

## **Mark Scheme**

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# **Principles of Business Document Production and Information Management (T/506/1901)**

## **Practice Paper (BA-2-25)**

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## **General Marking Guidance**

- The total marks for this paper is 25 marks.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

<b>Question Number</b>	<b>Answer</b>	<b>Knowledge Area</b>	<b>Total Mark</b>
1	<b>C</b>	3.3	<b>(1)</b>
2	<b>D</b>	2.2	<b>(1)</b>
3	<b>B</b>	1.5	<b>(1)</b>
4	<b>A</b>	1.6	<b>(1)</b>
5	<b>A</b>	3.2	<b>(1)</b>
6	<b>A</b>	1.2	<b>(1)</b>
7	<b>D</b>	1.5	<b>(1)</b>
8	<b>D</b>	1.3	<b>(1)</b>
9	<b>C</b>	3.1	<b>(1)</b>
10	<b>A</b>	3.3	<b>(1)</b>
11	<b>B</b>	1.1	<b>(1)</b>
12	<b>B</b>	1.5	<b>(1)</b>
13	<b>D</b>	1.3	<b>(1)</b>
14	<b>A</b>	3.2	<b>(1)</b>
15	<b>C</b>	2.1	<b>(1)</b>
16	<b>D</b>	1.4	<b>(1)</b>
17	<b>C</b>	1.1	<b>(1)</b>
18	<b>B</b>	1.5	<b>(1)</b>
19	<b>C</b>	2.1	<b>(1)</b>
20	<b>D</b>	3.4	<b>(1)</b>

21	<b>A</b>	3.1	<b>(1)</b>
22	<b>A</b>	1.4	<b>(1)</b>
23	<b>B</b>	2.1	<b>(1)</b>
24	<b>C</b>	1.2	<b>(1)</b>
25	<b>D</b>	2.2	<b>(1)</b>

**Total = 25 Marks**

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