

# Frequently Asked Questions (FAQs)

## Cambridge International O Level Principles of Accounts (7110)

### **What is the course book?**

There is no one book aimed at this particular assessment. Teachers can choose a book from the list available in the syllabus. Copies of the syllabus are available online at [cie.org.uk](http://cie.org.uk).

### **Can I use a book written for another qualification?**

Yes. For example, Cambridge University Press (India) has published a text book which covers the IGCSE and O Level syllabuses. The title of the book is IGCSE and O Level Accounting, by Catherine Coucom, ISBN 9780521720014.

Cambridge University Press has published IGCSE Accounting, by Catherine Coucom, ISBN 0521893461, which teachers of O Level Principles of Accounts will find very useful. However, you must check that you have covered all the requirements of the O Level syllabus.

### **Do I need to teach the course in the order given in the syllabus?**

No, the order in which you teach the course is entirely up to you. If you are new to the syllabus or to teaching then you might find the suggested schemes of work on Teacher Support at <http://teachers.cie.org.uk> useful. Please ask your Centre administrator for the password to access the site.

### **Is the use of calculators allowed?**

Yes. For details of the restrictions on graphic display, data banks, etc., which apply to all Cambridge examinations, see the Handbook for Centres.

### **When are the examinations?**

Principles of Accounts is available in the June and November sessions. The date of the examination can be found on the examination timetable, which is sent to Centres.

### **How are the candidates assessed?**

There are two papers which the candidates must take.

Paper 1 is a multiple choice paper, with 30 items testing the whole syllabus. It is one hour long.

Paper 2 is a structured written paper. There are usually between 4 and 6 compulsory questions, which cover topics across the whole syllabus. It is 2 hours long.

### **Why does the number of questions in Paper 2 vary?**

Having a few long questions doesn't always give candidates the opportunity to demonstrate their knowledge. Sometimes it is necessary to have more, but shorter, questions in order to test a wider range of the syllabus.

### **Does Paper 2 always have a question on a specific part of the syllabus?**

Yes. No matter how many questions there are, one of them will involve the preparation of the financial statements of a business – Income Statements (the manufacturing, trading and profit and loss accounts) and the Statement of Financial Position. Other questions may require the completion of proformas and tables.



**Does the Centre have to provide multi-column accounting paper?**

No. For Paper 1 (Multiple Choice) candidates indicate their answers on the special answer sheet which is machine-read.

For Paper 2 candidates are expected to answer the questions in the spaces provided on the question paper booklet.

**Do all candidates have to take Paper 1 (Multiple Choice)?**

Yes.

**Are marks deducted for wrong answers in the multiple choice?**

No. The candidate's mark is the total number of questions answered correctly.

**Are the multiple choice questions arranged in any particular order on the paper?**

They are broadly arranged in the same order as the topics appear in the syllabus booklet.

**Where can I find the keys to the multiple choice questions?**

They are in the published 'Report on the Examination', which is available online and on CD-ROM. The reports are also available on the teacher support site.

**Can we use T account formats?**

Yes. The syllabus requires candidates to be able to post ledger account entries from the books of prime entry using 'T' account format. However the running balance format is also acceptable.

**What about the presentation of financial statements?**

The vertical presentation of final accounts is widely used in business, and this is reflected in Cambridge Accounting examinations. The financial statements given in mark schemes are usually in a vertical format, but any other recognised format is also acceptable and candidates who present their final accounts in a horizontal format will have marks awarded where their figures are correct.

**Are there marks for correct workings even if the answer is wrong?**

Yes. Candidates should always show their workings.

**Are the mark schemes published?**

Yes, from the November 2000 examination onwards. They are available online or for purchase from Cambridge Publications. Past papers and mark schemes are available on Teacher Support at <http://teachers.cie.org.uk>. Ask your Centre administrator for the password to access the site. The 'Report on the Examination' is published after each session and gives guidance on Examiners' expectations and common candidate errors. This is also available online at [www.cie.org.uk](http://www.cie.org.uk) and on Teacher Support. There are suggested schemes of work on the teacher support site and a discussion group for teachers of accounting.

**Is there a specimen paper and mark scheme for the syllabus?**

Yes, a copy of this is available at [www.cie.org.uk](http://www.cie.org.uk) and on Teacher Support.