



L-Università
ta' Malta

MATSEC
Examinations Board



Specimen Assessments

SEC 43 Hairdressing and Beauty

2023

Table of Contents

Specimen Assessments	3
Specimen Assignment 1	3
Specimen Assignment 1 Marking Scheme	13
Specimen Controlled Assessment.....	19
Specimen Controlled Assessment Marking Scheme	33

Specimen Assessments

The sample assignment and controlled assessment specimen are only available as guidance for teachers and internal verifiers. Teachers are expected to develop their own assignment briefs and marking schemes including typical expected answers, and attach the relevant front sheets.

Specimen Assignment 1 – Working in the Salon

Candidate's Declaration of Authenticity

I, the undersigned, _____ (*Name and Surname*), declare that all the work I shall submit for this assignment will be my own.

I further certify that if I use the ideas, words, or passages from existing sources, I will quote those words or paraphrase them and reference them by making use of a reference system.

I am aware that should I submit work which is not mine, or work which has been copied from one or more sources, I will be penalised as per MATSEC Examinations Board policies related to plagiarism.

Candidate's Signature: _____

I.D. Card No.: _____

Date: _____

General Scenario

- Kim started her work placement in a hair and beauty salon.
- Kim will shadow Mary, a senior stylist, to learn the rules and procedures that need to be followed.
- Apart from the hair and beauty professionals, there is also Jane, who works as a receptionist.

TASK 1

DEADLINE: **DD-MM-YYYY**

Question 1

K-1 (4 marks)

- a. List **FOUR** different forms of communication used in the salon.

Form 1: _____ (0.25)

Form 2: _____ (0.25)

Form 3: _____ (0.25)

Form 4: _____ (0.25)

- b. Match the following with the different forms of communication listed in Question 1a above.

	Form of Communication
i. Sign language	
ii. Greeting	
iii. Journals	
iv. Electronic devices	
v. Tone of voice	
vi. Confrontation	
vii. Posture	
viii. Lip reading	
ix. Contact book	
x. Eye contact	
xi. Contact book	
xii. Empathy	
xiii. Proximity	
xiv. Probing	
xv. Summarisation	

Question 2

K-2 (4 marks)

a. List **FIVE** responsibilities Jane has as a receptionist in a hair and beauty salon.

- Responsibility 1: _____ (0.2)
- Responsibility 2: _____ (0.2)
- Responsibility 3: _____ (0.2)
- Responsibility 4: _____ (0.2)
- Responsibility 5: _____ (0.2)

b. Outline **FOUR** benefits of the receptionist acting in a professional manner when dealing with customers.

- Benefit 1: _____
_____ (0.25)
- Benefit 2: _____
_____ (0.25)
- Benefit 3: _____
_____ (0.25)
- Benefit 4: _____
_____ (0.25)

c. Describe **FIVE** ways through which a receptionist can help increase sales in a salon.

(2)

Question 3

C-1 (6 marks)

- a. State **FOUR** different types of data that may be kept by Jane in the salon.

Type of data 1: _____ (0.5)

Type of data 2: _____ (0.5)

Type of data 3: _____ (0.5)

Type of data 4: _____ (0.5)

- b. Describe **FIVE** key aspects of the Data Protection Act.

Aspect 1: _____

_____ (0.4)

Aspect 2: _____

_____ (0.4)

Aspect 3: _____

_____ (0.4)

Aspect 4: _____

_____ (0.4)

Aspect 5: _____

_____ (0.4)

c. Discuss **FOUR** consequences of a data protection breach.

(2)

Question 4

K-8 (4 marks)

- Mary explained to Kim how important it is to look out for hazards.
- Kim needs to spot potential hazards and try to minimise risks to prevent accidents in the salon.

a. List **FOUR** different hazards that one could find in the salon.

Hazard 1: _____ (0.25)

Hazard 2: _____ (0.25)

Hazard 3: _____ (0.25)

Hazard 4: _____ (0.25)

b. The Occupational Health and Safety Act is one of the Health and Safety legislations covering various working practices, including hair and beauty salons.

Outline the aim of the following **FIVE** legislations related to Health and Safety.

LN 44 of 2002: _____
_____ (0.2)

LN 35 of 2003: _____
_____ (0.2)

LN 36 of 2003: _____
_____ (0.2)

LN 227 of 2003: _____
_____ (0.2)

LN 228 of 2003: _____
_____ (0.2)

SUBMISSION FORMAT

- Question 1: **To be answered on this Sheet**
Question 2: **To be answered on this Sheet**
Question 3: **To be answered on this Sheet**
Question 4: **To be answered on this Sheet**
-

SOURCES OF INFORMATION

Scenario

- Clients shall be visiting the school salon for different hair and beauty services.
- Whilst there, some of them may wish to book their next appointment.
- Some clients shall also be calling to book their appointment by phone.
- You will take the role of a receptionist to demonstrate how to carry out the related duties in a professional way.

Question 1

A-1 (10 marks)

- Demonstrate good personal presentation during reception duties. (3)
- Show appropriate communication skills when dealing with clients. (3)
- Handle different clients’ appointment requests, cash payments by clients and cheque payments to suppliers. An extract of the salon diary showing the available slots for the week, is available in Figure 1 below. (4)

	Tuesday 19	Wednesday 20	Thursday 21	Friday 22
08:00am				
08:30am				
09:00am				
09:30am				
10:00am				
10:30am				
11:00am				
11:30am				
12:00pm				
12:30pm				
1:00pm				
1:30pm				
2:00pm				

Figure 1: An Extract of the Salon Diary

SUBMISSION FORMAT

Question 1: **Practical Task**

Specimen Assignment 1 Marking Scheme

Criteria Reference	The candidate should be able to:	Task and Question Number	Maximum marks that can be achieved	Allocation of marks	What is expected in the answer/s
K-1		Task 1	4		
	MQF 1: List the different forms of communication.	1a	1	Award 0.25 marks for each form correctly listed. (0.25 x 4 =)	Listing the FOUR different forms of communication.
	MQF 2: Match the skills with different forms of communications.	1b	1	Award 0.05 marks for each skill matched with the corresponding form of communication. (0.05 x 20 = 1)	Writing down the form of communication that matches each of the TWENTY given skills.
	MQF 3: Describe the importance of using appropriate communication skills when dealing with clients and colleagues.	1c	2	Award 0.5 marks for each factor described. (0.5 x 4 = 2)	Describing FOUR important aspects of using appropriate communication skills with clients and colleagues.
K-2		Task 1	4		
	MQF 1: List the responsibilities of the receptionist in a hair and beauty salon.	2a	1	Award 0.2 marks for each responsibility listed. (0.2 x 5 = 1)	Listing FIVE responsibilities of a receptionist in a hair and beauty salon.

Criteria Reference	The candidate should be able to:	Task and Question Number	Maximum marks that can be achieved	Allocation of marks	What is expected in the answer/s
	MQF 2: Outline the benefits of the receptionist acting professionally when dealing with customers.	2b	1	Award 0.25 marks for each benefit outlined. (0.25 x 4 = 1)	Outlining FOUR benefits of the receptionist acting in a professional manner.
	MQF 3: Describe ways through which the receptionist can increase salon sales.	2c	2	Award 0.4 marks for each way described. (0.4 x 5 = 2)	Describing FIVE ways used by the receptionist to increase salon sales.
		Task 1	6		
C-1	MQF 1: State the different types of data kept in the salon.	3a	2	Award 0.5 marks for each type of data stated. (0.5 x 4 = 2)	Students are to state FOUR different types of data kept in the salon.
	MQF 2: Describe the key aspects of Data Protection Act.	3b	2	Award 0.4 marks for each aspect described. (0.5 x 4 = 2)	Students are to describe the FIVE key aspects of the Data Protection Act.
	MQF 3: Discuss the consequences of a breach in data protection.	3c	2	Award 0.5 marks for each consequence discussed. (0.5 x 4 = 2)	Students are to describe FOUR consequences of a breach in data protection.

Criteria Reference	The candidate should be able to:	Task and Question Number	Maximum marks that can be achieved	Allocation of marks	What is expected in the answer/s
K-8		Task 1	4		
	MQF 1: List the different hazards encountered in the salon.	4a	1	Award 0.25 marks for each hazard listed. (0.25 x 4 = 1)	Listing FOUR hazards that can be encountered in the salon.
	MQF 2: Outline the aim of different legislation related to Health and Safety.	4b	1	Award 0.2 marks for each legislation's aim outlined. (0.2 x 5 = 1)	Outlining the aim of the FIVE given legislations.
	MQF 3: Describe how hazards and associated risks can be minimised in the salon.	4c	2	Award 0.5 marks each for each way described. (0.5 x 4 = 1)	Describing FOUR ways how to minimise the hazards listed in Question 4a and any associated risks.
A-1		Task 2	10		
	MQF 1: Demonstrate good personal presentation during reception duties.	1a	3	As per Observation Sheet.	Refer to Observation Sheet.
	MQF 2: Show appropriate communication skills when dealing with clients.	1b	3	As per Observation Sheet.	Refer to Observation Sheet.

Criteria Reference	The candidate should be able to:	Task and Question Number	Maximum marks that can be achieved	Allocation of marks	What is expected in the answer/s
	MQF 3: Handle appointments and payments related to hairdressing and beauty services.	1c	4	As per Observation Sheet.	Refer to Observation Sheet.

OBSERVATION SHEET

NOT TO BE DISTRIBUTED TO STUDENTS

School:	NN	Cohort:	2020-2023
Subject:	Hairdressing and Beauty	Level:	SEC
Unit:	1 – Communication and Consultation	Assignment:	1 of 3
Student's Name/ID:			
Teacher's Name:			
Task & Question:	Task 2 – Question 1	Criterion:	A-1

Activity needs to meet the following grading criterion:

A-1	MQF 1	Demonstrate good personal presentation during reception duties.	3 Marks
		Comments	Mark
	<input type="checkbox"/>	Clean uniform, following salon regulations	0.5
	<input type="checkbox"/>	No overpowering body odour	0.5
	<input type="checkbox"/>	Short clean nails	0.5
	<input type="checkbox"/>	Closed shoes	0.5
	<input type="checkbox"/>	Well-groomed/pulled back hair	0.5
	<input type="checkbox"/>	No jewellery	0.5
Student's accumulated mark for A-1 [MQF1]:			

A-1	MQF 2	Show appropriate communication skills when dealing with clients.	3 Marks
		Comments	Mark
	<input type="checkbox"/>	Posture	0.3
	<input type="checkbox"/>	Proximity	0.3
	<input type="checkbox"/>	Eye contact	0.3
	<input type="checkbox"/>	Gestures	0.3
	<input type="checkbox"/>	Facial expressions	0.3
	<input type="checkbox"/>	No over-familiarity	0.3
	<input type="checkbox"/>	Use of open-ended questions	0.3

Active listening	<input type="checkbox"/>		0.3
Time allowance for client to respond	<input type="checkbox"/>		0.3
Formal addressing of client	<input type="checkbox"/>		0.3
Student's accumulated mark for A-1 [MQF2]:			

A-1	MQF 3	Handle appointments and payments related to hairdressing and beauty services.	4 Marks
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		Comments	Mark
--	--	-----------------	-------------

Handling Appointments:

Estimating the time required for each treatment	<input type="checkbox"/>		0.5
Keeping a diary of appointments	<input type="checkbox"/>		0.5
Answering the phone appropriately	<input type="checkbox"/>		0.5
Handling cancellations and rescheduling an appointment	<input type="checkbox"/>		0.5

Payments:

Writing cheques	<input type="checkbox"/>		0.5
Accepting cash payment and managing cash flow	<input type="checkbox"/>		0.5
Writing of receipts	<input type="checkbox"/>		0.5
Using the cash register	<input type="checkbox"/>		0.5

Student's accumulated mark for A-1 [MQF3]:

TOTAL MARK FOR A-1 (OUT OF 10 MARKS):

Other comments: _____

Assessor's Signature:		Date:	
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SUBJECT: **Hairdressing and Beauty**
PAPER NUMBER: Specimen Controlled – Unit 1
DATE: XXth May 2021
TIME: 10:00 a.m. to 11:35 a.m.

Answer **ALL** questions in the space provided.

Case Scenario

- The Hairdressing and Beauty service industry has seen a boom in recent years.
- This growth led to an increase in clients' expectations.
- Clients judge the personal and professional standards based on the way stylists and therapists present themselves.
- They also choose a service over another according to the professional's standards and type of service offered.

Question 1

K-3 (4 marks)

- a. State **FOUR** ways how professional stylists and therapists should present themselves when working with clients in the salon. One way is being provided as an example.

E.g. A professional therapist always needs to have fresh breath.

Way 1: _____ (0.25)

Way 2: _____ (0.25)

Way 3: _____ (0.25)

Way 4: _____ (0.25)

- b. Outline **TWO** benefits of proper personal presentation when working with clients in the Hairdressing and Beauty industry.

Benefit 1: _____

_____ (0.5)

Benefit 2: _____

_____ (0.5)

Question 2

K-5 (4 marks)

a. List **FOUR** factors that affect hair growth.

Factor 1: _____ (0.25)

Factor 2: _____ (0.25)

Factor 3: _____ (0.25)

Factor 4: _____ (0.25)

b. Identify the **TWO** missing stages in the hair growth cycle shown in Figure 1 below. (1)

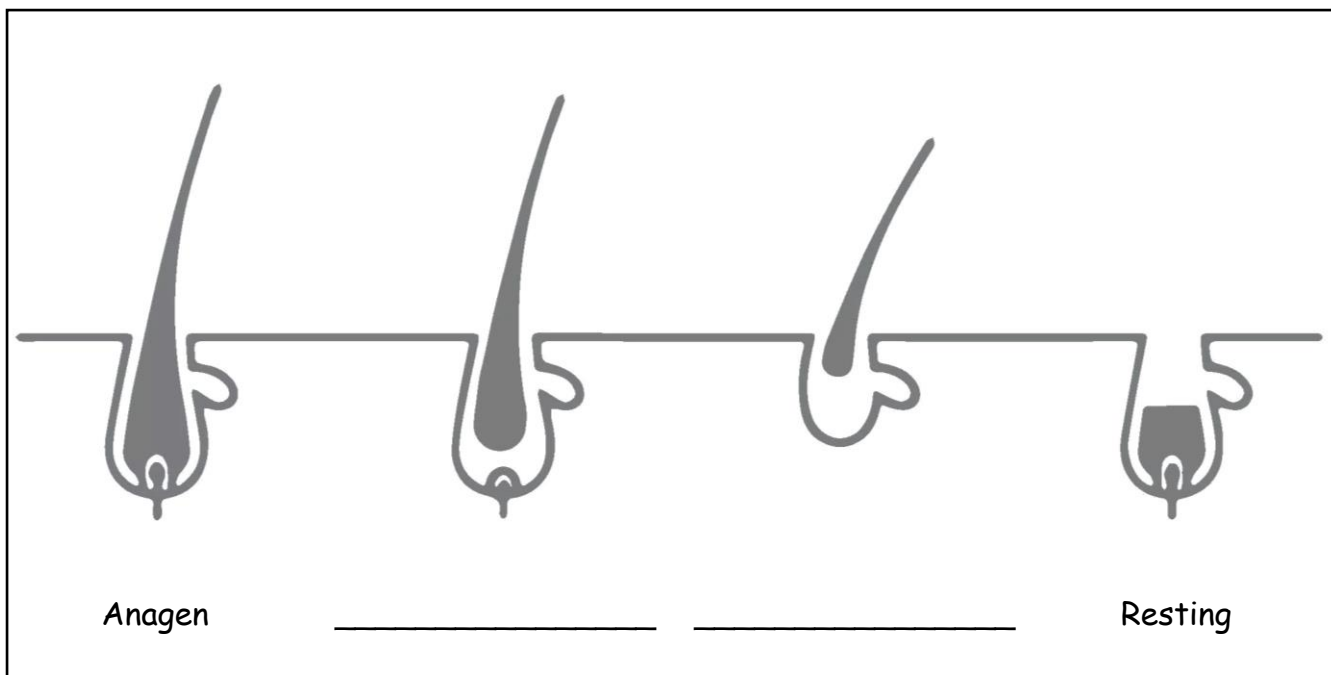


Figure 1: The hair growth cycle
Source: <https://www.philipkingsley.com/hair-guide/hair-science/hair-growth-cycle>

c. Describe the hair growth cycle through each of the **FOUR** stages.

(2)

Question 3

K-7 (4 marks)

a. Name **TWO** hair types and **TWO** skin types.

Hair Type 1: _____ (0.25)

Hair Type 2: _____ (0.25)

Skin Type 1: _____ (0.25)

Skin Type 2: _____ (0.25)

b. Before every service, hair stylists and beauty specialists need to assess the hair and skin condition.

i. Identify **TWO** hair tests which need to be carried out before a shampooing service by underlining them in the box below.

Cutting	Elasticity
Porosity	Development Text Curl

(0.5)

ii. Identify **TWO** skin tests which need to be carried out before a facial service by underlining them in the box below.

Muscle Tone	Sensitivity
Weight	Face Shape

(0.5)

c. Describe the purpose of carrying out the **TWO** hair tests and the **TWO** skin tests identified in Question 3b, before performing a service.

(2)

Question 4

C-2 (6 marks)

A good consultation is important for any hairdressing and beauty service.

- a. Identify **FOUR** important factors that need to be considered during a client consultation from the box below, by underlining them.

Hair Growth Pattern	Level of Education	Lifestyle
Head Shape	Client Requirements	Marital Status

(2)

- b. Describe **FOUR** factors that may prevent a choice of service during consultation, apart for contraindications.

Factor 1: _____

_____ (0.5)

Factor 2: _____

_____ (0.5)

Factor 3: _____

_____ (0.5)

Factor 4: _____

_____ (0.5)

- c. When conducting a consultation, it is important to identify limiting factors and contraindications.

Discuss **TWO** limiting factors and **TWO** contraindications that may prevent a choice of service during a hair and a beauty consultation.

Question 5

C-3 (6 marks)

Personal Protective Equipment is necessary when working in a salon.

- a. Describe **TWO** Personal Protective Equipment needed when working in a hair and beauty salon.

PPE 1: _____

_____ (1)

PPE 2: _____

_____ (1)

- b. Cross-contamination is a hazard one should continuously try to avoid. To prevent this, salons sterilise and disinfect tools and equipment regularly.

Explain the following **TWO** types of disinfection and sterilisation methods used in a hair and beauty salon.

UV cabinet: _____

_____ (1)

Autoclaves: _____





_____ (1)

- c. Evaluate the effectiveness of the **TWO** types of disinfection and sterilisation methods identified in Question 8b above

Question 7

K-10 (4 marks)

a. In the space provided, identify the different types of make-up brushes given below.

Brush 1		_____ (0.25)
Brush 2		_____ (0.25)
Brush 3		_____ (0.25)
Brush 4		_____ (0.25)

Source: Beauty Therapy (Hiscock, et al., 2010)

b. Outline the use of the **FOUR** brushes identified in Question 7a above.

Use of Brush 1: _____
_____ (0.25)

Use of Brush 2: _____
_____ (0.25)

Use of Brush 3: _____
_____ (0.25)

Use of Brush 4: _____
_____ (0.25)

c. Relate the following **FOUR** makeup products with the appropriate brush or tool by outlining the use of the brush or tool in applying the product.

Blusher	Eye-Shadow	Loose Powder	Liquid Foundation
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(2)

Question 8

C-5 (6 marks)

a. Categorise the following products into Warm or Cold colours by ticking [✓] the correct column.

Makeup product	Warm	Cold
A pink lipstick	<input type="checkbox"/>	<input type="checkbox"/>
A bronze blusher	<input type="checkbox"/>	<input type="checkbox"/>
A blue eyeshadow	<input type="checkbox"/>	<input type="checkbox"/>
A peach lipstick	<input type="checkbox"/>	<input type="checkbox"/>

(2)

b. Describe the effects of contouring and highlighting facial features.

Effect of Contouring: _____

_____ (1)

Effect of Highlighting: _____

_____ (1)

c. Explain how both contouring and highlighting can correct the following **TWO** facial shapes.

Round	Square
-------	--------

Specimen Controlled Assessment Marking Scheme

Criteria Reference	The student should be able to:	Section & Question Number	Maximum marks that can be achieved	Allocation of marks	What is expected in the answer/s
K-3		Q1	4		
	MQF 1: State how hair and beauty professionals should present themselves when working with clients.	1a	1	Award 0.25 marks for each correct answer. (0.25 x 4 = 1)	Candidates are expected to state FOUR aspects of good personal presentation.
	MQF 2: Outline benefits of proper personal presentation when working with clients.	1b	1	Award 0.5 marks for each correct benefit outlined. (0.5 x 2 = 1)	Candidates are expected to outline TWO benefits of proper personal presentation.
	MQF 3: Describe the consequences of inappropriate personal presentation when working with clients.	1c	2	Award 0.5 marks for each consequence described. (0.5 x 4 = 2)	Candidates are expected to describe FOUR consequences of inappropriate personal presentation.
K-5		Q2	4		
	MQF 1: List factors that affect hair growth.	2a	1	Award 0.25 marks for each correct factor listed. (0.25 x 4 = 1)	Candidates are expected to list FOUR factors.
	MQF 2: Identify the main stages in the hair growth cycle.	2b	1	Award 0.5 marks for each correct stage identified. (0.5 x 2 = 1)	Candidates are expected to identify TWO stages of the hair growth cycle.
	MQF 3: Describe the hair growth cycle.	2c	2	Award 0.5 marks for the correct description of each stage. (0.5 x 4 = 2)	Candidates are expected to describe the FOUR stages of the hair growth cycle.

Criteria Reference	The student should be able to:	Section & Question Number	Maximum marks that can be achieved	Allocation of marks	What is expected in the answer/s
K-7		Q3	4		
	MQF 1: Name different hair and skin types.	3a	1	Award 0.25 marks for each correct answer. (0.25 x 4 = 1)	Candidates are expected to name TWO hair and TWO skin types.
	MQF 2: Identify which tests need to be performed before a shampoo and facial service.	3b i, ii	1	Award 0.25 marks for each correct hair test and skin test identified. (0.25 x 4 = 1)	Candidates are expected to identify TWO valid hair tests and TWO valid skin tests from the ones provided by underlining them.
	MQF 3: Describe the purpose of carrying out specific tests before performing a service.	3c	2	Award 0.5 marks for each correct description. (0.5 x 4 = 2)	Candidates are expected to describe the purpose of carrying out the TWO hair tests and TWO skin tests identified in Question 3b, before performing a service.
C-2		Q4	6		
	MQF 1: Identify the important factors that need to be considered during a client consultation.	4a	2	Award 0.5 marks for each correct factor identified. (0.5 x 4 = 2)	Candidates are expected to identify FOUR important factors to consider during a consultation from the ones provided.
	MQF 2: Describe factors that may prevent a choice of service during a consultation.	4b	2	Award 0.5 marks for each factor correctly described. (0.5 x 4 = 2)	Candidates are expected to describe FOUR factors that may prevent a choice of service, apart from contraindications.
	MQF 3: Discuss limiting factors and contraindications that may prevent a choice of service during a consultation.	4c	2	Award 0.5 marks for each correct aspect properly discussed. (0.5 x 4 = 2)	Candidates are expected to discuss TWO limiting factors and TWO contraindications.

Criteria Reference	The student should be able to:	Section & Question Number	Maximum marks that can be achieved	Allocation of marks	What is expected in the answer/s
C-3		Q5	2		
	MQF 1: Describe the appropriate personal protective equipment that needs to be worn while providing different services.	5a	2	Award 1 mark for the correct description of each PPE. (1 x 2 = 2)	Candidates are expected to describe TWO PPE.
	MQF 2: Explain the different types of disinfection and sterilisation used in the salon.	5b	2	Award 1 mark for each correct explanation. (1 x 2 = 2)	Candidates are expected to explain the TWO types of disinfection and sterilization given.
	MQF 3: Evaluate the effectiveness of each type of disinfection and sterilisation used in the salon.	5c	2	Award 1 mark for each correct evaluation. (1 x 2 = 2)	Candidates are expected to evaluate the effectiveness of the TWO disinfection and sterilisation types given in Question 8b.
K-9		Q6	4		
	MQF 1: Name different types of plaits.	6a	1	Award 0.25 marks for each correct answer. (0.25 x 4 = 1)	Candidates are expected to name FOUR types of plaits.
	MQF 2: Identify tools and products needed before plaiting.	6b	1	Award 0.2 marks for each correct tool identified. (0.2 x 5 = 1)	Candidates are expected to identify FIVE tools needed before plaiting by underlining them
	MQF 3: Outline the steps required to prepare the client and the client's hair before plaiting.	6c	2	Award 0.4 marks for the correct outline of each step. (0.4 x 5 = 2)	Candidates are expected to outline the FIVE steps required to prepare the client and the client's hair before plaiting.

Criteria Reference	The student should be able to:	Section & Question Number	Maximum marks that can be achieved	Allocation of marks	What is expected in the answer/s
K-10		Q7	4		
	MQF 1: Identify the different types of makeup brushes.	7a	1	Award 0.25 marks for each correct answer. (0.25 x 4 = 1)	Candidates are expected to identify the FOUR types of makeup brushes given in the picture.
	MQF 2: Outline the use of different types of makeup brushes.	7b	1	Award 0.25 marks for each correct outline. (0.25 x 4 = 1)	Candidates are expected to outline the use of the FOUR brushes identified in Question 7a.
	MQF 3: Relate the different makeup products with the appropriate brush or tool.	7c	2	Award 0.5 marks for each brush or tool correctly related. (0.5 x 4 = 2)	Candidates are expected to relate the appropriate brush/tool by outlining its use in the application of each of the FOUR given makeup products.
C-5		Q8	6		
	MQF 1: Categorise makeup into cold and warm colours.	8a	2	Award 0.5 marks for each correct answer. (0.5 x 4 = 2)	Candidates are expected to categorise the given FOUR makeup products into cold or warm colours by ticking the correct column.
	MQF 2: Describe the effects of contouring and highlighting facial features.	8b	2	Award 1 mark for each correct description. (1 x 2 = 2)	Candidates are expected to describe the effects of contouring and highlighting facial features.
	MQF 3: Explain how makeup can correct clients' facial shapes.	8c	2	Award 0.5 marks for each explanation of contouring and 0.5 marks for each explanation of highlighting in correcting the given face shapes. (0.5 x 4 = 2)	Candidates are expected to explain how each of the TWO given facial shapes can be corrected through contouring and highlighting.