BTEC Level 3 Nationals in Business
Get ready for external assessment
Your quick-reference support guide for teachers and tutors
Why have we created this guide?

We have created this easy-to-use guide to bring together details of all the support materials and key information you can use to help prepare your learners for the external assessments in the Business sector, provided at a unit level.

We would also suggest that you refer to the Instructions for Conducting External Assessments document. This guide provides you with the information you need to carry out external assessments for BTEC Nationals. It takes you through: what you need to do; who’s responsible at each stage and; gives additional advice and guidance around best practice. This document can be found here.
What does this guide provide?

This short guide presents all information below at unit level:

• a breakdown of our existing support
• an overview of what additional support is coming up
• a list of external assessment dates for summer 2019
• What’s new for 2019

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Choose your unit...

**Unit 2**
Developing a Marketing Campaign

**Unit 3**
Personal and Business Finance

**Unit 6**
Principles of Management

**Unit 7**
Business Decision Making
Unit 2: Developing a Marketing Campaign
(click on each link to access materials)

Sample assessment support

- Sample Assessment Material
  (for learners to sit as mocks)

- Administrative Support Guide
  (guidance on how to run an assessment)

Past tasks & reports

<table>
<thead>
<tr>
<th>Summer 2017</th>
<th>January 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>Task</td>
</tr>
<tr>
<td>Mark Scheme</td>
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</tr>
<tr>
<td>Lead Examiner Report</td>
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*a free sample from our student books*
To support preparation for assessment, by clicking [here](#)

* You don't need to buy resources to deliver our qualifications
Unit 3: Personal and Business Finance
(click on each link to access materials)

Sample assessment support

Sample Assessment Material
(for learners to sit as mocks)

Sample Marked Learner Work
(to see how mark schemes are applied)

Past papers & reports

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Past paper</td>
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<td>Lead Examiner Report</td>
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</table>

a free sample from our student books*

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Unit 6: Principles of Management
(click on each link to access materials)

Assessment support
- Sample Assessment Materials (for learners to sit as mocks)
- Sample Marked Learner Work (to see how marking schemes are applied)
- Administrative Support Guide (guidance on how to run an assessment)

Past tasks & reports

<table>
<thead>
<tr>
<th>Jan 2018</th>
<th>Summer 2018</th>
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<tr>
<td>Task</td>
<td>Task</td>
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<td>Lead Examiner</td>
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</table>

a free sample from our student books*
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Unit 7: Business Decision Making
(click on each link to access materials)

### Assessment support

- **Sample Assessment Materials**
  (for learners to sit as mocks)

- **Sample Marked Learner Work**
  (to see how marking schemes are applied)

- **Administrative Support Guide**
  (guidance on how to run an assessment)

### Past tasks & reports

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
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<tr>
<td>January 2018</td>
<td>Task</td>
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### a free sample from our student books*

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## Key dates for summer 2019

### Business

#### EXAMS

<table>
<thead>
<tr>
<th>Unit</th>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>31463H Business - Unit 3: Personal and Business Finance</td>
<td>23/05/2019</td>
<td>PM</td>
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#### SET TASKS

<table>
<thead>
<tr>
<th>Unit</th>
<th>Release Date</th>
<th>Window for Supervised period</th>
<th>Submission deadline</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>31489H Business - Unit 2: Developing a Marketing Campaign</td>
<td>Part A: 29/04/2019 Part B: 13/05/2019</td>
<td>13/05/2019 - 14/05/2019</td>
<td>16/05/2019</td>
<td>Prep: 6 hours Supervised: 3 hours</td>
</tr>
<tr>
<td>31588H Business - Unit 6: Principles of Management</td>
<td>Part A: 29/04/2019 Part B: 07/05/2019</td>
<td>07/05/2019 - 08/05/2019</td>
<td>10/05/2019</td>
<td>Prep: 6 hours Supervised: 3 hours</td>
</tr>
<tr>
<td>31589H Business - Unit 7: Business Decision Making</td>
<td>16/05/2019</td>
<td>16/05/2019 - 17/05/2019</td>
<td>21/05/2019</td>
<td>Supervised: 3 hours</td>
</tr>
</tbody>
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You should check the official timetable in case of any changes. The full summer 2019 timetable can be found [here](#).
What is new for 2019?

**ResultsPlus**
a free online results analysis tool for teachers that gives you a detailed breakdown of your students’ performance in Edexcel exams.
Widely used by teachers across the country, ResultsPlus provides a detailed analysis of your students’ performance and helps you to identify topics and skills where your students could benefit from further learning, helping them gain a deeper understanding of their subject.

**examWizard**
An online resource containing a huge bank of past paper questions and support materials to help you create your own mock exams and tests. Available for a range of GCSE, A level subjects, BTEC and Functional Skills, examWizard is easy to use, intuitive and saves you valuable time.
Specialist help and advice

You also have access to specialist support and advice from our business subject advisor, Colin Leith.

Colin will be happy to help with any questions you may have about your BTEC Level 3 Business qualifications.

Colin Leith

Economics and Business

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