



Examiner hints and tips:

Pearson LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ) ASE20093

1. It is essential that a thorough understanding of double entry bookkeeping is maintained. Understand the accounting concepts and complete journals thoroughly to show a narrative. Therefore, centres need to ensure all these areas are covered and the candidates understand them before entering into the exam.
2. Ensure candidates have:
 - a. practice of theoretical questions as well as numerical as Accounting is now about explaining your findings, not just about doing calculations. Also, ensure the candidates know the correct layout of financial statements.
 - b. understanding of the impact of ratio analysis and what the ratio tells the business, business documents and how they are recorded in the books of a business.
 - c. understanding of bookkeeping by practicing questions that show the candidates have understanding and not just able to complete calculations correctly.
 - d. practice all areas of the specification to give the best chance of answering the questions. Give candidates questions that ask them to evaluate information and check they are covering the key areas to ensure they have the opportunity of gaining marks.
 - e. understanding of command words such as explain, describe and evaluate.
 - f. thorough understanding of books of prime entry and understand why control accounts are essential to the financial statements and the purpose of reconciling them.
 - g. understand how an increase/decrease in provision for doubtful debt and how irrecoverable debts are dealt with in the accounts including which financial statement they are posted to.
 - h. thorough understanding of the current and capital account. It is important that they do not hedge their guesses as this losses them valuable marks.
 - i. understand the adjustments made in relation to the partners and the impact on the profit for year. Check the candidates understand how this is shown in the appropriation section of the income statement.
3. Candidates must use the correct narratives/descriptors in the control account to achieve full marks. Candidates need to work and practice on written response questions across each subject area to give them the best chance for achieving marks.

4. Candidates need to understand how to apply their knowledge to different types of questions and understand that using the SAM is only a practice resource and it is not necessarily going to be how the exam is set out.
5. Candidates need to understand and recall the basics of bookkeeping and the terminology used in different types of businesses.
6. Test candidates with simple written tasks to check they understand what they are learning. Candidates achieve marks in the calculations however, the written elements are as important and written questions each lesson will build confidence and also check understanding.
7. When teaching concepts give candidates scenarios and ask them if they can identify the concept based on the scenario. This will give them the opportunity to share understanding and explain concepts in real life terms rather than just remembering a definition.
8. Candidates entering at this level should complete a Level 1 paper to check they have the skills and knowledge expected before commencing Level 2.
9. Centres need to teach the theory behind every calculation and preparation of accounts and financial statements. Explaining to candidates why this is done and the effect it has on financial information. Also, if items do not balance what could be the reasons behind it and how candidates would rectify it.
10. Ensure candidates understand the adjustments made in relation to the partners and the impact on the profit for year. Check they understand how this is shown in the appropriation section of the income statement.
11. Ensure candidates balance the accounts correctly in order to calculate the profit/loss on realisation and the capital from the bank account. If the account did not add up correctly, candidates have lost the marks distributed between partners.
12. When teaching, give candidates key terms and ask them to write down how they would explain what they mean. This type of exercise should be embedded in each lesson to cover previous lesson skills, which, in turn, will ensure that candidates understand what has been covered so far in the syllabus. It is important that written questions are tested as much as calculation and preparation questions.

Summary

The main areas of weakness identified throughout the paper relate to the written tasks. It is therefore recommended that candidates and centres practise the written elements as well as the numerical elements of the syllabus.

Candidates need a thorough understanding of double entry bookkeeping before attempting the exam as examiners can ask part or full questions in order to examine understanding of bookkeeping.

Ensure the Sample Assessment Materials are used only as part of a revision exercise and not as a study guide.

Centres must make sure all the syllabus is taught and understood before entering candidates into the exam.