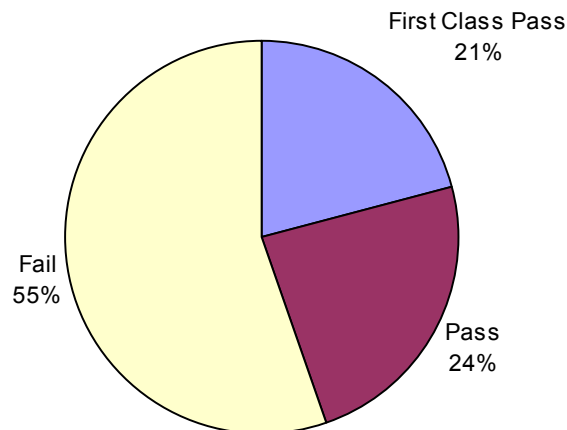


8955 Commercial Numeracy – Level 1

General Observations

The overall standard of work at this level has remained consistent with last year with 45% of candidates being successful.



Areas of good performance

Candidates generally apply accuracy in the calculation and transfer of information in respect of commercial documents including orders and invoices and in the preparation of timesheets, bonus calculations and wages summaries.

Areas for development

The calculation of time and the measurement of speed and distance continue to cause some candidates problems.

Candidates find the multi step calculations in the personal finance questions challenging because they require more than just addition and calculating percentages.

Candidates find the completion of hotel bills more difficult than the completion of orders despite them being essentially the same type of question.

Questions involving scales of maps and plans continue to cause candidates problems.

It is evident that some candidates do not have the basic skills required to answer the questions in section A with some gaining less than 50%, this will clearly disadvantage them as they progress to the other sections of the paper.

Recommendations

There is no substitute for practice and good feedback.

More time working with different units of measurement, particularly time and distance and the conversion of time, distance, size and volume will benefit the candidates greatly.

Section A particularly will be completed better if the candidates improve their skills in estimation and applying common sense, it is worth remembering that marks are not deducted for an incorrect answer.

Tips

- Candidates should read the question carefully calculate the answer and use estimation and /or common sense to establish the answer makes sense.
- Draw charts & graphs in pencil to allow errors to be corrected more easily.
- Candidates should answer all the questions in section 'A' and if time is short use estimation to select, as marks are not deducted for an incorrect answer, so they have nothing to lose.

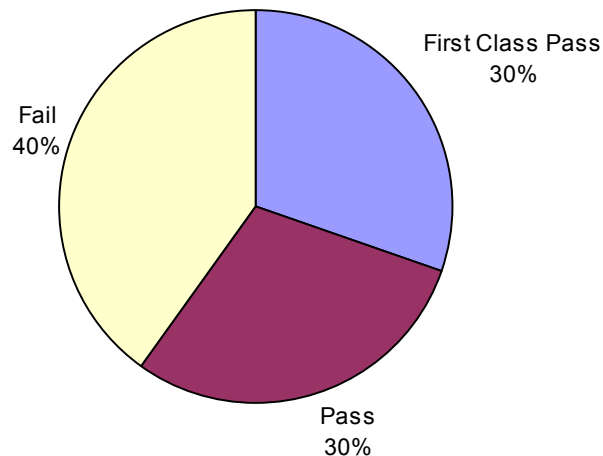
Additional comments

Ensure the candidates can use their calculator properly and efficiently.

8955 Commercial Numeracy – Level 2

General Observations

The overall standard of work at this level has improved for the third successive year with 60% success compared to 54% last year.



Areas of good performance

Candidates continue to perform very well in the business section of the examination completing petty cash, invoices and stock records to a high standard.

Candidates are now showing the calculations leading to their answers and are gaining extra marks if the final answer is incorrect.

Areas for development

Questions involving time sheets and the calculation wages and tax calculations need to be practiced

More time working with different units of measurement, particularly time and distance and the conversion of time, distance, size and volume will benefit the candidates greatly.

Pie charts and working with a protractor appears to be unfamiliar to some candidates who would clearly benefit from more practice.

Candidates must ensure that when completing stock records with a running balance that all entries are entered in date order and that requisitions and orders appear in their respective column and that the running balance is calculated after every entry.

Questions requiring the calculation of interest received on savings are often calculated correctly in the first year but assumed to be the same for the second and subsequent years, more practice in compound interest will help resolve such errors.

Recommendations

The candidates should practice regularly to maintain their skills and speed.

More time working with different units of measurement, particularly time and distance and the conversion of time, distance, size and volume will benefit the candidates greatly.

Practice answering questions relating to time and money and ensuring the answer is presented to the appropriate number of decimals.

Estimation and common sense should be encouraged whenever possible prior to commencement of the answer and in validating the result.

Tips

- The candidates should ask themselves, have I answered the question asked, have I given the answer in the correct format for example,
- Ensure when the answer is in currency that there are only two figures representing pence or cents.
- Ensure stock records are entered in date order and that requisitions and orders appear in their respective column and that the running balance is calculated after every entry.

Additional comments

Candidates should have the correct resources for use in the examination, a good working calculator, protractor in case a pie chart is required, a pencil pen and rule.

Read the question carefully before completing the answer and then read it again to ensure you have answered the question in the manner that was intended for example was I asked for the answer to be in centimeters or metres.

Show all workings as marks are awarded for correct steps in a process even if the final result is wrong.

