

Level 3 Technicals in Animal Management 0172-031/0172-531

Part of 0172-30, 0172-31, 0172-32 and 0172-33

May 2019 Version 2.0

Guide to the examination

Version and date	Change detail	Section
V2.0 28 May 2019	Level 3 third retake opportunity guidance added	1. Details of the exam

Who is this document for?

This document has been produced for centres who offer **City & Guilds Level 3 Technicals in Animal Management**. 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 you should refer to alongside the present document ([Teaching, Learning and Assessment Guide](#)). If a learner does not pass the exam on their first attempt, there is only one opportunity to resit the exam, so preparation is essential.

Exam requirements of this qualification

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 links at the end of this document).

When does the exam take place?

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>.

At the start of the programme of study, centres should know when the exam will be taking place and allocate teaching time accordingly in order to effectively plan teaching and exam preparation.

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 or online.

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:

- 12-14 short answer questions
- 1 extended response question.

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	25%
AO2 Demonstrates understanding of concepts, theories and processes from a range of learning outcomes.	55%
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

Animal Management

The exam assesses:

- **Unit 303: Animal health and husbandry**
- **Unit 304: Animal feeding and nutrition**
- **Unit 305: Animal behaviour and communication**

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
303 Animal health and husbandry	LO1 Recognise indicators of health in animals	1:1: Signs of health in animals 1:2 Legislation that relates to animal health	17
	LO2 Understand common disease and disorders, their treatment and prevention	2.1: The role of pathogenic organisms in animal disease 2.2: Common diseases and disorders in animals and their impact on health and welfare 2.3: Reasons and methods of preventative care and treatment measures used for animals Topic 2:4: Causes, signs and treatment of animal nutritional deficiencies, excesses and disorders	

	LO4 Recognise how to deliver and record basic animal treatments	4.1: How to deliver a range of basic routine and non-routine animal treatments safely in line with codes of practice and legislation	
304 Animal feeding and nutrition	LO1 Understand the basics of nutrition	1:1 Contribution of the major nutrients of an animal's diet to maintain health and wellbeing 1:2 Functions of the major nutrients within the animal's body 1:3 Digestion and absorption of the major nutrients within the animal's body	16
	LO2 Understand nutritional values and properties of different food types	2:1 Nutritional components of food, suitability of different types of fresh and prepared foods and the considerations when developing a feeding plan	
	LO3 Understand the feeding requirements of animals at different life stages	3:1 Calculate rations for animal diets 3:2 Dietary requirements for different life stages and conditions, and how these influence the development of a feeding plan	
	LO4 Plan, monitor, record and evaluate diets and feeding regimes for animals	4:1 Design a feeding plan 4.2 Understand how to monitor, record and evaluate the effectiveness of a feeding plan	
305 Animal behaviour and communication	LO1 Understand behaviour patterns in animals	1:1 Analysis of natural and atypical animal behaviour 1:2 Causes of atypical behaviour in animals 1:3 Behaviour of captive or domestic animal and wild counterpart	15
	LO3 Understand the factors influencing behaviour	3:1 Evolution of behaviour 3:2 Development of behaviour 3:3 Factors influencing behaviour	

LO4 Understand social behaviour and animal communication	4:1 Methods of communication 4:2 Formation and maintenance of social grouping 4:3 Mating and parent-offspring behaviour	
		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:

Short answer recall 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.

Example question:

State **two** requirements of the Animal Boarding Establishments Act 1963.

Example response:

Indicative content: 1 mark for any of the following, maximum 2 marks

- Boarding establishments require a licence to operate
 - Must be inspected on a regular basis
 - Non - compliance can result in prosecution and licence being revoked.
 - Power of local authorities to prosecute
 - To ensure only approved premises are used
- Any other appropriate response.

Short answer understanding 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.

Compare the behaviour of a bear living in the wild with a bear living in captivity.

Indicative content: 1 mark for each comparison, maximum 2 marks

- Wild: exhibits natural behaviour which enables them to hunt, stalk and catch own food, – captive: feed at predetermined times
 - Wild: roam over a large territory – Captive: limited space for exercise
 - Wild: create own social groups/mates, - Captive unnatural selection of social group/mates potential for inbreeding
 - Wild: opportunity for hibernation – Captive: Kept awake using artificial heating - can cause atypical behaviour, i.e. pacing, aggression, lethargy, stress, low libido
- Any other appropriate response.

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

Part a) Define the term notifiable disease.

Part b) Name **one** notifiable disease in animals and two signs/symptoms.

Indicative content: 1 mark for definition, maximum of 1 mark.

a. A notifiable disease has legally/must be reported (to DEFRA/local authority)

Indicative content: 1 mark for each sign/symptom of a named disease, maximum of 2 marks.

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.

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.

Scenario: A dog breeder has a healthy medium sized 4 year old pure bred entire dog. They have decided to put him to stud and are now looking for a suitable mate/bitch of the same breed.

Question: Outline the steps that would be required to ensure that the bitch is a suitable mate for the dog, including behavioural traits, and any health and feeding implications. In order to maximise the success of the breeding programme, discuss and justify the reproductive management and welfare of the animal from oestrus and copulation to gestation and parturition.

b) Rabies – aggressive behaviour, excessive salivation, neurological dysfunction.

Foot and Mouth – blisters on the tongue and hoof, raised temperature.

Any other appropriate disease.

Band A (1 – 4 marks) – *The learner either covered all the indicative knowledge (behavioural traits, health and feeding implications, the reproductive management and welfare of the animal) but with limited coverage or did not cover all of the indicative knowledge or the information was inaccurate. The higher marks are gained by providing basic, mostly accurate information on most of the indicative knowledge.*

There are several steps required to ensure the bitch is a suitable mate. Check the dog's papers to see that the bitch is the correct breed and not related to the stud. Check the age of the bitch and how many times she has been mated before. Check when she will be in season and when she was last pregnant. Check if she has had any previous pups, and whether those pups had any medical issues or any problems with the mother during pregnancy or birth.

Behaviour: Check if the bitch has any of the behaviour traits you're looking for and whether the bitch has shown aggression or negative behaviour traits before. This is so that you get the desired traits and the best possible pups.

Health implications: Check for any diseases and history of medical illnesses. Check that the bitch's vaccinations are up to date, whether she is on any medication and any treatments or surgery she has had

before. This to ensure that nothing is passed to the pups or to the stud.

Feeding implications: Check what and how much the bitch is eating beforehand and if the owners are willing to follow correct procedure for a pregnant bitch e.g. more food, extra calcium and protein, and less exercise. This is to ensure that the bitch remains healthy during her pregnancy and produces healthy pups.

Reproductive management of animal: Introduce the dogs beforehand, so they can get used to each other. Let them breed as often as the bitch wants. This is to ensure during the mating process no harm will come to the stud or the bitch.

Welfare of animal from oestrus, copulation, gestation & parturition.

Oestrus: Ensure the bitch has been checked by the vet. Copulation:

Keep an eye on both dogs whilst together. Gestation: Ensure that the bitch is checked over by the vet, make sure that she is eating properly.

Make sure the bitch is eating slightly more, including cottage cheese and eggs. If the bitch is a working dog ensure that her exercise is reduced towards the end of the pregnancy. Parturition: Towards the end of the gestation period, provide a quiet and safe place for the bitch, so that she feels comfortable to give birth. Observe her more often, ensuring that she is as comfortable as possible, with minimum stress.

Band B (5 - 8 marks) – For the lower marks most indicative knowledge was covered accurately and in detail. The higher marks would be gained with a basic justification of the welfare of the animal with reference to the stages of reproduction management, may contain minor inaccuracies.

The breeder should look for recommendations and take advice from people who are experienced in this field. This is to avoid falling into a trap where someone can potentially lie to you about the health and background of their bitch. They need to look for reliable sources. They

should ask the potential bitch's owner if there are any hereditary diseases that they're aware of in the bitch's lineage. If the bitch is a pure breed the owner should have documents containing these details. They should also ask to see vet records of the bitch to look at any illness or diseases that may be hereditary and that could be passed to the pups.

Both dogs can also be health checked before breeding takes place. They should check if the bitch has mated before and how that pregnancy went. They should ensure that they are choosing a bitch with the correct temperament. They should ask for evidence of how the bitch is around other dogs, other people, children, strangers etc. They should check that the bitch isn't overweight or underweight and does not have any underlying health problems as this can cause potential difficulties during birth.

When managing copulation they should make sure that there are people supervising the mating at all times. If there is a risk that the bitch may become aggressive then the dogs can be put on leads to help keep control. The timing has to be correct to ensure that the bitch is in the correct stage of the oestrus cycle (oestrus). If she is not then she will not be receptive to the male and could become more aggressive. During oestrus the female will be receptive to the male and the male should be able to tell this. She may show signs by putting her tail to the side.

If the breeding is successful and the bitch becomes pregnant then she needs careful management throughout the 9 week gestation period. From the beginning of the 5th week the bitch will need an increase in energy requirements to help support the growth of puppies and milk production. She should be fed little and often to offset her smaller stomach. At the end of gestation period, the bitch should be no more than 25% above her normal weight. She should be getting regular walks and her activity levels should be normal up to this point also.

Careful hygiene management is required to ensure that the bitch stays healthy and the area where she is going to give birth is clean and sterile. She should have a nesting area that is complete with towels, usually an area like a cardboard box or somewhere where the puppies

cannot escape. This should be regularly cleaned and changed as the bitch may have accidents in this area in the later stages of her pregnancy. It is important to have vet details on hand in case anything goes wrong at any point during the pregnancy but especially during parturition.

Parturition occurs in 3 stages. Stage 1 is the uterus preparing itself to push the puppies out. Stage 2 is the passing of a puppy and Stage 3 is the passing of the placenta. After the passing of the placenta the bitch will usually eat this. You have to keep an eye on the bitch to ensure that no problems occur such as retained placenta. Stages 2 and 3 will happen alternatively as each of the puppies are born.

Band C (9 - 12 marks) – For the lower marks the learner covered all the indicative knowledge accurately and in detail with some justification. For the higher marks the learner gave an accurate and comprehensive justified account of the indicative knowledge, including links made to the following stages from oestrus and copulation to gestation and parturition.

The bitch must be the same breed and would need to be healthy, intact and of a suitable age (about a year old) and she must also not have a current litter. She should also be a similar size to the dog in order for her to be able to give birth without any issues. The bitch's lineage should be checked to ensure that she is not closely related to the stud dog. Any previous pregnancies should be considered and ideally the bitch will have already successfully reared at least one previous litter without any major issues. The bitch should not have had a litter in the previous 12 months, according to the Breeding and Sale of Dogs Act 1999 and should not have had more than 5 litters in its lifetime. The bitch should be health checked to ensure that she is disease free and she should be up to date with routine preventative health treatments and vaccinations such as canine distemper. Any potential genetic problems should also be ruled out as far as possible

e.g. hip dysplasia which is where the hip joint deteriorates or is abnormal and can lead to pain whilst walking or in severe cases crippling lameness. Ensuring that the bitch is in good health before mating means that the puppies are much more likely to be born healthy, with less risk to both the bitch and puppies.

The temperament of the bitch must also be considered as these traits can also be passed on to the puppies. If she is friendly and well trained, this will also be beneficial during veterinary check-ups and procedures throughout the pregnancy. Any behavioural issues such as aggression, extreme nervousness or atypical behaviours such as extreme tail chasing, would be strong indicators that she is not suitable to be a breeding bitch. Some behavioural issues could affect the chances of the bitch conceiving as she may not react well to the dog and the mating process. They could also impact on the success of the development and birthing of the pups and even alter the pup's behaviour too.

The bitch's current diet should be appropriate and designed to provide her with all the nutrients needed from oestrous right through to lactation. The diet plan should be adjusted according to her gestation status and her exercise routine as this may also need to be altered. The bitch should be well cared for whilst she's in oestrus, as this will maximise success of conceiving. During the last trimester of the pregnancy and throughout lactation, high quality puppy food should be provided as this contains the correct balance of nutrients such as high protein and high levels of calcium, which is needed for the development of the pups and milk production. Poor nutrition during pregnancy is likely to cause issues for the bitch when giving birth as well as potential health and developmental issues in the pups. The bitch could also suffer post-partum problems if the offspring are too large and she is small.

Mating should be carried out in an appropriate place with as little interference from the owners as possible. However, professional and experienced persons should be available to assist if required. Keeping a calm, quiet environment will maximise the chances of a successful mating. An ultrasound can be carried out a few weeks after mating to

confirm whether the bitch is pregnant as well as potentially identifying any developmental issues with the litter.

The welfare of both the bitch and stud should be of a high standard and the welfare of the bitch must be monitored throughout the entire pregnancy, parturition and lactation. Her welfare needs can be met by following the 5 needs in the Animal Welfare Act 2006. She needs an appropriate environment, with enough space, ventilation and correct heating, she will also need a whelping crate or box when it comes to parturition to ensure the pups do not get squashed or injured after they are born. She needs an appropriate diet according to her life stage (e.g. adult, gestation, lactation) and will need more energy, calcium and protein to support her growing pups. The bitch will need to be kept mostly separate from other dogs and have her own space to 'escape' to but this does depend on the temperament of the bitch. Separating her from her pack in early pregnancy is often not necessary and can even cause more stress to the bitch. In later pregnancy, parturition and when rearing the pups, the bitch will need to be kept separate from other dogs to ensure she is not under any undue stress. Being free from disease, injury and suffering will vastly increase the chances of parturition going smoothly as well as ensuring healthy pups are born. She should be kept as free from pain and as calm as possible during the painful parts of breeding (such as the tie) and birth. Veterinary help should be available whenever needed to ensure a good outcome for the pregnancy. The final need is the need to exhibit normal behaviour patterns - although this is tricky with a pregnant bitch she should have as much exercise as she is able to cope with and requires appropriate to her condition. This would be regular exercise during oestrus, after copulation and during early pregnancy. As she gets later on into her pregnancy, the amount of exercise should slowly be decreased due to her lack of mobility and potential danger to the unborn pups.

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/land-based-services/animal-management/0172-technical-in-animal-care-management-and-equine-care-management#tab=documents>

which includes:

- Qualification handbook
- Synoptic Assignment
- Sample assessments

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

Joint Council for Qualifications

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