

Pearson BTEC Level 2

Business Administration

2014

Mark Scheme

Sample Assessment Material

Unit 2: Understand Employer Organisations

Unit 3: Principles of Providing Administrative Services

Unit 4: Principles of Business Document Production and Information Management

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General Marking Guidance

- The total marks for this paper is 20 marks.
- This paper is a sample assessment to show examples of the types of questions learners will face in Unit 2, Unit 3 and Unit 4.
- There is **no** pass mark for this paper.
- Examiners should mark according to the mark scheme.

Question Number	Answer	Unit	Assessment Criteria	Total Mark
1	D	U3	2.1	(1)
2	A	U3	3.3	(1)
3	C	U3	4.4	(1)
4	D	U3	5.1	(1)
5	B	U3	6.3	(1)
6	D	U3	1.2	(1)
7	B	U3	3.4	(1)
8	D	U3	2.2	(1)
9	C	U3	5.3	(1)
10	A	U3	6.2	(1)
11	B	U4	1.5	(1)
12	C	U4	1.1	(1)
13	A	U4	1.3	(1)
14	B	U4	2.1	(1)
15	C	U4	3.1	(1)
16	D	U4	2.2	(1)
17	A	U2	1.1	(1)
18	C	U2	1.2	(1)
19	C	U2	2.1	(1)
20	A	U2	2.2	(1)

**Total = 20
Marks**

