



OCR LEVEL 2 CERTIFICATE IN BOOKKEEPING & ACCOUNTING SKILLS 05529

UNIT M10 MAINTAINING THE JOURNAL

MARKING CRITERIA

Method of Assessment

- 1 Candidates should note that the individual components of Textual, Numerical and Conceptual Accuracy will be assessed separately.

Textual faults will be classified as entering text

Numerical faults will be classified as entering and calculating monetary amounts

Conceptual faults will be classified against double entry principles.

- 2 In order to achieve a Pass, candidates will need to satisfy the examiner that each of the components Textual, Numerical and Conceptual Accuracy have been demonstrated to the prescribed level.

Error Tolerances

	PASS
TEXTUAL	4
NUMERICAL	2
CONCEPTUAL	2

Criteria of Assessment

TEXTUAL ACCURACY (Pass - 4 faults)

Omissions, Additions and Inaccuracies

One fault* will be given for each instance of:

- a) Company name incorrect or omitted - see note
- b) Date incorrect, incomplete or omitted - see detail
- c) Column headings incorrect or omitted - see detail
- d) Account name incorrectly spelt - see detail
- e) Customer or supplier name incorrectly spelt, - see detail
- f) Narrations: explanation/reason or type of error for journal entry - see detail
- g) Totals not parallel

DETAIL

2T maximum per paper irrespective of the type of fault or number of occurrences.

DR and CR 2T maximum irrespective of the number of occurrences.

Same account name incorrectly spelt only penalise once.

Same name incorrectly spelt only penalise once.

2T maximum per paper
Accept reasonable narrations when type of error is not specified, do not penalise candidate's own words incorrectly spelt or type of error incorrectly spelt

Company name: accept 'Ltd' instead of 'Limited' or '&' instead of 'and' without penalty.

- * A fault is described as a string of characters that contain incorrect, additional or omitted characters.
Company name
Business name

NUMERICAL ACCURACY (Pass - 2 Faults)

Omitted, additional and incorrect monetary amounts

One fault will be given per instance of:

- a) Account balance incorrect, illegible or omitted
- b) Total incorrect, illegible or omitted
- c) Amount to be debited incorrect, illegible or omitted
- d) Amount to be credited incorrect, illegible or omitted

- e) Any part of Journal entry omitted - see detail
- f) Journal entry reversed - see detail

- g) Journal entry completely omitted - see detail
- h) Amount of balance to carry down incorrect, illegible or omitted
- i) Amount of balance brought down incorrect, illegible or omitted
- j) Suspense amount incorrect, illegible or omitted
- k) Trial Balance - account balance incorrect, illegible or omitted

DETAIL

All figures that include pence should be displayed to two decimal places, when they are not penalty is one Numeric fault per occurrence up to 2N maximum. Do not penalise whole pounds when not stated to two decimal places. This applies to all items in this fault category.

To a maximum of 2T 2N 2C per journal.

To a maximum of 2C if figures are correct, 2N and 2C if figures are incorrect.

To a maximum of 2T 2N 2C per journal.

Note:

Journal entry omitted to be penalised to a maximum of 2T 2N 2C.

Journal entry reversed to a maximum of 2C if figures are correct, 2N and 2C if figures are incorrect.

Accept PAYE and NI entered as separate amounts in journal entries without penalty

Where candidates have entered incorrect figures or omitted figures, their own figures when accurate must be accepted and accounts and Trial Balances recalculated to ensure penalties apply only to incorrect or omitted figures.

CONCEPTUAL ACCURACY (Pass – 2 Faults)

One fault will be given per instance of:

- a) Account name omitted
- b) Amount entered into incorrect column (debit or credit)
- c) Amount entered on incorrect side of account
- d) Entry made in incorrect account
- e) Amount to be debited incorrect, illegible or omitted
- f) Amount to be credited incorrect, illegible or omitted
- g) Balance to carry down entered at incorrect side of account
- h) Balance brought down entered at incorrect side of account
- i) Narrative incorrect, illegible or omitted (name of account must be stated) - see detail
- j) New account name incorrect or omitted
- k) Adjustment made to incorrect account
- l) Incorrect adjustment (not in accordance with journal entry) - see detail
- m) Amount of Capital entered below total in opening journal entry
- n) Account incorrect or omitted
- o) Account with zero balance entered in trial balance

DETAIL

Debtors or Creditors is not acceptable instead of correct account name

Word 'Balance' omitted from Balance c/d and Balance b/d 2C maximum irrespective of the number of occurrences.

Amount added that should have been deducted or vice versa.

NOTE

Provided the figures in the revised trial balance have been adjusted in accordance with the candidate's journal entries and are numerically accurate no further penalties should be incurred. Accept PAYE and NI entered as separate amounts in journal entries without penalty.