

**Applied Business**

**A244 Business and you**

**Unit Recording Sheet**

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

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

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

|                       |  |                         |  |  |  |  |
|-----------------------|--|-------------------------|--|--|--|--|
| <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.