FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
SECTOR H-8/4, ISLAMABAD

PRE-HOME ECONOMICS

ASSESSMENT MANUAL FOR PRACTICAL OF HOME MANAGEMENT & FAMILY STUDIES HSSC-I SCHEME OF STUDIES 2024

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
H-8/4, ISLAMABAD

Assessment Manual for Practical
HSSC-I
Home Management & Family Studies

Purpose:

- This **Assessment Manual** ensures **standardized marking** for all students.
- Faculty can **tick/check and assign marks** during exams.
- Students know **exactly what is expected** from them.
- This format provides **clarity, fairness, and transparency** for both faculty and students.

Section I – Theory Paper Assessment (80 Marks)

Component	Criteria	Max Marks
MCQs	Knowledge recall, basic concepts	16
Short Answer Questions	Comprehension, application, clarity	40
Long Essay / Analytical- based	Depth of understanding, analysis, Clarity of subject.	24
Total Theory		80

Section II – Practical Assessment (20 Marks)

A. Portfolio and Viva Voce (10 Marks)

Criteria	Max Marks
Portfolio: Consisting following ***practicals*** in terms of relevance, completeness and accuracy. Students will perform these tasks/practicals and keep records throughout the academic year.	07

LIST OF PRACTICALS

S#	**Practicals**	Mapping with SLO's
1	Analyze the given household room layouts and identify appropriate principles of **space utilization and organization** for each area.	[SLO: HMFS-11-A-02]
2	Perform Cleaning Techniques for Given Furniture, Flooring, and Surfaces Using Appropriate Tools and Products	[SLO: HMFS-11-A-03]
3	Arrange the furniture and household items in a **given Room/ room layout** to achieve efficient space utilization and smooth movement.	[SLO: HMFS-11-A-04]
4	Flow chart of household resources	[SLO: HMFS-11-B-01]
5	Record income and expense transactions in a log book or spreadsheet	[SLO: HMFS-11-B-04]
6	Prepare a **weekly household budget** using the provided income and expense data.	[SLO: HMFS-11-B-05]
7	Demonstrate time saving techniques in a table form	[SLO: HMFS-11-B-07]
8	Observe and record observable physical, cognitive, emotional, and social behaviors using an observation checklist during various activities. (Checklist Annexure A)	[SLO:HMFS-11-D-02**]**
9	Maintain a **7-**day diary of students' own lifestyle and record activities like sleep, meals, physical activity, screen time, study, recreation, and general well-being. (Annexure B)	[SLO:HMFS-11-D-05**]**
10	Select one developmental concern about adolescent development and create an awareness product such as a **poster, brochure, infographic, pamphlet, or digital presentation**.	[SLO:HMFS-11-D-07**]**
11	Make a checklist to compare any two products or services in daily use	[SLO:HMFS-11-E-04**]**
12	Collect and paste various labels with safety and warning symbols in the portfolio	[SLO:HMFS-11-F-01**]**
13	Perform the safe handling and storage of **kitchen knives, electrical cords, and sharp household tools**.	[SLO: HMFS-11-F-02]
14	Make diagrams of work simplification for posture and body mechanics	[SLO:HMFS-11-F-03**]**
15	Using a first-aid kit, perform basic wound cleaning and dressing on a simulated or prepared wound.	[SLO: HMFS-11-F-04]
16	Prepare and demonstrate a complete table setting for **4–6 guests** for serving meal using appropriate serving techniques.	[SLO: HMFS-11-G-04]
17	Demonstrate the management of a small themed event by arranging **seating, lighting, and decorations** according to the assigned theme.	[SLO: HMFS-11-G-06]

Verification Level:

1. Subject Teacher/Instructor and HOD/Principal with Name, Signature & Stamp.
2. Countersigned by the External Examiner.

B. Viva Voce (3 Marks)

Criteria	Max marks
Questions based on Theoretical knowledge, practical execution.	3
Note: Only four questions will be asked, each question carry one mark	

B. On-Spot Practical (10 Marks)

Criteria	Max Marks
Home Management/ House Hold Resource & Budget Management	04
Health, Safety & Home Base Care	02
Event Planning/Home Based Hospitality	04
Total practical	10

S#	Practical
1	Perform Cleaning Techniques for Given Furniture, Flooring, and Surfaces Using Appropriate Tools and Products
2	Arrange the furniture and household items in a **given Room/ room layout** to achieve efficient space utilization and smooth movement.
3	Prepare a **weekly household budget** using the provided income and expense data.
4	Perform the safe handling and storage of **kitchen knives, electrical cords, and sharp household tools**.
5	Using a first-aid kit, perform basic wound cleaning and dressing on a simulated or prepared wound.
6	Prepare and demonstrate a complete table setting for **4–6 guests** for serving meal using appropriate serving techniques.
7	Demonstrate the management of a small themed event by arranging **seating, lighting, and decorations** according to the assigned theme.

Note: On-Spot, two questions will be given by the external examiner from the list of six practicals given above.

Practical Examination Team Structure

To ensure **transparency, reliability and validity**. Students will be evaluated by **minimum two qualified external examiners**, preventing bias.

1. External Examiner

Role: To ensure transparency, reliability and validity. Students will be evaluated by single qualified external examiners.

Responsibilities:

- Oversees the **entire practical exam process**.
- Ensures exams are conducted **according to policy**.
- Countersigned by the external examiner.
- Evaluates **hands-on practical skills**.
- Signs off on the **final mark sheets**.
- Maintains fairness and addresses student/examiner issues if they arise.
- Viva voce questions may be asked as per above mentioned policy.
- Special attention may be given to the availability of the lab equipment relevant to projects

2. Supporting Staff (Internal)

Lab Assistant and attendant

- Prepares lab/, equipment.
- Assist assistant examiners in maintaining of Projects/portfolio folders.

Lab attendant

- Serve external examiners.
- Assist lab assistant in preparation of labs.

Annexure A: Observation Checklist

Child Observation and Developmental Record

S.No.	Developmental Area	Observable Behaviour	Yes	Sometimes	No	Observation/Example
1	Physical	Uses hands and fingers effectively while playing or drawing	☐	☐	☐	
2	Physical	Moves, walks, runs, or participates actively in play	☐	☐	☐	
3	Physical	Maintains reasonable balance and coordination	☐	☐	☐	
4	Physical	Performs age-appropriate self-help activities	☐	☐	☐	
5	Cognitive	Understands simple instructions	☐	☐	☐	
6	Cognitive	Solves a simple problem or puzzle	☐	☐	☐	
7	Cognitive	Shows curiosity and asks questions	☐	☐	☐	
8	Cognitive	Remembers and follows steps in an activity	☐	☐	☐	
9	Cognitive	Uses imagination during play or storytelling	☐	☐	☐	
10	Emotional	Expresses happiness, sadness, anger, or frustration appropriately	☐	☐	☐	
11	Emotional	Shows confidence while performing an activity	☐	☐	☐	
12	Emotional	Attempts to manage disappointment or frustration	☐	☐	☐	
13	Social	Interacts with other children or adults	☐	☐	☐	
14	Social	Shares toys or materials with others	☐	☐	☐	

15	Social	Takes turns during play	☐	☐	☐	
16	Social	Cooperates with others during an activity	☐	☐	☐	
17	Social	Communicates ideas or needs clearly	☐	☐	☐	
18	Overall	Shows interest and participation in the activity				

Annexure B: Adolescent Lifestyle and Environment Diary
Sample Activity

Sample Profile: Sara, Age 15

Day	**Sleep**	**Physical Activity**	**Screen Time**	**Meals**	**Study**	**Observation**
Monday	7 hours	30 min	3 hours	Regular	2 hours	Good activity but high screen time
Tuesday	6 hours	20 min	4 hours	Breakfast missed	2 hours	Sleep and diet need improvement
Wednesday	8 hours	45 min	2 hours	Regular	2 hours	Healthy routine
Thursday	7 hours	30 min	3 hours	Regular	2 hours	Moderate
Friday	6 hours	15 min	4 hours	Irregular	1 hour	Needs improvement

Model Paper
Home Management & Family Studies
HSSC-1

Time Allowed: 3 Hours **Marks: 20**

Note: Students will bring their own material for practical

Attempt all questions		
1	Clean the assigned Furniture using appropriate tool and Product.	**4**
2	Arranging S**eating, Dining, Lighting, and Decorations** for a birthday party of teenage girl.	**4**
3	Using a first-aid kit, perform basic wound cleaning and dressing on a simulated wound.	**2**

Note:

1. **Seven (7) marks are allocated for portfolio given in the assessment manual for practical**
2. **Three (3) marks allocated for Viva Voce questions as per the instructions given in the manual.**