

**Applied Business**

**A244 Business and you  
 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.

<b>Task 2</b>	<b>Page Location</b>	<b>Max Mark</b>	<b>Mark Awarded</b>
AO1		6	
AO2		9	
AO3*		7	
<b>Task 3</b>			
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> (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.