

# EXTERNAL ASSESSMENT SPECIFICATIONS

## BUSINESS STUDIES (BST315116)

External Assessment Specifications inform the development of external assessments. The primary audience for this document is the course Setting Examiner and Exam Critics. It may also be of use to teachers and students.

These specifications must be read in conjunction with the Course Document.

The external assessment consists of a **3 hour written examination**.

The criteria to be externally assessed are:

- Criterion 1: describe and use business terms, concepts, principles and ideas related to the management of business in Australia
- Criterion 2: use tools, techniques and processes to assess data and information about business performance
- Criterion 3: analyse issues arising from business practices and management strategies
- Criterion 4: make recommendations to improve management practices and business performance
- Criterion 5: communicate business ideas and information

## WRITTEN EXAMINATION STRUCTURE

The following specifications for each section are outlined in the **table** below:

- the distribution across the sections of:
  - criteria
  - time allocations
- the number and type of items.

Section	A	B	C
Criteria	1 and 5	3 and 4	2 and 4
Elements that <b>MAY</b> be assessed	Criterion 1: examinable standard elements 1, 2 and 6 Criterion 5: examinable standard elements 1 and 2	Criterion 3: examinable standard elements 1, 2, 3 and 4 Criterion 4: all examinable standard elements	Criterion 2: all examinable standard elements Criterion 4: all examinable standard elements
Course Coverage	Units 1 – 2	Units 2 – 5	Units 1 – 5
Number of items	8 Candidates will respond to <b>FOUR</b> questions. Two from each of: <ul style="list-style-type: none"> <li>• Unit 1: The Business Environment</li> <li>• Unit 2: Operations Management</li> </ul> Questions 1 to 4 will invite responses that provide evidence for assessment of (Business Environment). Questions 5-8 will invite responses that provide evidence of assessment of (Operations Management).	3 Candidates will respond to <b>TWO</b> questions: Each question will address a different unit (Operations Management, Human Resources Management, Financial Management or Marketing Management) This section will be scenario based and contain stimulus material, either real or hypothetical. In any one year, the Setting Examiner chooses which three Units of content to examine. There will be <b>ONE</b> scenario from which all 3 questions will be based.	2 Candidates will answer <b>ONE</b> question. This section will be scenario based and contain stimulus material, either real or hypothetical. Financial Information will accompany each scenario and candidate responses could include an income statement, balance sheet, cash budget, financial ratios, trends, graphs or financial data for break-even analysis.
Compulsory	Compulsory	Compulsory	Compulsory
Question type(s)	Short answer response format	Written response. Stimulus material to be provided.	Written response. Stimulus material to be provided.

Section	A	B	C
Suggested time allocation	40 minutes (4 x 10 minutes)	70 minutes (2 x 35 minutes)	70 minutes (1 x 70 minutes)
Rating allocation (either Rating or Mark Allocation – weighting must be specified)	<p>All criteria are assessed using extended ratings of A+, A, A-, ... B+, B, B- ..., C+,C, C- ... t+, t, t- or z.</p> <p>Please note a C- is a low C (i.e. just meets the standards for a C but is not a t)</p> <p>Algorithm to achieve final rating from Sections A – C will take account of the fact that each section carries equal weight.</p>	<p>All criteria are assessed using extended ratings of A+, A, A- ... B+, B, B- ... C+,C, C- ... t+, t, t- or z.</p> <p>Please note a C- is a low C (i.e. just meets the standards for a C but is not a t)</p> <p>Algorithm to achieve final rating from Sections A – C will take account of the fact that each section carries equal time weight.</p>	<p>All criteria are assessed using extended ratings of A+, A, A- ... B+, B, B- ... C+,C, C- ... t+, t, t- or z.</p> <p>Please note a C- is a low C (i.e. just meets the standards for a C but is not a t)</p> <p>Algorithm to achieve final rating from Sections A – C will take account of the fact that each section carries equal time weight.</p>

## SPECIFIC MATERIALS AND EQUIPMENT APPROVED FOR USE BY CANDIDATES

- Current External Examination Information Sheet for BST315116 Business Studies.

## ASSESSMENT

A set of solutions or a marking tool will be developed by the Setting Examiner, provided to markers at the marking meeting that follows the external written examination; and will be available from TASC in the following year.

The external assessment must include items that, separately or together, give opportunities to demonstrate the standards from rating C to rating A.

Final results will be awarded as a rating of A, B, C, t or z in the above criteria. These ratings are used in determining the final award according to the algorithm in the course document.

# WRITTEN EXAMINATION CHECKLIST

## SECTION A:

- Assesses all examinable aspects of Criterion 1 – standard elements 1, 2 and 6
- Assesses all examinable aspects of Criterion 5 – standard elements 1 and 2
- Items give opportunities to demonstrate standards from rating C to rating A on each criterion
- Includes a representative sample of course content from Units 1 – 2
- Contains eight questions – Candidates will respond to **FOUR** questions. Two from each of:
  - Business Environment
  - Operations Management
- Requires four short responses (40 minutes – 4 x 10 minutes)

## SECTION B:

- Assesses all examinable aspects of Criterion 3 – standard elements 1, 2, 3 and 4
- Assesses all examinable aspects of Criterion 4 – all standard elements
- Items give opportunities to demonstrate standards from rating C to rating A on each criterion
- Includes a representative sample of course content from Units 2 – 5
- Contains three questions – Candidates will respond to **TWO** questions
- Requires two short answer responses (70 minutes – 2 x 35 minutes)

## SECTION C:

- Assesses all examinable aspects of Criterion 2 – all standard elements
- Assesses all examinable aspects of Criterion 4 – all standard elements
- Items give opportunities to demonstrate standards from rating C to rating A on each criterion
- Includes a representative sample of course content from Units 1 – 5
- Contains two questions – Candidates will respond to **ONE** question
- Requires one extended answer response (70 minutes – 1 x 70 minutes)