

LCCI command words

In LCCI assessments, command words are used in the questions to indicate to the learner what type of response is required. The below list shows which command words will be used in the exams for LCCI Level 2 Bookkeeping & Accounting, Level 3 Accounting, Level 3 Financial Accounting and Level 4 Financial Accounting from June 2017 onward.

Command word	Definition
Asses	Give careful consideration to all factors or events that apply and identify which are the most important or relevant, Make a judgement on the relative importance of things, and come to a conclusion where needed.
Calculate	Obtain a numerical answer, showing relevant working. If the answer has a unit, this should be included. This can include using a formulae to calculate a numerical answer.
Complete	This requires the completion of a table or structure. This may include a calculation which will then be required to fill the incomplete table/structure.
Define	Give the meaning of a term or phrase.
Describe	To give an account of something. Statements in the response need to be developed as they are often linked but do not need to include a justification or reason. Requires a sequence or order.
Discuss *	Identify the issue/situation/problem/argument that is being assessed within the question. Explore all aspects of an issue/situation/problem/argument. Investigate the issue/situation etc. by reasoning or argument. Make a judgement and come to a conclusion where needed.
Explain	An explanation requires an identification of a point linked with justification/reasoning. If the question is more than 2 marks, then extra marks are for each additional justification/reasoning point made.

Evaluate *	This will involve reviewing information and then bringing it together to form a conclusion, drawing on evidence including strengths, weaknesses, alternative actions, relevant data or information. A supported judgement/decision will be reached in relation to its context.
Give a reason	Provide examples, justifications and/or reasons.
Identify	This requires information to be selected from a range of possibilities, list or given stimulus. One mark per item.
Prepare	This will involve arranging financial information into an appropriate format.
Recommend	Use analysis of data to evaluate options and make a justified advisory decision. Instruction 'with justification' should be included with the question.
State	Require recall/understanding of one or more pieces of information.

*These words are predominantly linked to AO5 – Evaluate and will therefore should not be used in Level 2 Bookkeeping & Accounting exam papers.