

# AAA EXAMS – NOTES FOR MENTORS & CANDIDATES

## 1 ARRIVAL

- 1.1 Candidates must present a) their Foundation Food Hygiene Certificate and b) their Personal Statement (see 10 below) when registering on arrival at the time advised.
- 1.2 Candidates who are taking their Practical exam in the morning (with their Interview and Knowledge Test in the afternoon) will have access from 8.00 a.m. and must be present by 8.30 a.m. with the Introduction scheduled to start promptly at 8.45 a.m. Candidates are able to leave after completing both their Knowledge Test and Interview in the afternoon.
- 1.3 Candidates taking their Practical in the afternoon will have access from 9.15 a.m. and must be present by 9.45 a.m. with the Introduction starting at 10.00 a.m. They will take their Knowledge Test and Interview in the morning with the day ending at 5.45 p.m. assuming there are the maximum 14 candidates overall.
- 1.4 Candidates will be told in advance whether they are taking their Practical exam in the morning (which will mean getting changed into whites before the Introduction) or in the afternoon (which will mean changing into whites during the lunch break).
- 1.5 Note, Candidates who are so late as to not be present at the Introduction will be disqualified if they have not phoned to explain their delay and will then have to re-apply for the AAA. Alternatively, if they have phoned and there is good reason for failing to meet the time, they will be transferred to the next available exam.

## 2 DRESS CODE: Candidates are responsible for providing their uniform and should be dressed for their Practical exam as follows:

- 2.1 Appropriate kitchen uniform should be worn (no jeans or t-shirts) **including a hat and a plain white, anonymous jacket that does not identify the Candidate's workplace or show any past achievements.** Candidates must remain in uniform until leaving the kitchen.
- 2.2 Oven cloths: students are responsible for the provision of oven cloths and tea towels, at least one of each.

- 2.3 Shoes: solid enclosed footwear with non-slip soles must be worn, and must not be shoes worn outdoors.
- 2.4 Visible jewellery including piercings may not be worn, with the exception of a plain wedding band and stud or sleeper earrings.
- 2.5 Perfumes or aftershave may not be worn. Make up, nail varnish and false nails are also prohibited.
- 2.6 Where worn, beards and moustaches must be trimmed and tidy. Men are otherwise requested to be clean-shaven.
- 2.7 Long hair (below collar length) must be tied up and kept under the hat, or contained within a hair net.
- 2.8 Other than for the practical sessions, the dress code is smart, casual at the Examiners discretion.
- 2.9 Name badges will be issued to Candidates as they register on arrival and should be worn throughout the day.

3 MOBILE PHONES must be switched off and left in lockers.

4 EQUIPMENT: Candidates should bring their knife sets (including potato peelers) and, if they wish, a temperature gauge and/or probe; all other equipment will be supplied by the exam venue.

5 INGREDIENTS: the host venue will be responsible for the provision of all food items required for the examination. Note:

5.1 Numerical ingredients (e.g. three eggs, two carrots) will be allocated onto individual trays and sited at each workstation before the Candidates enter the kitchen. Salt pepper will also be available at each workstation

5.2 All other ingredients will be available from a common supply, accessibly placed. Ingredients that require weighing or measuring must be weighed or measured by the Candidate; there will be sufficient equipment for each Candidate to weigh or measure independently.

## 6 HYGIENE

- 6.1 The exam venue will provide a pot washer and cleaning/sanitising provisions for the Candidates to keep their workstations tidy and hygienic. Candidates should empty all pots and bowls etc before bringing them to the pot wash. Equipment that a Candidate wishes to re-use should be cleaned by the Candidate.
- 6.2 Workstations should be kept clean and tidy throughout and left in that condition. In addition to the marks given for set tasks or dishes, Chef Examiners will award a mark for the Candidate's hygiene and safety, as demonstrated throughout the exam. When inspecting each workstation, the Chef Examiners will give marks for useful work underway but not completed.

## 7 PRESENTATION of completed tasks and dishes:

- 7.1 The exam venue will provide all crockery and cutlery to be used for the presentation of all tasks or dishes. Whenever possible, these will be identical sets to ensure consistency.
- 7.2 One to four portions of each task or dish will need to be prepared, as will be stated on the exam paper. Unless stated otherwise, all portions required should be served together on one serving dish, as supplied, and taken to the Examiners' table by the Candidate, who should place the dish alongside his or her nameplate and immediately return to their workstation. The item will then be photographed, tasted and marked.
- 7.3 A task that deals with one element of a dish in preparation is referred to as a 'linked task', as will be made clear on the exam paper. Dishes that relate to linked tasks will be returned to the candidate.
- 7.4 When the end of the exam is announced Candidates must immediately stop work, gather up their personal belongings and leave the kitchen.

- 8 REFERENCE BOOKS: Candidates may, if they wish, take any reference book(s) of their choice into the Practical exam. Note, the common point of reference in training and examining for both the Foundation Chef and Chef exams is 'Practical Cookery' (Edition 10), 'Advanced Practical Cookery' and 'The Theory of Catering' (Ceserani, Kinton & Foskett). However, whilst the books' commonly accepted methods are expected, others ways and means that achieve the same results will not be penalised.

## 9 ONLINE KNOWLEDGE TEST

9.1 The exam day test will be accessed through the AAA website in exactly the same way as the online practice tests that are available during the Action Plan period.

Each Candidate should therefore have his or her user name and password to hand so that they can log on in the normal way. However the test cannot commence until the Invigilator enters the exam day password on the each computer.

9.2 There will be 40 questions (AAA Foundation Chef) or 60 questions (AAA Chef) over a 60-minute test period; all questions will have been available in the practice tests. Questions will cover each of the skill areas identified in the AAA Syllabus, which in turn cross-references to the Skill Scan completed by the Mentor and Candidate.

9.3 Note, the day after the exam Candidates will be able to get results and feedback on their Knowledge Tests by going online and entering their usual details. One week after the exam the test site will no longer be accessible.

10 PERSONAL STATEMENT – each candidate must write or type a personal statement in advance of the exam day, which is to be handed in when registering at the start of the exam day. The statement will be referred to during the Interview and the topic covered depends on the exam level being taken, as follows:

10.1 **Foundation Chef Candidates** should write and bring with them approximately 250 words (half an A4 page) on: “My interest in food and cooking and why I’ve chosen to become a Chef”.

10.2 **Chef Candidates** should write and bring with them approximately 250 words on: “My career goal and how I intend to get there”.