

# Applied Business

## A244 Business and you Unit Recording Sheet

|                      |  |                        |  |
|----------------------|--|------------------------|--|
| <i>Centre number</i> |  | <i>Series and year</i> |  |
|----------------------|--|------------------------|--|

|                    |  |
|--------------------|--|
| <i>Centre name</i> |  |
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|                       |  |                         |  |
|-----------------------|--|-------------------------|--|
| <i>Candidate name</i> |  | <i>Candidate number</i> |  |
|-----------------------|--|-------------------------|--|

Please fill out the mark awarded against each assessment objective for each investigation and comment on why the mark has been awarded.

| Task 2 | Page Location | Max Mark | Mark Awarded |
|--------|---------------|----------|--------------|
| AO1    |               | 6        |              |
| AO2    |               | 9        |              |
| AO3*   |               | 7        |              |
| Task 3 |               |          |              |
| AO1    |               | 6        |              |
| AO2    |               | 9        |              |
| AO3*   |               | 7        |              |

| Task 4                          | Page Location | Max Mark | Mark Awarded |
|---------------------------------|---------------|----------|--------------|
| AO1                             |               | 4        |              |
| Task 5                          |               |          |              |
| AO2                             |               | 6        |              |
| AO3*                            |               | 6        |              |
| <b>Overall Mark</b><br>(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 objectives together to give a total out of 60. Enter this total in the relevant box.