FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION

H-8/4, ISLAMABAD

INTER-TECH

ASSESSMENT MANUAL FOR PRACTICAL OF

BEAUTICIAN AND COSMETOLOGY

HSSC-I

BEAUTICIAN AND COSMETOLOGY

Scheme of Studies 2024

Beauty and Cosmetology – HSSC-I

Purpose:

- This **Assessment Manual to** ensures **standardized marking** for all students.
- Faculty can simply **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 Assessment (40%-40 Marks)

Component	Criteria	Max Marks	Marks Obtained
MCQs (20%)	Knowledge recall, basic concepts	08	
Short Answer Questions (50%)	Conceptual understanding, reasoning, clinical application, clarity	20	
Long Questions (30%)	Critical thinking, depth of understanding, problem-solving	12	
Total Theory		40	

Section II – Practical Assessment (60%-60 Marks)

A. Practical Manual (5%-5 Marks)

Criteria	Max Marks	Marks Obtained
Completeness of record manual/ lndex presentation as per number of patients	2	
Accuracy & correctness/ Diagrams properly labeled	1	
Neatness, organization, timely submission	1	
Teacher authentication	1	

Total Marks	5	

Verification: Supervisor, Program Coordinator, Principal – Name, Signature & Stamp. The candidate's practical manuals must be countersigned by External Examiner.

B. Viva Voce (20%-20 Marks)

Criteria	Max Marks	Marks Obtained
Five questions based on conceptual understanding of theoretical knowledge related to assigned practical's, beauty procedures, and cosmetology techniques.	2 x5Q =10	
Scenario-based practical questions covering procedure planning, client consultation, safety and hygiene practices, selection and application of suitable beauty techniques, identification of indications and contraindications, and evaluation of treatment outcomes.	2 x5Q =10	
Total	**20**	
Note: No additional Question shall be asked. Only 10 Questions are allowed.		

C. Practical/Experiments/ Portfolio(30%-30Marks)

Criteria	Max Marks	Marks Obtained
Portfolio: It comprises the practical paper pattern, identification and proper use of beauty tools, instruments, and cosmetic products, performance of practical procedures, and a well-maintained practical record with labeled diagrams where applicable. **In the view of above portfolio Two Questions are assigned from the Experiments/Praticals list and**	2Q x 15=30	

each question carries 15 marks.		
Total	30	

Note: External Examiner reserves the right to select any two questions (practicals/Experiments) from the attached list to evaluate the candidate performance as required by the FBISE examination criteria.

D. Hands on practical skill/ Experimental Skills & Performance (5%-5Marks

Criteria	Max Marks	Marks Obtained
Identification of Beauty Tools, Equipment & Cosmetic Products	1	
Practical Skills & Beauty Procedure Performance	1	
Communication Skills & Client Consultation	1	
Safety, Hygiene & Professional Ethics	1	
Record Keeping & Documentation	1	
Total	**05**	

Note: Hands-on Practical skills/Experimental skills marks will be awarded as per candidate performance by the External Examiner.

E. Time

- **Time Allowed:** 03 Hours

Final Assessment Summary

Component	Max Marks	Marks Obtained
Section I: Theory Assessment	40	
Grand Total	40	
Section II: Practical Assessment		
Practical Manual	05	
Viva	20	

Practical/Experiments/ Portfolios	30	
Hands-on Practical Skills/Experimental Skills & Performance	05	
Total	60	

1. **External Examiner**
   To ensure transparency, reliability and validity. Students will be evaluated by qualified external examiner.

Responsibilities:

- Oversees the entire practical exam process.
- Ensures exams are conducted according to policy.
- Practical Manual 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 practical.
- Ensures radiation and lab safety compliance.

2. Supporting Staff (Internal)

Lab Assistant and attendant

- Prepares lab/equipment.
- Assist external examiner in maintaining of Practical/portfolio folders.

Lab attendant

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

Beauty & Cosmetology – HSSC-I (Grade 11)

LIST OFEXPERIMENTS/PARTICALS

CLASS	SUBJECT	EXPERIMNTS/PARTICALS LIST (SLO.s)	DESCRIPTION
HSSC-1	Beauty & Cosmetology	1. Skin, Hair & Nail Anatomy Charts/Models *(SLO; BC-11-A-01, BC-11-B-01, BC-11-C-01, BC-11-D-01)*	• Draw/paste charts or models of the skin, hair, nails, facial muscles, and facial bones.• Label major parts and their functions.• Color-code each structure for easy identification.
		2. Common Skin, Hair & Nail Conditions *(SLO; BC-11-C-04, BC-11-B-02, BC-11-D-06, BC-11-E-03)*	• Draw/paste photographs or illustrations of acne, eczema, dandruff, fungal infections, pigmentation, hair loss, and nail disorders.• Label visible features and identify each condition.
		3. Beauty Tools, Equipment & Their Uses *(SLO; BC-11-A-04)*	• Draw and label beauty tools and equipment.• Describe their functions, handling, cleaning, sterilization, and safe use.
		4. Basic Facial Care & Skin Analysis *(SLO; BC-11-C-06)*	• Illustrate facial cleansing, exfoliation, massage, mask application, toning, and moisturizing.• Identify skin types and after-care instructions.
		5. Hair Care & Shampooing Procedure *(SLO; BC-11-C-09, BC-11-D-06)*	• Illustrate shampooing, conditioning, rinsing, drying, and scalp care.• Mention products, tools, hygiene, and safety precautions.

		6. Manicure & Pedicure Procedure *(SLO; BC-11-C-09)*	• Draw the manicure and pedicure setup.• Illustrate nail shaping, cuticle care, massage, polishing, and after-care.
		7. Facial Equipment & Sterilization Techniques *(SLO; BC-11-C-02, BC-11-D-06, BC-11-G-05)*	• Draw facial equipment and sterilization tools.• Illustrate cleaning, disinfection, sterilization, and safe storage.
		8. Basic Makeup Application Techniques *(SLO; BC-11-C-09, BC-11-D-06)*	• Draw and label the makeup kit.• Illustrate the complete makeup application procedure and hygiene practices.
		9. Hair Styling Tools & Techniques *(SLO; BC-11-B-03)*	• Draw and label hair styling tools.• Illustrate safe handling, maintenance, heat safety, and basic styling techniques.
		10. Skin Analysis Tools & Assessment *(SLO; BC-11-I-05, BC-11-I-06)*	• Draw and label skin analysis tools.• Identify skin types, skin concerns, and assessment techniques.
		11. Facial Massage Tools & Techniques *(SLO; BC-11-E-02, BC-11-E-04)*	• Draw and label facial massage tools.• Illustrate massage techniques, hygiene, and safe handling.
		12. Patch Test & Product Safety Assessment *(SLO; BC-11-D-04)*	• Draw the patch test setup.• Illustrate product testing, observation of reactions, safety precautions, and documentation.
		13. Skin & Hair Diagnostic Devices	• Draw and label skin and

		(SLO; BC-11-E-04)	hair diagnostic devices.• Illustrate their use, interpretation, and maintenance.
		14. Salon Safety & Emergency Preparedness *(SLO; BC-11-B-06)*	• Draw and label first aid kit, fire extinguisher, PPE, and sterilization unit.• Illustrate safety measures and emergency procedures.
		15. Sterilization & Infection Control *(SLO; BC-11-C-07, BC-11-C-08, BC-11-C-09)*	• Draw sterilization equipment.• Illustrate sterilization methods, infection control practices, and safe handling of instruments.
		1. Skin, Hair & Nail Anatomy Charts/Models *(SLO; BC-11-A-01, BC-11-B-01, BC-11-C-01, BC-11-D-01)*	• Draw/paste charts or models of the skin, hair, nails, facial muscles, and facial bones.• Label major parts and their functions.• Color-code each structure for easy identification.
		2. Common Skin, Hair & Nail Conditions *(SLO; BC-11-C-04, BC-11-B-02, BC-11-D-06, BC-11-E-03)*	• Draw/paste photographs or illustrations of acne, eczema, dandruff, fungal infections, pigmentation, hair loss, and nail disorders.• Label visible features and identify each condition.
		3. Beauty Tools, Equipment & Their Uses *(SLO; BC-11-A-04)*	• Draw and label beauty tools and equipment.• Describe their functions, handling, cleaning, sterilization, and safe use.

BEAUTY AND COSMETOLOGY

PRATICAL MODEL PAPER

HSSC-I

Time allowed: 3:00 Hours **Total Marks :60**

Note: Attempt the following Questions

Q1. Demonstration of Basic Facial
(15 Marks)

i. Identification of Apparatus / Tools **(03 Marks)**

ii. Pre-Procedure Preparation **(03 Marks)**

iii. Demonstration of Cleansing, Scrubbing, Massage, Face Pack, Toning & moisturizing **(03 Marks)**

iv. Post Procedure Care **(03 Marks)**

v. Safety & Precautions **(03 Marks)**

Q2. Demonstration of Manicure
(15 Marks)

i. Identification of Apparatus / Tools **(03 Marks)**

ii. Pre-Procedure Preparation **(03 Marks)**

iii. Demonstration of Complete Manicure Procedure **(03 Marks)**

iv. Post Procedure Care **(03 Marks)**

v. Safety & Precautions **(03 Marks)**

Note: In view of the attached portfolio, any **two practicals** from the practical list will be assigned by the External Examiner. Each question carries **15 Marks**.