

Pearson BTEC Level 3 Business Administration 2014

Mark Scheme

Sample Assessment Material

**Unit 3: Principles of Business
Communication and Information**

Unit 4: Principles of Administration

Unit 5: Principles of Business

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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 3, Unit 4 and Unit 5.
- 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	Part A = A Part B = A	U3	1.2	(1)
2	B	U3	2.1	(1)
3	C	U3	2.4	(1)
4	D	U3	3.5	(1)
5	B	U3	4.1	(1)
6	D	U3	4.4	(1)
7	C	U4	1.2	(1)
8	A & E	U4	1.3	(2)
9	D	U4	2.3	(1)
10	B	U4	3.4	(1)
11	Part A = B Part B = B	U4	4.1	(1)
12	C	U4	5.2	(1)
13	AC & BD	U4	6.5	(2)
14	A	U5	1.3	(1)
15	C	U5	2.1	(1)
16	D	U5	3.1	(1)
17	B	U5	4.2	(1)
18	B	U5	5.2	(1)

**Total = 20
Marks**

