

Certificates in the Principles of Business and Administration

June 2012 Results Report

OCR Level Two Certificate in the Principles of Business and Administration

04438		Pass mark*	Withdrawn questions	% pass
Unit 201	Principles of personal responsibilities and working in a business environment	18	Q13 & Q26	73.16
Unit 202	Principles of providing administrative services	21	Q4, 7 & 26	81.05
Unit 203	Principles of managing information and producing documents	17	Q6, 12 & 20	77.84
Unit 204	Principles of supporting change in a business environment	17	None	74.74
Unit 205	Principles of supporting business events	17	Q16	83.85
Unit 206	Principles of maintaining stationery stock	13	Q17	84.21

*Final pass marks are based on the recommendation of Centre representatives at the awarding committee.

Commentary on Level 2 candidate responses

All units within this qualification are tested using on-screen multiple choice questions.

The following comments apply to all units and are offered as recommendations to centres and candidates:

- centres could provide alternative vocabularies for key words within each unit
- centres need to ensure that the published specification is addressed before providing a local contextual framework. Evidence suggests that some generic questions which could apply to all employees working in a business administration role are not being answered correctly due to centres omitting this from their curriculum on the grounds that it does not apply in their, or a specific, context
- Candidates should not assume that if there is the same, or a similar, word in the question stem and in a possible response, that this is the correct answer. Too many candidates are using word association in order to determine their answer rather than applying knowledge
- Candidates need to read the questions thoroughly before answering. Evidence suggests that a number of candidates do not understand what is being asked of them. Where this has been identified as a possible consequence of the question construct, these questions have been removed with a corresponding amendment to the item level data and pass mark.

Unit 201 Principles of personal responsibilities and working in a business environment

339 candidates sat this examination. The maximum marked gained was 28. The minimum mark gained was nine which compares to 15 in the January 2012 series. Two questions were withdrawn on the recommendation of the awarding committee. Overall performance on this unit fell in comparison to January 2012. The assessment criteria answered correctly by less than 50% of the cohort were 1.6, 2.2, 4.3, 5.1 and 6.2.

Unit 202 Principles of providing administrative services

380 candidates sat this examination. The maximum marked gained was 29. The minimum mark gained was seven. Three questions were withdrawn on the recommendation of the awarding committee. Overall performance on this unit compared well to January 2012. The assessment criteria answered correctly by less than 50% of the cohort was 3.1.

Unit 203 Principles of managing information and producing documents

352 candidates sat this examination. The maximum marked gained was 25. The minimum mark gained was five. Three questions were withdrawn on the recommendation of the awarding committee. Overall performance on this unit fell in comparison to January 2012. However, all questions were answered correctly by at least 50% of the cohort.

Unit 204 Principles of supporting change in a business environment

194 candidates sat this examination. The maximum marked gained was 20. The minimum mark gained was five. No questions were withdrawn. Overall performance on this unit fell in comparison to January 2012. The assessment criteria answered correctly by less than 50% of the cohort was 1.1.

Unit 205 Principles of supporting business events

130 candidates sat this examination. The maximum marked gained was 20. The minimum mark gained was 13. One question was withdrawn on the recommendation of the awarding committee. Overall performance on this unit increased in comparison to January 2012. The assessment criteria answered correctly by less than 50% of the cohort was 1.2.

Unit 206 Principles of maintaining stationery stock

228 candidates sat this examination. The maximum marked gained was 20. The minimum mark gained was 11. One question was withdrawn on the recommendation of the awarding committee. Overall performance on this unit fell in comparison to January 2012. The assessment criteria answered correctly by less than 50% of the cohort were 1.2 and 2.2.

OCR Level Three Certificate in the Principles of Business and Administration

04439		pass mark*	Withdrawn questions	% pass
Unit 301	Principles of personal responsibilities and how to develop and evaluate own performance at work	23	Q2 & Q3	75.00
Unit 302	Principles of working with and supervising others in a business environment	16	Q20, 23 & 24	79.55
Unit 303	Principles of managing information and producing documents in a business	26	None	79.39
Unit 304	Principles of providing and maintaining administrative services	18	Q12 & Q14	72.39
Unit 305	Principles of project management	14	Q13	86.73
Unit 306	Principles of budgets in a business environment	13	None	66.67
Unit 307	Principles of contributing to innovation and change	15	Q11	74.70

*Final pass marks are based on the recommendation of Centre representatives at the awarding committee.

Commentary on Level 3 candidate responses

All units within this qualification are tested using on-screen multiple choice questions.

The following comments apply to all units and are offered as recommendations to centres and candidates:

- centres could provide alternative vocabularies for key words within each unit
- centres need to ensure that the published specification is addressed before providing a local contextual framework. Evidence suggests that some generic questions which could apply to all employees working in a business administration role are not being answered correctly due to centres omitting this from their curriculum on the grounds that it does not apply in their, or a specific, context
- Candidates should not assume that if there is the same, or a similar, word in the question stem and in a possible response, that this is the correct answer. Too many candidates are using word association in order to determine their answer rather than applying knowledge
- Candidates need to read the questions thoroughly before answering. Evidence suggests that a number of candidates do not understand what is being asked of them. Where this has been identified as a possible consequence of the question construct, these questions have been removed with a corresponding amendment to the item level data and pass mark.

Unit 301 Principles of personal responsibilities and how to develop and evaluate own performance at work

120 candidates sat this examination. The maximum marked gained was 30. The minimum mark gained was 17. Two questions were withdrawn on the recommendation of the awarding committee. Overall performance on this unit improved in comparison to January 2012. The assessment criteria answered correctly by less than 50% of the cohort were 1.2, 1.3 and 3.1.

Unit 302 Principles of working with and supervising others in a business environment

132 candidates sat this examination. The maximum marked gained was 24. The minimum mark gained was 13. Three questions were withdrawn on the recommendation of the awarding committee. Overall performance on this unit improved in comparison to January 2012. The assessment criteria answered correctly by less than 50% of the cohort were 1.2, 2.2, 3.2, 4.3 and 4.4.

Unit 303 Principles of managing information and producing documents in a business

131 candidates sat this examination. The maximum marked gained was 30. The minimum mark gained was 15. No questions were withdrawn. Overall performance on this unit improved in comparison to January 2012. All questions were answered correctly by at least 50% of the cohort.

Unit 304 Principles of providing and maintaining administrative services

134 candidates sat this examination. The maximum marked gained was 28. The minimum mark gained was 12. Two questions were withdrawn on the recommendation of the awarding committee. Overall performance on this unit compared well to January 2012. The assessment criteria answered correctly by less than 50% of the cohort were 3.5 4.2, 5.1, and 5.3.

Unit 305 Principles of project management

98 candidates sat this examination. The maximum marked gained was 19. The minimum mark gained was six. One question was withdrawn on the recommendation of the awarding committee. Overall performance on this unit fell in comparison to January 2012. The assessment criteria answered correctly by less than 50% of the cohort were 2.1 and 3.3.

Unit 306 Principles of budgets in a business environment

45 candidates sat this examination. The maximum marked gained was 18. The minimum mark gained was five. No questions were withdrawn. Overall performance on this unit fell in comparison to January 2012. The assessment criteria answered correctly by less than 50% of the cohort were 2.1, 2.2, 2.3 and 3.1. This suggests a significant lack of knowledge and understanding in relation to Learning Objective 2.

Unit 307 Principles of contributing to innovation and change

83 candidates sat this examination. The maximum marked gained was 20. The minimum mark gained was 11. One question was withdrawn on the recommendation of the awarding committee. Overall performance on this unit improved in comparison to January 2012. The assessment criteria answered correctly by less than 50% of the cohort was 2.1.