candidate’s workplace access to evidence sufficiently supportive of the assessment strategy? |  |  |  |
| 6 | Do you feel you could make a fair, valid and reliable assessment decision? |  |  |  |
| **Recommendations** |
| ***(Feedback on Validity, authenticity, currency and sufficiency of candidate evidence.)*** |
|  |
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| **Assessor Signature** | **Date Review Completed** |

1. FINAL DECISION

|  |
| --- |
| **I………………………………………………………. hereby declare Ms/Mr** **………………………………………… Competent Not Yet Competent** |
| **FEEDBACK TO LEARNER:****……………………..………………………..………………………..……………………****……………………..………………………..………………………..………………………****……………………..………………………..………………………..………………………****……………………..………………………..………………………..………………………****SIGN: …………………………………… DATE: ……………………..........................** |
| **LEARNER FEEDBACK:****……………………..………………………..………………………..………………………****……………………..………………………..………………………..………………………****……………………..………………………..………………………..………………………****……………………..………………………..………………………..………………………** **SIGN: ……………………………………… DATE: …………………….......................** |
| **MODERATOR FEEDBACK:****………………………..………………………..………………………..……………………****………………………..………………………..………………………..……………………****……………………..………………………..………………………..………………………****……………………..………………………..………………………..………………………****SIGN: …………………………………… DATE: ……………………........................** |

1. LEARNER FEEDBACK FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **EVIDENCE** | **CRITERIA** | **EVIDENCE** |
| How did your assessor encourage you and put you at ease during the assessment process? |  | Were you given clear and constructive feedback? |  |
| Were your assessor’s questions clear and pitched at the right level of language usage? |  | Did your assessor assess all the evidence provided by you? |  |
| Do you believe that all the assessment criteria and knowledge requirements of the standard you were being measured against were considered in your assessment? |  | Were you aware of any discrimination practice carried out by your assessor towards you? |  |

**LEARNER SIGNATURE:………………………………………………**

**DATE:.…………………………..**

1. SUMMATIVE ASSESSMENT INSTRUCTIONS

**Instructions**

* Work individually and answer all questions.
* Use a black pen and ensure that you complete the questions in your own handwriting.
* Time to spend on this assessment is **1.5 hours.**
* The marks you will attain for each question are shown in brackets.
1. WRITTEN ASSESSMENT

**Candidate instruction:** Complete the following multiple-choice questionnaire by marking the most appropriate response with an x in the space provided.

|  |  |  |
| --- | --- | --- |
| **Scope of Assessment** | **Exit Level Outcome/s** | **Module/s** |
|  | **4. Quality Assurance** | **4** |
| **Alignment – Learning Outcome 1, 2, and 3: Quality control and assurance, Sampling principles and methods, Principles of food safety and quality assurance.****Award one mark for selection of valid “x”. One mark = Competent** |
| **4.1** | **What is quality assurance?** | **Mark Allocation** |
| **a** | 🞎 | It is a formalised system that documents processes, procedures, and responsibilities for achieving quality policies and objectives |  |
| **b.** | 🞎 | It is a set of activities for ensuring quality in products by identifying defects in the actual products produced |  |
| **c.** | 🞎 | It is a process used to learn if the product is up to standard, and will satisfy the consumer |  |
| **d.** | 🞎 | They are detailed requirements that define the quality of a product, service or process. |  |
| **e.** | 🞎 | None of the above | 4 |

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| --- | --- | --- |
| **4.2** | **Which of the following is a minimum control requirement for food processing operation?** | **Mark Allocation** |
| **a.** | 🞎 | Personnel hygiene  |  |
| **b.** | 🞎 | Cleaning and sanitation |  |
| **c.** | 🞎 | Waste management |  |
| **d.** | 🞎 | Pest management |  |
| **e.** | 🞎 | All of the above | 4 |

|  |  |  |
| --- | --- | --- |
| **4.3** | **What does control measure mean?** | **Mark Allocation** |
| **a.** | 🞎 | means any action or activity that is used to prevent, reduce to acceptable levels, or eliminate a hazard |  |
| **b.** | 🞎 | means to prevent, eliminate, or eradicate |  |
| **c.** | 🞎 | Means a procedure in a food process at which a control measure can be applied and at which control is essential to prevent, reduce to an acceptable level, or eliminate an identified food hazard |  |
| **d.** | 🞎 | means washing with water of adequate sanitary quality |  |
| **e.** | 🞎 | means the maximum or minimum value to which a physical, biological or chemical parameter must be controlled | 4 |

|  |  |  |
| --- | --- | --- |
| **4.4** | **What is traceability?** | **Mark Allocation** |
| **a.** | 🞎 | It is a systematic approach to the identification, evaluation, and control of food safety hazards. |  |
| **b.** | 🞎 | It is a specific quality process or outcome (or both), such as an inspection test plan, quality communications plan or non-conformance report. |  |
| **c.** | 🞎 | It is the ability to track any food through all stages of production, processing and distribution (including importation and at retail). |  |
| **d.** | 🞎 | All of the above  |  |
| **e.** | 🞎 | None | 4 |

|  |  |  |
| --- | --- | --- |
| **4.5** | **What is a representative sample?** | **Mark Allocation** |
| **a.** | 🞎 | A sample that includes some stagnant (“old”) product. |  |
| **b.** | 🞎 | a sample that is not representative |  |
| **c.** | 🞎 | A sample that is covered to avoid moisture lose to the atmosphere |  |
| **d.** | 🞎 | a true reflection of the bulk material |  |
| **e.** | 🞎 | None | 4 |

|  |  |  |
| --- | --- | --- |
| **4.6** | **Which of the following is the procedure to sample final bagasse?** | **Mark Allocation** |
| **a.** | 🞎 | A catch sample is taken using the long handled copper container |  |
| **b.** | 🞎 | Transfer all the catch samples to the billycan, cover with the lid and take it to the laboratory. |  |
| **c.** | 🞎 | The sample must be taken from the front and across the whole length of the front roller |  |
| **d.** | 🞎 | The sample must be collected continuously over the hour |  |
| **e.** | 🞎 | None | 4 |

|  |  |  |
| --- | --- | --- |
| **4.7** | **Which of the following equipment is used to sample cane?** | **Mark Allocation** |
| **a.** | 🞎 | Copper container attached to a long handle (1000 cm³); Enamelled seamless billycan with lid (3 litres) |  |
| **b.** | 🞎 | Cutter sampler, Seamless stainless steel bucket with lid (12 litre) |  |
| **c.** | 🞎 | Electronic cane tracker, Cane sub-sampler, Sample table, Sample shredder and Enamelled billycan with lid (seamless container and 6 litre capacity) |  |
| **d.** | 🞎 | Hatch sampler or, if not applicable, swing sampler, Sample receptacle – enamelled billycan with lid, seamless construction (6 litre capacity), Mixing table (stainless steel top) |  |
| **e.** | 🞎 | Container with handle (500 cm³), Enamelled or stainless steel seamless billycan with lid (1 litre) | 4 |

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| **4.8** | **What is the function of a cane sampler?** | **Mark Allocation** |
| **a.** | 🞎 | To remove the locking pin and swing the handle down until it rests on the guide wheel. |  |
| **b.** | 🞎 | It is to provide a representative sample of cane from a consignment by means of a series of catch samples of the prepared cane taken after the shredder. |  |
| **c.** | 🞎 | Transfer the sub-sample to the sample shredder disturbing the sample evenly in the shredder compartment. |  |
| **d.** | 🞎 | To push the sample box into the bagasse stream ensuring that the leading edge moves beyond the rear of the falling bagasse stream and then reverse the stroke. |  |
| **e.** | 🞎 | are used to show the progress of cane consignments along the mill carriers | 8 |

|  |  |  |
| --- | --- | --- |
| **4.9** | **What does HACCP stand for?** | **Mark Allocation** |
| **a.** | 🞎 | Hazard Analysis Collection Control Point |  |
| **b.** | 🞎 | Hazard Authority Critical Control Process |  |
| **c.** | 🞎 | Hazard Analysis Critical Control Point |  |
| **d.** | 🞎 | All of the above |  |
| **e.** | 🞎 | None | 4 |

|  |  |  |
| --- | --- | --- |
| **4.10** | **How to take representative sample?** | **Mark Allocation** |
| **a.** | 🞎 | When taking a sample of product (say juice) ensure that you have not included some stagnant (“old”) product that may have been trapped in the sampling pipe. |  |
| **b.** | 🞎 | Beware of using containers and lids that are contaminated i.e. dirty or wet. |  |
| **c.** | 🞎 | Do not leave samples to stand as they will deteriorate due to chemical and bacterial degradation. |  |
| **d.** | 🞎 | All of the above |  |
| **e.** | 🞎 | None | 4 |

**TRUE OR FALSE QUESTIONS:**

**Award one mark for each selection of valid “T/F”.**

|  |  |  |
| --- | --- | --- |
| **4.11** | **True or False the following are principles of HACCP?** | **Mark Allocation** |
| **a.** | 🞎 | Analyze hazards: |  |
| **b.** | 🞎 | Identify critical control points: |  |
| **c.** | 🞎 | Planning |  |
| **d.** | 🞎 | Establish procedures to verify that the system is working properly |  |
| **e.** | 🞎 | Review and improvement | 5 |

|  |  |  |
| --- | --- | --- |
| **4.12** | **True or False the following issues form part of a traceability system?** | **Mark Allocation** |
| **a.** | 🞎 | Identification |  |
| **b.** | 🞎 | Link |  |
| **c.** | 🞎 | Registry |  |
| **d.** | 🞎 | Communication |  |
| **e.** | 🞎 | Reliability | 5 |

|  |  |  |
| --- | --- | --- |
| **4.13** | **True or False the following are purpose of representative sampling?** | **Mark Allocation** |
| **a.** | 🞎 | Reliability |  |
| **b.** | 🞎 | Accuracy |  |
| **c.** | 🞎 | Ingredient verification |  |
| **d.** | 🞎 | Traceability |  |
| **e.** | 🞎 | Product traceability | 5 |

|  |  |  |
| --- | --- | --- |
| **4.14** | **True or False the following is the syrup sampling procedure.** | **Mark Allocation** |
| **a.** | 🞎 | A catch sample is taken hourly from the take-off pipe situated on the delivery side of the pump. |  |
| **b.** | 🞎 | Before collecting the sample the take-off pipe valve must be opened and the pipe flushed with syrup. |  |
| **c.** | 🞎 | Once the pipe has been flushed clean, collect ca. 500 cm³ in the clean dry sample receptacle. |  |
| **d.** | 🞎 | Put the lid on the receptacle and take it to the laboratory. |  |
| **e.** | 🞎 | In the laboratory place the receptacle in a water trough to cool. | 5 |

|  |  |  |
| --- | --- | --- |
| **4.15** | **True or False the following are sampling equipment?** | **Mark Allocation** |
| **a.** | 🞎 | Cane Sampler |  |
| **b.** | 🞎 | Bunsen burner |  |
| **c.** | 🞎 | The microprocessor cane tracker |  |
| **d.** | 🞎 | Crucible |  |
| **e.** | 🞎 | Screw conveyors | 5 |

|  |  |  |
| --- | --- | --- |
| **4.16** | **True or False the following are different sampling frequencies?** | **Mark Allocation** |
| **a.** | 🞎 | Whole Stick Cane |  |
| **b.** | 🞎 | Final Bagasse |  |
| **c.** | 🞎 | Mixed juice |  |
| **d.** | 🞎 | Clarified juice |  |
| **e.** | 🞎 | Filtrate | 5 |

|  |  |  |
| --- | --- | --- |
| **4.17** | **True or False the following are basic requirements for food safety?** | **Mark Allocation** |
| **a.** | 🞎 | Of enough shelf life |  |
| **b.** | 🞎 | Low quality food |  |
| **c.** | 🞎 | Free of contaminants |  |
| **d.** | 🞎 | Low shelf life |  |
| **e.** | 🞎 | Safe for consumption | 5 |

|  |  |  |
| --- | --- | --- |
| **4.18** | **True or False the following are types of food safety hazards?** | **Mark Allocation** |
| **a.** | 🞎 | P - Physical food safety hazards |  |
| **b.** | 🞎 | chemical substance |  |
| **c.** | 🞎 | C - Chemical food safety hazards |  |
| **d.** | 🞎 | B - Biological food safety hazards |  |
| **e.** | 🞎 | poor sanitation | 5 |

|  |  |  |
| --- | --- | --- |
| **4.19** | **True of False personal hygiene practices involves taking care of the following?** | **Mark Allocation** |
| **a.** | 🞎 | Hands |  |
| **b.** | 🞎 | Cuts and Sores |  |
| **c.** | 🞎 | Spilled blood |  |
| **d.** | 🞎 | Nose, Mouth and Ears |  |
| **e.** | 🞎 | Hair | 5 |

|  |  |  |
| --- | --- | --- |
| **4.20** | **True or False the following are critical control points and parameters requiring monitoring in the sugarcane production line?** | **Mark Allocation** |
| **a.** | 🞎 | Sugarcane growing |  |
| **b.** | 🞎 | Sugar extraction  |  |
| **c.** | 🞎 | Crystallisation and centrifugation |  |
| **d.** | 🞎 | Drying and cooling of sugar |  |
| **e.** | 🞎 | Sugar storage | 5 |

1. FINAL MARKS

**TOTAL MARKS: 90**

**PASS MARK: 72**

|  |  |
| --- | --- |
| **LEARNER MARKS** |  |
| **PERCENTAGE** |  |
| **ASSESSOR SIGNATURE:** |