

Issued: August 8, 2013

Program: Baker

To: ITA Training Providers
go2
All School Districts

RE: **OPSN 2013 012**
ITA STANDARDIZED LEVEL EXAMS FOR THE BAKER FOUNDATION PROGRAM

Timing: Immediately

Information: Please be advised that effective immediately, the Industry Training Authority (ITA) will be launching Standardized Level Examinations for the Baker Foundation Program.

All Baker Foundation classes starting training sessions after September 1, 2013 will be scheduled to write an ITA Standardized Level Examination.

This OPSN also includes an update to the information distributed in OPSN 2013 009 on 12th June 2013 based on discussions with stakeholders regarding the weightings of the assessments conducted during Levels 1 and 2 of the Baker Program.

Background In 2012, ITA started launching ITA Standardized Level Examinations for a number of programs. For each level of technical training that includes an ITA Standardized Level Exam a training provider in-school percentage score and a standardized level exam percentage score will be blended to produce a final percentage score. The in-school percentage score will be multiplied by 80% and the exam percentage score will be multiplied by 20%. The two blended (80/20) scores will be added by ITA Direct Access to produce a final percentage score for the level of training.

**Scheduling
Baker
Level Exams** The Baker Level 1 & 2 exams should be requested by training providers via the usual ITA procedure: training providers are required to complete an ITA Examination Request form six weeks prior to the exam scheduled date.

Baker classes will write the standardized level exams through an online computer-based platform. (Paper-based exams will only be available by special request.) The benefits of moving to an online platform include:

- Immediate processing of exam results and a quicker turnaround for exam marks;
- Increased exam protection and security with the removal of paper-based exams;
- The ability to “scramble” questions which enhances security of the exam as questions will be presented in a different sequence for each candidate;

- Colour diagrams can be easily reproduced;
- Diagrams in the exams can be manipulated to clarify details, i.e., zoom-in capabilities;
- A consistent evaluation process for all examinations with the ability to quickly modify or remove questions as required.

Requesting a class writing of online exams must be noted on the ITA Examination Request form. Scheduling and booking an appropriate computer laboratory facility with internet access for the planned exam date must be undertaken by the training provider. The computer facility is required for a minimum of four hours and the room location of the computer laboratory must be noted on the ITA Examination Request form.

**Training
Provider
Component:
Calculating the
In-School
Technical Mark**

Foundation Program:

Training providers are expected to calculate a final in-school percentage mark based on the average of all courses that comprise the Foundation program. This mark will be blended with the ITA Standard Level Exam mark as is done with Apprentice program Level 1 marks.

Results for the Baker Foundation program should not be entered into DA through Foundation upload as has been done previously. When students complete the Foundation Program, training providers will need to calculate the final in-school percentage score and then send the marks to ITA on an ITA Technical Training Results form as is done with a regular technical training mark. You will need to indicate on the form that it is a Foundation Program.

Apprenticeship Program:

Instructors are expected to follow the *Grading Sheet: Subject Competencies and Weightings* table on pages 5-8 to calculate the final in-school percentage score and then enter the in-school percentage score in ITA Direct Access.

Training providers delivering Baker Levels 1, 2 & 3 in-school technical training are required to enter an in-school percentage score for each apprentice into ITA Direct Access.

**Training
Percentage
Score**

As per the *Grading Sheet: Subject Competencies and Weightings table*, the in-school percentage score for Baker Levels 1, 2 & 3 is derived from a percentage weighting of theory and practical assessments within each level training topic.

To calculate the in-school percentage score for Apprenticeship classes:

Baker Levels 1 & 2:

- Total the level theory column competency score as noted in the competencies and weightings tables and multiply the total by 10% to produce a weighted theory score;
- Total the level practical column competency results as noted in the competencies and weightings tables and multiply the total by 90% to produce a weighted practical score;
- Add the weighted theory and practical competency scores together to determine the final in-school percentage score for each level; and

- After completing the final percentage score for the level on each apprentice enter the score into ITA Direct Access.

Baker Level 3:

- Total the level theory column competency score as noted in the competencies and weightings tables and multiply the total by 30% to produce a weighted theory score;
- Total the level practical column competency results as noted in the competencies and weightings tables and multiply the total by 70% to produce a weighted practical score;
- Add the weighted theory and practical competency scores together to determine the final in-school percentage score for each level; and

After completing the final percentage score for the level on each apprentice enter the score into ITA Direct Access.

ITA Component: ITA will enter the standard level examination percentage score in ITA Direct Access.

**Standardized
Level 1 & 2
Exam
Percentage
Score**

**Calculating the
final percentage
mark for Level 1
& 2**

Once the training provider has entered the in-school percentage score and ITA has entered the exam percentage score ITA Direct Access will automatically calculate the final percentage score. This final percentage score is calculated by blending the standardized level exam percentage score and the in-school technical training percentage score.

The in-school technical training percentage score is multiplied by 80% and the ITA Standardized Level Exam percentage score is multiplied by 20%. These two scores are combined to determine the final level percentage score. This result is the final percentage score that is recorded in ITA Direct Access.

A score of 70% or greater is required to pass Baker Level 1 & 2 when the final in-school percentage score and the final ITA Standardized Level Exam percentage score are blended.

**In-school
Assessment for
Baker Level 3
for Level 3**

The Baker Level 3 training session does not have an ITA Standardized Level Exam. The final percentage score for each apprentice is based on the in-school technical training session. Baker Level 3 assessment is determined by two in-school proprietary exams and a practical. The first exam is delivered mid-term and the second is a final summative assessment.

- Proprietary written exam mid-term counts for 15%
- Final written Summative exam counts for 15%
- Practical assessment marks from in-school training counts for 70%.

Instructors are expected to follow the Grading Sheet: Subject Competencies and Weightings table to produce a final percentage score for each apprentice.

Program Results and Eligibility

After the in-school percentage score and the exam percentage score are blended and a final percentage score is placed into ITA Direct Access there will be situations where an apprentice will have to repeat one of or both the in-school training and exam in order to achieve the required 70% to pass Baker Level 1 & 2.

In the event that this does occur, the following table outlines the three scenarios an apprentice may encounter once the 80/20 blending is applied and the final score is less than 70%.

<p>Scenario 1</p> <p>The apprentice receives less than 70% for the in-school session and 70% or greater on the Baker level exam resulting in a final score of less than 70%.</p>	<p>The apprentice will:</p> <ul style="list-style-type: none"> • Re-take the Baker level in-school technical training. • Receive credit for the exam.
<p>Scenario 2</p> <p>The apprentice receives 70% or greater for the in-school session and less than 70% on the Baker level exam resulting in a final score of less than 70%.</p>	<p>The apprentice will:</p> <ul style="list-style-type: none"> • Receive credit for the in-school technical training. • Re-write the Baker level exam per ITA exam re-write policy.
<p>Scenario 3</p> <p>The apprentice receives less than 70% for the in-school session and less than 70% on the Baker level exam resulting in a final score of less than 70%.</p>	<p>The apprentice will:</p> <ul style="list-style-type: none"> • Re-take the Baker level in-school technical training. • Re-write the Baker level exam per ITA exam re-write Policy.

Baker Foundation Program

Certificate of Completion Requirements

Baker Foundation students are required to successfully complete the Level 1 Baker exams as a completion requirement to achieve their Certificate of Completion.

Foundation students will be required to have an ITA Direct Access registration number prior to writing the Level 1 exam. Training providers are required to have students complete an ITA Direct Access Registration form available on www.itabc.ca. These forms should be submitted together with the Exam Request Form to ITA six weeks prior to the scheduled exam date.

Students completing the Baker Foundation program will have a percentage score put into ITA Direct Access for each of the bullets listed below.

- The Baker Foundation program.
- The Level 1 ITA standardized level exam.

Once the candidates have completed the Foundation program, training providers are required to submit a percentage score for the in-school component of the Foundation program. The marks are to be submitted to ITA's Training Provider Contact - trainingprovidercontact@itabc.ca

The ITA will administer and invigilate the Level 1 exam, score and record exam results in ITA Direct Access. ITA will enter the in-school percentage score and standard level examination percentage scores in ITA Direct Access

Once an in-school Foundation percentage score and the Level 1 exam score have been entered into ITA Direct Access, the system will automatically calculate the final percentage score. The final score for the Foundation program is determined by blending the in-school percentage score and the ITA standardized exam score. The in-school percentage score is multiplied by 80% and the exam percentage scores is multiplied by 20%.

A final score of 70% or greater is required to pass Baker Foundation program

***Interprovincial
(Red Seal) Exam***

In order to achieve certification, Baker apprentices are required to write the Baker Interprovincial (Red Seal) exam after completing all levels of in-school technical training.

Apprentices must have passed all levels of in-school technical training to sit the exam. A score of 70% or greater is required for a pass.

Interprovincial (Red Seal) exams should be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate Interprovincial (Red Seal) exams and score and record exam results in ITA Direct Access.

**For more
information
contact:**

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cc: ITA Staff

Grading Sheet: Subject Competency and Weightings

PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE:		BAKER LEVEL 1 0146BASE01	
LINE	TRAINING TOPICS & SUGGESTED TIME ALLOCATION	THEORY WEIGHTING	PRACTICAL WEIGHTING
A	Apply Occupational Skills	24%	24%
B	Prepare Breads and Rolls	16%	16%
C	Prepare Sweet Yeast Products	16%	16%
D	Prepare Cookies	12%	12%
E	Prepare Cakes	12%	12%
F	Prepare Pies, Puff and Pastry Doughs	12%	12%
G	Assemble, Ice and Decorate Cakes, French Pastries and Petit Fours	8%	8%
	Total	100%	100%
Calculated by the Training Provider Baker in-school theory & practical subject competency weighting		10%	90%
Training Provider enters final in-school mark into ITA Direct Access		Calculation of final in-school percentage	

Calculated by ITA: In-school Mark ITA Direct Access calculates the percentage weighting once the in-school mark is entered. Combined theory and practical subject competency multiplied by	80%
Calculated by ITA: Standard Level Exam Mark ITA Direct Access will calculate the percentage weighting once the standard level exam marks have been entered. The exam score is multiplied by	20%
Calculated by ITA: Final Mark The final mark for determining credit is calculated by ITA Direct Access.	FINAL%

PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE:		BAKER LEVEL 2 0146BASE02	
LINE	TRAINING TOPICS & SUGGESTED TIME ALLOCATION	THEORY WEIGHTING	PRACTICAL WEIGHTING
A	Apply Occupational Skills	24%	24%
B	Prepare Breads and Rolls	16%	16%
C	Prepare Sweet Yeast Products	12%	12%
D	Prepare Cookies	12%	12%
E	Prepare Cakes	12%	12%
F	Prepare Pies, Puff and Pastry Doughs	12%	12%
G	Assemble, Ice and Decorate Cakes, French Pastries and Petit Fours	12%	12%
	Total	100%	100%
Calculated by the Training Provider Baker in-school theory & practical subject competency weighting		10%	90%
Training Provider enters final in-school mark into ITA Direct Access		X%	

Calculated by ITA: In-school Mark ITA Direct Access calculates the percentage weighting once the in-school mark is entered. Combined theory and practical subject competency multiplied by	80%
Calculated by ITA: Standard Level Exam Mark ITA Direct Access will calculate the percentage weighting once the standard level exam marks have been entered. The exam score is multiplied by	20%
Calculated by ITA: Final Mark The final mark for determining credit is calculated by ITA Direct Access.	FINAL%

PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE:		BAKER LEVEL 3 0146BA03	
LINE	TRAINING TOPICS & SUGGESTED TIME ALLOCATION	THEORY WEIGHTING	PRACTICAL WEIGHTING
A	Apply Occupational Skills	20%	20%
B	Prepare Breads and Rolls	10%	10%
C	Prepare Sweet Yeast Products	5%	5%
D	Prepare Cookies	5%	5%
E	Prepare Cakes	20%	20%
F	Prepare Pies, Puff and Pastry Doughs	10%	10%
G	Assemble, Ice and Decorate Cakes, French Pastries and Petit Fours	15%	15%
H	Prepare Chocolate and Sugar Work	10%	10%
I	Prepare Fruit, Ice Cream and Specialty Desserts	5%	5%
	Total	100%	100%
Calculated by the Training Provider Baker in-school theory & practical subject competency weighting		30%	70%
Training Provider enters final in-school mark into ITA Direct Access		X%	

All apprentices who have completed all levels of the Baker program with a FINAL level mark of 70% or greater will write the Interprovincial Red Seal examination as their final assessment.

ITA will enter the apprentices' Baker Interprovincial examination mark in ITADA. A minimum mark of 70% on the examination is required for a pass.