**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 |

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| --- | --- | --- | --- | --- |
| **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 incoporated not-for-profit organisations |
| Total | 100% | 100% |  |  |