



Examiner hints and tips:

Pearson LCCI Level 1 Certificate in Bookkeeping (VRQ) ASE20091

1. Ensure that all areas of the specification are covered.
2. Ensure that candidates:
 - explain and develop answers rather than state, when a question asks for an explanation
 - present work neatly using the prescribed layout and IAS terminology (preparing a statement of financial position)
 - read the question carefully and then address all of the requirements
3. When answering a journal question which asks for a narrative ensure that you provide the narrative.
4. When preparing statements and ledger accounts lay out your answer in the prescribed format by remembering to enter date, details and amount when preparing ledger accounts and use the correct format when preparing financial statements. Remember to total both sides of the trial balance.
5. When a question asks you to prepare an extract you should ensure that you only provide the required part of the statement.
6. A bank reconciliation statement should be headed, labelled and the entries should be shown clearly and legibly.

Summary

Candidates should:

- ensure that they are fully prepared
- read the paper before starting to answer
- write neatly so that it is clear what is being communicated
- show workings where appropriate as marks may be awarded if the examiner can see how the final answer is reached
- manage their time efficiently.