

## EXAMINER TIPS for O Level Principles of Accounts 7110

### Before the examination

- Make sure you have covered all the topics on the syllabus in your revision. Check this with your teacher if you are unsure.
- Study the past examination papers to get an idea of the sort of questions and the styles of paper that are set.
- Work through as many examples and past examination papers as possible.
- Practice answering narrative questions as well as practical questions.

### On the day of the examination

- Make sure you know exactly where the examination is taking place.
- Allow plenty of time to get to the venue
- Remember to take a few pens, pencil, ruler and calculator.

### In the examination

- Read each question very carefully so that you really do understand what is being asked.
- Take particular note of the command word in each question e.g. state, explain etc.
- Look at the number of lines provided: if only one or two lines are provided a short answer is obviously expected. But remember that you do not necessarily have to use all the lines which are provided.
- You do not have to attempt the questions in the order in which they appear so you could start with the question which you feel most confident about.
- The last question on the paper involving the preparation of financial statements carries the highest marks. To avoid running out of time, it is best to make this the first or second question you attempt.
- Allocate the time according to the marks per question e.g. a 20 mark question on a paper with a total of 120 marks should take about 1/6 of the time.
- Try not to over-run on the time per question: you can always re-visit the question after you have attempted the others.
- It is far better to attempt all the required questions and only partly complete them than to do one or two questions perfectly.
- If there is an item within a question that you are not familiar with, do not abandon that question just omit that item and continue. That way you can still earn some of the available marks.
- Do not be tempted to omit the narrative questions as this can seriously reduce your possible grade.
- Do not do more than is required. For example, if two reasons are required, do not provide four. You will not lose marks but you will lose time. In such a situation the examiner will usually take the first two answers: the examiner will not select the correct answers from your list.
- Do show calculations where appropriate. This may mean that you gain some of the available marks even if the final answer is incorrect.
- If you wish to re-attempt an answer do not cross out the original until you have completed the new version. If the second attempt is on another page remember to put a note indicating where the answer may be found.
- If you finish the examination early, do not leave the room until you have checked all your work thoroughly.

**Good luck!**