

GCSE

**Specimen Papers with Mark Schemes**

**Edexcel GCSE in Business Studies (Short Course)  
(3503)**

First examination 2003

December 2000

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The GCSE awarding bodies have prepared new specifications to incorporate the range of features required by the new GCSE and subject criteria. The specimen assessment material accompanying the new specifications is provided to give centres a reasonable idea of the general shape and character of the new planned question papers in advance of the first operational examination.



**Context – Velde Ltd** (issued in the Autumn Term of the year of the examination)

Fredric Velde moved from Holland with his family in 1933 to live in the south of England. In 1936 he set up as a sole trader, making bread and selling it from a van. His business prospered until 1939 but then he needed to expand. He moved to a small factory and opened an on-site shop. In the mid-1950s, he purchased a fleet of bakery vans and employed a small team of drivers.

The council decided on the compulsory purchase of the factory and bakery shop in 1968 in order to redevelop the site. Fredric Velde had to decide whether to take the money offered by the council and change direction, or invest the money to expand the bakery business. He decided to stay in the bakery business.

The business became Velde Ltd, a private limited company, in 1970 and Fredric's daughter, Sonja, became the managing director. A new, larger factory was opened and an automated plant installed. The business began to diversify into large-scale production of a broad range of bakery and confectionery products, supplying a wide cross-section of customers and clients.

Since 1984, the company has had a contract for the distribution of Dutch cheese and biscuits throughout the year. This has assisted cash flow. The directors are now considering:

- further expansion;
- introducing new products;
- selling abroad;
- the possibility of becoming a public limited company.

Bread and confectionery manufacturers are supported by trade associations such as The Association of Master Bakers.

1 For each of the questions (i)-(v), write the letter A, B, C, or D to show the correct answer. Use the boxes provided.

(a) (i) Before designing a new product, Velde Ltd will carry out

- A an advertising campaign
- B quality control
- C market research
- D training opportunities

*Answer*

(ii) Velde Ltd will have assets and liabilities. Liabilities are

- A how the company communicates
- B what the company owns
- C what the company advertises
- D what the company owes

*Answer*

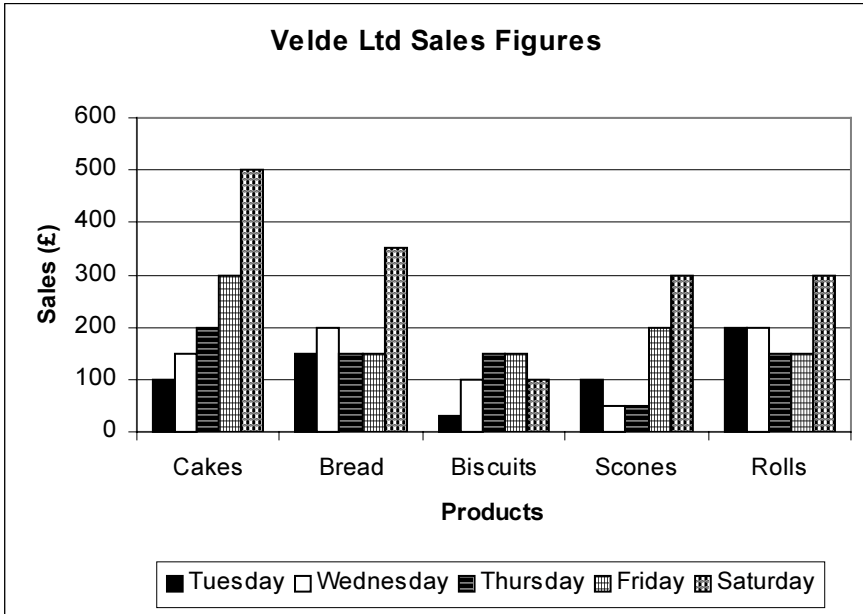
(iii) Most of the revenue of Velde Ltd comes from

- A mail order
- B telesales
- C pricing
- D direct sales

*Answer*

**(3)**

b) Answer the questions, using the graph below.



(i) Which product had the lowest sales on Tuesday?

.....  
 .....

(1)

(ii) On which day were most cakes sold?

.....  
 .....

(1)

(iii) Calculate the total value of bread sales for the week.

.....  
 .....

(1)

(iv) Explain what Velde Ltd could do about the low sale of scones on Wednesday and Thursday.

.....  
.....  
.....  
.....

**(2)**

(v) If Velde Ltd wanted to try out a new product on their customers, which day of the week would you recommend they did this on? Explain your answer.

.....  
.....  
.....  
.....

**(2)**

When deciding whether to stay in business in 1968, Fredric Velde had to be sure that the market for his bakery and confectionery products would grow. Market research was carried out by Fredric Velde before making his business decision. He could have used either desk research or field research.

(c) (i) Which method of research would you have recommended he use? Give reasons for your answer.

.....  
.....  
.....

**(3)**



(ii) Why, in market research, is using a telephone more reliable than using a written questionnaire?

.....

.....

.....

.....

.....

.....

.....

.....

**(2)**

**Total 15 marks**

2 Job, batch and flow are the three main methods of production. Batch production is the best method for Velde Ltd.

(a) What is meant by 'batch production' and why is it used by Velde Ltd?

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(4)

The directors of Velde Ltd have a large advertising budget for their business.

(b) Discuss the importance of advertising to Velde Ltd.

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.....

(4)

Velde Ltd is in the secondary sector of production.

(c) (i) State what is meant by the term 'secondary sector' as applied to Velde Ltd.

.....  
.....  
.....

(2)

Velde Ltd uses services provided by the tertiary sector.

(ii) Select one of the people below and complete the table.

**MINER**

**TOOL MAKER**

**FISHERMAN**

**FARMER**

**MACHINIST**

**BANK MANAGER**

<b>TERTIARY</b>		
Delivery Driver	Insurance Agent	

(1)

(iii) Explain TWO ways that ONE of the people from the table would support Velde Ltd.

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.....  
.....  
.....  
.....  
.....  
.....  
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.....

(4)

**Total 15 marks**

**3** Expansion has been an objective since Fredric Velde started business in 1936. Examples of this were the decisions to open the on-site shop; to take on more vans and drivers; to develop new products; to open a new factory and install an automated plant; and offering frozen hampers.

(a) Choose FOUR of the decisions listed above and explain how they have helped the business to expand.

.....  
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.....

**(4)**

Part of the expansion has been financed by a bank loan.

(b) (i) State TWO features of a bank loan.

.....  
.....  
.....  
.....

**(2)**

The bank loan was used to purchase assets.

(ii) List THREE assets.

.....  
.....  
.....

**(3)**

Below is an extract showing Velde Ltd's profits for 1999.

<b>1999</b>	<b>£</b>
Sales	50 000
Less: Payments to Velde Ltd. for ice-cream products	<u>12 500</u>
Gross profit	<u>?</u>
Other expenses:	
Van running costs	<u>7 500</u>
Net profit	<u>?</u>

(c) (i) Calculate the Gross profit figure.

.....  
.....  
.....  
.....  
.....  
.....

(1)

(ii) Why is it important for Velde Ltd to monitor each year's profits?

.....  
.....  
.....  
.....  
.....  
.....

(5)

**Total 15 marks**









**Context – Velde Ltd** (issued in the Autumn Term of the year of the examination)

Fredric Velde moved from Holland with his family in 1933 to live in the south of England. In 1936 he set up as a sole trader, making bread and selling it from a van. His business prospered until 1939 but then he needed to expand. He moved to a small factory and opened an on-site shop. In the mid-1950s, he purchased a fleet of bakery vans and employed a small team of drivers.

The council decided on the compulsory purchase of the factory and bakery shop in 1968 in order to redevelop the site. Fredric Velde had to decide whether to take the money offered by the council and change direction, or invest the money to expand the bakery business. He decided to stay in the bakery business.

The business became Velde Ltd, a private limited company, in 1970 and Fredric's daughter, Sonja, became the managing director. A new, larger factory was opened and an automated plant installed. The business began to diversify into large-scale production of a broad range of bakery and confectionery products, supplying a wide cross-section of customers and clients.

Since 1984, the company has had a contract for the distribution of Dutch cheese and biscuits throughout the year. This has assisted cash flow. The directors are now considering:

further expansion;  
introducing new products;  
selling abroad;  
the possibility of becoming a public limited company.

Bread and confectionery manufacturers are supported by trade associations such as The Association of Master Bakers.

1. Expansion has been an objective since Fredric Velde started business in 1936. Examples of this were the decisions to open the on-site shop; to take on more vans and drivers; to develop new products; to open a new factory and install an automated plant; and offering frozen hampers.

(a) Choose FOUR of the decisions listed above and explain how they have helped the business to expand.

.....  
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.....

**(4)**

Part of the expansion has been financed by a bank loan.

(b) (i) State TWO features of a bank loan.

.....  
.....  
.....

**(2)**

The bank loan was used to purchase assets.

(ii) List THREE assets.

.....  
.....  
.....

**(3)**

Below is an extract showing Velde Ltd's profits for 1999.

<b>1999</b>	<b>£</b>
Sales	50 000
Less: Payments to Velde Ltd. for ice-cream products	<u>12 500</u>
	?
Other expenses:	
Van running costs	<u>7500</u>
Net profit	<u>?</u>

(c) (i) Calculate the Gross Profit figure.

.....  
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(1)

(ii) Why is it important for Velde Ltd to monitor each year's profits?

.....  
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.....

(5)

**Total 15 marks**





3 (a) Briefly explain the best production method for Velde Ltd.

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.....

(3)

The Sales Director of Velde Ltd wants to promote and sell the company's products abroad. The Directors are seeking advice from the UK Government to help them to export their products.

(b) Analyse ONE problem that the Sales Director must overcome when promoting and selling the company's products overseas.

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.....  
.....

(3)











## 3503 Business Studies – Specimen Mark Scheme

### General Instructions for marking

- 1 The paper is to be marked to GCSE standard, including Quality of Written Communication.
- 2 Questions requiring extended responses are to be marked in levels of response.
- 3 Marking of levels should be ‘top down’. Examiners should look for the highest level of response achieved by the candidate.
- 4 The level and the mark **must** be indicated in the right hand margin of the candidate’s answer to the extended questions.
- 5 In numerical responses, the ‘own figure rule’ **must** be applied. Candidates can only be penalised (that is not rewarded) once for an error.
- 6 Mark in red.
- 7 Sub-totals must be carried forward to the top of the next page and part question and question totals must be written in the boxes provided.
- 8 All Edexcel Foundation procedures must be followed because any script may be used in the awarding process or may be the subject of an enquiry or may be returned to the candidate.
- 9 The mark scheme indicates possible content that candidates might use in their answers, but it is neither exhaustive nor complete. Credit **must** be given to all valid points. If in doubt contact the Principal Examiner.
- 10 Marking **must** be positive. Negative marking is not allowed.

# 3503: Business Studies – Specimen Mark Scheme

## Foundation Paper – 1F

### QUALITY OF WRITTEN COMMUNICATION (QWC)

There are 3 marks available for Quality of Written Communication. This will be assessed where extended writing is required. This is highlighted in the relevant sections of the mark scheme below.

To meet the criteria, the candidate must:

- present relevant information in a form that suits its purpose (use of appropriate business language)
- ensure text is legible and that spelling, punctuation and grammar are accurate so that meaning is clear
- use a suitable structure and style of writing (logical sequencing)

#### QUESTION 1

- (a) **For each of the questions write the letter A, B, C or D...**  
(AO1 - Demonstrate = 3)
- (i) C
- (ii) D
- (iii) D 3
- 
- (b) (i) **Which product had the lowest sales on Tuesday?**  
(AO1 - Demonstrate =1)
- biscuits 1
- 
- (ii) **On which day were most cakes sold?**  
(AO1 - Demonstrate =1)
- Saturday 1
- 
- (iii) **Calculate the total value of bread sales for the week.**  
(AO2 – Apply = 1)
- £1 000 1
- 
- (iv) **Explain what Velde Ltd could do about the low sale of scones on Wednesday and Thursday.**  
(AO3 – Analyse = 2)
- Valid points could include:**  
reduce prices  
special offers  
free samples  
notice in window 2
- Opportunity for assessment of QWC)(v)

- (v) **If Velde wanted to try out a new product on their customers, which day of the week would you recommend they did this on? Explain your answer.**  
(AO3 – Analyse = 2)

**Valid points could include:**

Saturday – more customers to trial it with

Tuesday – more time to administer it

2

- (c) (i) **Which methods of research would you have recommended he use? Give reasons for your answer**  
(AO4 – Evaluate = 3)

**Valid points could include:**

field research - localised therefore accurate;

desk research - wider sample

3

- (ii) **Why, in market research, is using a telephone more reliable than using a written questionnaire?**  
(AO3 – Analyse = 2)

**Valid points could include:**

instant reply

quicker overall feedback

clarify queries

2

(Opportunity for assessment of QWC)

**Total 15 marks**

## QUESTION 2

(a) **What is meant by batch production and why is it used by Velde Ltd?**

*(AO1 – Demonstrate = 1; AO2 – Apply = 3)*

**Valid points could include:**

the same product made at the same time - best for business which make a variety of products usually to a specific order - can switch to another batch  
allows more than one product to be produced in a day - best method when not many made of each product  
economies of scale  
flexibility in production planning

**Level 2**

candidate applies knowledge to context 2-4

**Level 1**

candidate demonstrates knowledge of batch production 1

(Opportunity for assessment of QWC)

(b) **Discuss the importance of advertising to Velde Ltd.**

*(AO4 – Evaluate = 4)*

**Valid points could include:**

encourage or maintain sales – by retaining existing customers, encouraging new customers to increase sales – new products, new outlets could increase market share  
provide information  
maintain/promote company image – competitions, promotions,  
sponsorship potential to increase sales

**Level 3**

candidate makes relevant sound judgements in context 4

**Level 2**

candidate makes relevant judgements 3

**Level 1**

candidate identifies relevant aspects of importance 1-2

(Opportunity for assessment of QWC)

c) (i) **State what is meant by the term ‘secondary sector’ as applied to Velde Ltd.**

*(AO1 – Demonstrate =1; AO2 – Apply =1 )*

manufactured/processed  
from wheat/flour 2

(ii) **Select ONE of the people below and complete the table**

*(AO1 – Demonstrate = 1)*

Bank Manager 1

- (iii) **Explain TWO ways that ONE of the people from the table would support Velde Ltd.**  
(AO2 – Apply = 4)

**Valid points could include:**

(bank manager) – cheque/account facilities, loans/overdrafts, financial advice

(delivery driver) – type/methods of transport, products to right place,  
storage/warehousing

(insurance agent) – business protection, financial loss, damage personal protection, employee,  
customers

**4**

(Opportunity for assessment of QWC)

**Total 15 marks**

### QUESTION 3

- (a) **Choose FOUR of the decisions listed above and explain how they have helped the business to expand.**

*(AO3 – Analyse = 4)*

**Valid points could include:**

vans and drivers  
new factory and plant  
new products  
frozen hampers

**4**

(Opportunity for assessment of QWC)

- (b) (i) **State TWO features of a bank loan.**

*(AO1 – Demonstrate = 2)*

**Valid points could include:**

money borrowed  
interest payable  
regular payments  
security required

**2**

- (ii) **List THREE assets.**

*(AO1 – Demonstrate = 3)*

**Valid points could include:**

factory  
premises  
vehicles  
equipment  
plant  
stock

**3**



- (c) (i) **Calculate the gross profit figures.**  
(AO2 – Apply = 1)

Gross profit = £37 500

1

- (ii) **Why is it important for Velde Ltd to monitor each year's profits?**  
(AO3 – Analyse 5)

**Valid points could include:**

ensure they are improving  
take steps if profit reducing  
compare year on year  
compare with competitors

**Level 2**

candidate makes relevant judgements

3-5

**Level 1**

candidate draws limited conclusions

1-2

(Opportunity for assessment of QWC)

**Total 15 marks**

#### QUESTION 4

- (a) **To what extent was this a good business decision for Fredric Velde?**  
(AO2 – Apply = 3; AO4 – Evaluate = 3)

**Valid points could include:**

control – not answerable to anyone  
independence – can make own decisions  
profit retention – keep all profits  
sharing load – problems if ill or on holiday  
sharing expertise – does not have benefit of others expertise  
finance – lack of

all aspects of a sole trader brought together  
candidate shows clear understanding of limitations of a sole trader within the context  
a holistic answer which effectively evaluates the advantages/disadvantages of a sole trader

**Level 3**

candidate makes relevant judgements using a two-sided argument **5-6**

**Level 2**

candidate applies sound knowledge within the context **3-4**

**Level 1**

candidate applies basic knowledge **1-2**

(Opportunity for assessment of QWC)

- (b) **List TWO features of a private limited company.**  
(AO1 – Demonstrate = 2)

**Valid points could include:**

limited liability  
finance  
family business **2**  
no need to publish accounts

(c) **Evaluate the extent to which this would be a benefit to Velde Ltd.**  
(AO2 – Apply = 2: AO4 – Evaluate = 5)

**Valid points could include:**

more capital – issue of shares on Stock Exchange,  
no limit to number of shareholders  
no restrictions on buying/selling of shares  
limited liability  
separate legal identity  
specialist staff  
economies of scale  
high status – easier to attract finance/suppliers/credit

**Level 3**

candidate makes relevant judgements giving a balanced argument **6-7**

**Level 2**

candidate applies knowledge to make basic judgement **3-5**

**Level 1**

candidate applies knowledge **1-2**

(Opportunity for assessment of QWC)

**Total 15 marks**

## 3503 – Foundation Tier Assessment Grid

Task	AO1	AO2	AO3	AO4	Total
1 (a)	3				
1 (b) (i)	1				
1 (b) (ii)	1				
1 (b) (iii)		1			
1 (b) (iv)			2		
1 (b) (v)			2		
1 (c) (i)				3	
1 (c) (ii)			2		15
2 (a)	1	3			
2 (b)				4	
2 (c) (i)	1	1			
2 (c) (ii)	1				
2 (c) (iii)		4			15
3 (a)			4		
3 (b) (i)	2				
3 (b) (ii)	3				
3 (c) (i)		1			
3 (c) (ii)			5		15
4 (a)		3		3	
4 (b)	2				
4 (c)		2		5	15
<b>Totals</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>60</b>

Plus 3 marks for QWC

## 3503 – Foundation Tier Content Grid

Task	Content section				
	1	2	3	4	5
1	✓	✓	✓	✓	✓
2				✓	✓
3	✓		✓		
4	✓				

### Assessment of Quality of Written Communication

Candidates will be assessed for the quality of written communication according to the following criteria:

Level 3	3 marks	Candidates write in sentences which are clear, structured and coherent. They spell, punctuate and use the rules of grammar with few errors using a range of specialist terms appropriately and with precision.
Level 2	2 marks	Candidates write in sentences with a clear and structured style. They spell, punctuate and use the rules of grammar with considerable accuracy.
Level 1	1 mark	Candidates write in sentences with a limited structure. They spell, punctuate and use the rules of grammar with reasonable accuracy.

## 3503 Business Studies – Specimen Mark Scheme

### General Instructions for marking

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- 2 Questions requiring extended responses are to be marked in levels of response.
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# 3503: Business Studies – Specimen Mark Scheme

## Higher Paper – 2H

### QUALITY OF WRITTEN COMMUNICATION (QWC)

There are 3 marks available for quality of written communication (QWC). This will be assessed in questions where extended writing is required. This is highlighted in the relevant sections of the mark scheme below.

To meet the criteria, the candidate must:

- present relevant information in a form that suits its purpose (use of appropriate business language)
- ensure text is legible and that spelling, punctuation and grammar are accurate so that meaning is clear
- use a suitable structure and style of writing (logical sequencing)

### QUESTION 1

- (a) **Choose FOUR of the decisions listed above and explain how they have helped the business to expand.**

*(AO3 – Analyse = 4)*

**Valid points could include:**

vans and drivers  
new factory and plant  
new products  
frozen hampers

4

(Opportunity for assessment of QWC)

- (b) (i) **State TWO features of a bank loan.**

*(AO1 – Demonstrate = 2)*

**Valid points could include:**

money borrowed  
interest payable  
regular payments  
security required

2

- (ii) **List THREE assets.**

*(AO1 – Demonstrate = 3)*

**Valid points could include:**

factory  
premises  
vehicles  
equipment  
plant  
stock

3

- (c) (i) **Calculate the Gross Profit figure.**  
(AO2 – Apply = 1)

Gross profit = £37 500

1

- (ii) **Why is it important for Velde Ltd to monitor each year's profits?**  
(AO3 – Analyse = 5)

**Valid points could include:**

ensure they are improving  
take steps if profit reducing  
compare year on year  
compare with competitors

**Level 2**

candidate makes relevant judgements

3-5

**Level 1**

candidate draws limited conclusions

1-2

(Opportunity for assessment of QWC)

**Total 15 marks**

## QUESTION 2

- (a) **To what extent was this a good business decision for Fredric Velde?**  
(AO2 – Apply = 3; AO4 – Evaluate = 3)

**Valid points could include:**

control – not answerable to anyone  
independence – can make own decisions  
profit retention – keep all profits  
sharing load – problems if ill or on holiday  
sharing expertise – does not have benefit of others expertise  
finance – lack of

all aspects of a sole trader brought together  
candidate shows clear understanding of limitations of a sole trader within the context  
a holistic answer which effectively evaluates the advantages/disadvantages of a sole trader

**Level 3**

candidate makes relevant judgements using a two-sided argument **5-6**

**Level 2**

candidate applies sound knowledge within the context **3-4**

**Level 1**

candidate applies basic knowledge **1-2**

(Opportunity for assessment of QWC)

- (b) **List TWO features of a private limited company.**  
(AO1 – Demonstrate = 2)

**Valid points could include:**

limited liability  
finance  
family business  
no need to publish accounts

**2**



(c) **Evaluate the extent to which this would be a benefit to Velde Limited?**  
(AO2 – Apply = 2; AO4 – Evaluate = 5)

**Valid points could include:**

more capital – issue of shares on Stock Exchange,  
no limit to number of shareholders  
no restrictions on buying/selling of shares  
limited liability  
separate legal identity  
specialist staff  
economies of scale  
high status – easier to attract finance/suppliers/credit

**Level 3**

candidate makes relevant judgements giving a balanced argument **6-7**

**Level 2**

candidate applies knowledge to make basic judgement **3-5**

**Level 1**

candidate applies knowledge **1-2**

(Opportunity for assessment of QWC)

**Total 15 marks**

### QUESTION 3

- (a) **Briefly explain the best method of production for Velde Ltd**  
(AO2 – Apply = 1; AO4 – Evaluate = 2)

**Valid points could include:**

batch production

runs of many similar products

change production easily

**3**

- (b) **Analyse ONE problem...when promoting and selling the company's products overseas.**  
(AO2 – Apply =3)

**Valid points could include:**

different language – affects packaging, product name and advertising

establishing outlets – means visits and negotiations

different currency – affect pricing policy, profits and packaging

new competition – influence pricing and marketing policy

**Level 2**

candidate applies knowledge and understanding to context

**3**

**Level 1**

candidate applies basic knowledge

**1-2**

(Opportunity for assessment of QWC)

- (c) **Describe TWO main functions of each department within the context of Velde Ltd.**  
(AO1 – Demonstrate = 6; AO2 – Apply = 3)

**Valid points could include:**

**Production Department**

decision on how to produce new lines  
production runs  
method of production

**Finance Department**

arranging borrowing  
check on cash-flow  
wages and salaries

**Marketing Department**

market research  
advertising  
public relations

**Level 3**

candidate applies sound knowledge and understanding within the context **7-9**

**Level 2**

candidate applies knowledge to context **4-6**

**Level 1**

candidate demonstrates basic knowledge of functions **1-3**

(Opportunity for assessment of QWC)

**Total 15 marks**

## QUESTION 4

- (a) **Using your knowledge of marketing, outline a marketing strategy for Velde Ltd and analyse its appropriateness for the new range.**

*(AO2 – Apply =2; AO3 – Analyse =6)*

**Valid points could include:**

(price) – low-price strategy, due to competition, supermarket purchasing power

(place) – distribution to supermarket depots policy, frequency will be dictated by chain, positioning in store outside Velde’s control

(promotion) – must promote the chain, determines choice of medium, can still advertise to final consumer

(product) – chain determines product features, market research still needed to assess demand/competition, liaise with chain re labelling and packaging

**Level 3**

candidate discusses all parts of the marketing mix 6-8

**Level 2**

candidate discusses some parts of the marketing mix 3-5

**Level 1**

candidate selects parts of the marketing mix 1-2

(Opportunity for assessment of QWC)

- (b) **Identify and evaluate suitable methods of recruiting and selecting the new sales force.**

*(AO1 – Demonstrate = 2; AO4 – Evaluate = 5)*

**Valid points could include:**

(recruit) – job description/spec; recruitment source, job centre, newspapers internal recruitment, interviews for selection, personality testing

**Level 3**

candidate makes relevant judgements based on sound knowledge and understanding 5-7

**Level 2**

candidate demonstrates sound knowledge and understanding 3-4

**Level 1**

candidate demonstrates basic knowledge 1-2

(Opportunity for assessment of QWC)

**Total 15 marks**

## 3503 –Higher Tier Assessment Grid

Task	AO1	AO2	AO3	AO4	Total
1 (a)			4		
1 (b) (i)	2				
1 (b) (ii)	3				
1 (c) (i)		1			
1 (c) (ii)			5		15
2 (a)		3		3	
2 (b)	2				
2 (c)		2		5	15
3 (a)		1		2	
3 (b)		3			
3 (c)	6	3			15
4 (a)		2	6		
4 (b)	2			5	15
<b>Totals</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>60</b>

Plus 3 marks for QWC

## 3503 –Higher 2 Content Grid

Task	Content section				
	1	2	3	4	5
1	✓				
2	✓		✓		
3	✓			✓	✓
4		✓		✓	

### Assessment of Quality of Written Communication

Candidates will be assessed for the quality of written communication according to the following criteria:

Level 3	3 marks	Candidates write in sentences which are clear, structured and coherent. They spell, punctuate and use the rules of grammar with few errors using a range of specialist terms appropriately and with precision.
Level 2	2 marks	Candidates write in sentences with a clear and structured style. They spell, punctuate and use the rules of grammar with considerable accuracy.
Level 1	1 mark	Candidates write in sentences with a limited structure. They spell, punctuate and use the rules of grammar with reasonable accuracy.

Order code: UG 009326

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