



SAMPLE ASSESSMENT OUTLINE

ACCOUNTING AND FINANCE
GENERAL YEAR 11

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Sample assessment outline

Accounting and Finance – General Year 11

Unit 1 and Unit 2

Assessment type	Assessment type weighting	Assessment task weighting	Start and submission date	Assessment task
Tests	60%	8%	Semester 1 Week 7	Task 2: Practical and theoretical test based on content drawn from: nature and purpose of documents used to record and communicate personal financial information, preparation of personal financial documents and interpretation of information relevant to personal financial management
		12%	Semester 1 Week 13	Task 4: Practical test based on the preparation of personal budgets and personal bank reconciliation statements
		10%	Semester 1 Week 16	Task 5: Practical and theoretical test based on types of taxation affecting individuals, maintenance of personal financial records for personal income tax and calculation of tax payable
		7%	Semester 2 Week 7	Task 7: Theoretical test based on content drawn from: accounting terms and principles, nature of systems that businesses use to carry out financial transactions and nature and purpose of source documents
		5%	Semester 2 Week 11	Task 8: Practical test based on content drawn from preparation of: documents, cash receipts and cash payments journals (or cash book), petty cash book and payroll records
		10%	Semester 2 Week 13	Task 9: Practical and theoretical test based on the presentation of financial information in the form of simple, unclassified reports and interpretation and analysis of information presented
		8%	Semester 2 Week 16	Task 11: Practical test based on the preparation of simple cash budgets and bank reconciliation statements

Assessment type	Assessment type weighting	Assessment task weighting	Start and submission date	Assessment task
Project	40%	10%	Semester 1 Weeks 4–5	Task 1: Research task based on content drawn from: investment options available to individuals, security of investments, relationship between risk and rate of return, measures to avoid being caught in scams, the role of financial institutions that meet the personal needs of individuals and the function of government agencies in relation to personal finance
		10%	Semester 1 Week 10	Task 3: In-class case studies based on content drawn from: sources of borrowing for personal financial management, youth debts and financial advice, importance of providing accurate financial information and reading fine print on contract and financial and personal factors affecting financial decision making
		12%	Semester 2 Weeks 2–4	Task 6: Research task based on content drawn from: impact of government on the operations of small business, impact on small business entities by other bodies and how social, environmental and ethical factors influence the establishment and operations of small cash entities Part A: Evidence of research (5 marks) Part B: In-class validation based on the research with limited access to notes (25 marks)
		8%	Semester 2 Week 15	Task 10: In-class case studies based on principles of internal control over cash and characteristics, administration and types of records for incorporated not-for-profit organisations
Total	100%	100%		