

# **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**

**BLANK PAGE**

## 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.

<b>Question Number</b>	<b>Answer</b>	<b>Unit</b>	<b>Assessment Criteria</b>	<b>Total Mark</b>
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**

