

Applied Business

A242 Making your mark in business

Unit Recording Sheet

<i>Centre number</i>		<i>Series and year</i>	
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<i>Centre name</i>	
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<i>Candidate name</i>		<i>Candidate number</i>	
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Please fill out the mark awarded against each assessment objective for each investigation and comment on why the mark has been awarded.

Task 1	Page Location	Max Mark	Mark Awarded
AO2		6	
Task 3			
AO1		12	
AO2*		9	
Task 4			
AO1		4	
AO2		9	
AO3*		10	

Task 5	Page Location	Max Mark	Mark Awarded
AO3*		10	
	Overall Mark (max 60)		

0 marks = no evidence submitted or work submitted does not address assessment objective

* = This assessment objective includes assessment of quality of written communication

Level 1: Quality of written communication demonstrates limited clarity and coherence with basic use of correct terminology. Errors of grammar, punctuation and spelling may be noticeable and intrusive.

Level 2: Quality of written communication demonstrates clarity and coherence with appropriate use of correct terminology. There may be occasional errors of grammar, punctuation and spelling but these are not intrusive.

Level 3: Quality of written communication demonstrates clarity, coherence and fluency with effective and confident use of appropriate terminology. There are few, if any, errors of grammar, punctuation and spelling.

Guidance on Completion of this Form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Add the marks for the assessment objective together to give a total out of 60. Enter this total in the relevant box.