

## O Level Principles of Accounts (7110)

### What is the course book?

There is no one book aimed at this particular assessment. Teachers can choose a book from the list available in the syllabus. Copies of the syllabus are available on-line at [cie.org.uk](http://cie.org.uk)

### Can I use a book written for another qualification?

Yes. For example, Cambridge University Press (India) has published a text book which covers the IGCSE and O level syllabuses. The title of the book is *IGCSE and O Level Accounting*, by Catherine Coucom, ISBN 978 0521 72001 4.

Cambridge University Press has published IGCSE Accounting, by Catherine Coucom, ISBN 0 521 89346 1, which teachers of O level Principles of Accounts will find very useful. However, you must check that you have covered all the requirements of the O Level syllabus.

### Do I need to teach the course in the order given in the syllabus?

No, the order in which you teach the course is entirely up to you. If you are new to the syllabus or to teaching then you might find the suggested schemes of work on the teacher support site at <http://teachers.cie.org.uk> useful. Please ask your Centre administrator for the password to access the site.

### Is the use of calculators allowed?

Yes. For details of the restrictions on graphic display, data banks, etc, which apply to all CIE examinations, see the *Handbook for Centres*.

### When are the examinations?

Principles of Accounts is available in the June and November sessions. The date of the examination can be found on the Examination Timetable, which is sent to Centres.

### How are the candidates assessed?

There are two papers which the candidates must take.

**Paper 1** is a Multiple Choice paper, with 30 items testing the whole syllabus. It is one hour.

**Paper 2** is a Structured Written paper. There are usually between 4 and 6 compulsory questions, which cover topics across the whole syllabus. It is 2 hours long.

### Why does the number of questions in Paper 2 vary?

Having a few long questions doesn't always give candidates the opportunity to demonstrate their knowledge. Sometimes it is necessary to have more, but shorter, questions in order to test a wider range of the syllabus.

### Does Paper 2 always have a question on a specific part of the syllabus?

Yes. No matter how many questions there are, one of them will involve the preparation of the final accounts of a business – the Manufacturing, Trading and Profit and Loss Account and the Balance Sheet. Other questions may require the completion of proformas and tables.

### Does the Centre have to provide multi-column Accounting paper?

No. For Paper 1 (Multiple Choice) candidates indicate their answers on the special answer sheet which is machine-read.

For Paper 2 candidates are expected to answer the questions in the spaces provided on the question paper booklet, except for the last (final accounts) question, which may be written on separate answer paper. Candidates may be provided with multi-column accounting stationery, or candidates may answer on ordinary lined paper if preferred.

**Do all candidates have to take Paper 1 (Multiple Choice)?**

Yes.

**Are marks deducted for wrong answers in the multiple choice?**

No. The candidate's mark is the total number of questions answered correctly.

**Are the multiple choice questions arranged in any particular order on the paper?**

They are broadly arranged in the same order as the topics appear in the syllabus booklet.

**Where can I find the keys to the multiple choice questions?**

They are in the published 'Report on the Examination', which is available online and on CR Rom. The reports are also available on the teacher support site.

**Can we use T account formats?**

Yes. The syllabus requires candidates to be able to post ledger account entries from the books of prime entry using 'T' account format. However the running balance format is also acceptable.

**What about the presentation of final accounts?**

The vertical presentation of final accounts is widely used in business, and this is reflected in CIE Accounting examinations. The final accounts given in mark schemes are usually in a vertical format, but any other recognised format is also acceptable and candidates who present their final accounts in a horizontal format will have marks awarded where their figures are correct. One disadvantage of presenting the accounts in a horizontal format is that there is no figure for working capital, which is sometimes required in a question.

**Are there marks for correct workings even if the answer is wrong?**

Yes. Candidates should always show their workings.

**Are the mark schemes published?**

Yes, from the November 2000 examination onwards. They are available online or for purchase from CIE Publications. Past papers and mark schemes are available on the teacher support site at <http://teachers.cie.org.uk>. Ask your Centre administrator for the password to access the site. The 'Report on the Examination' is published after each session and gives guidance on Examiners' expectations and common candidate errors. This is also available online at [www.cie.org.uk](http://www.cie.org.uk) and on the teacher support site. There are suggested schemes of work on the teacher support site and a discussion group for teachers of accounting.

**I have heard that the syllabus was updated in 2008. How has the syllabus changed?**

The Scheme of Assessment is now as follows:

	Duration	marks	weighting
Paper 1 Multiple Choice	1 hour	30	33.3%
Paper 2 Structured Questions	2 hours	120	66.6%

There is now a section on Payroll, which covers simple payroll records and the book-keeping entries for payroll. The order of some of the content has changed, and points of clarification have been added.

The final question now involves the preparation of the final accounts of a manufacturing **or** a trading business (including services). Previously the final question dealt with the final accounts of a trading business only. Candidates may now be asked to prepare Manufacturing, Trading, Profit and Loss accounts and a Balance Sheet for the final question.

Centres are advised to consult the new syllabus for full details.

**Is there a Specimen Paper and Mark Scheme for the syllabus?**

Yes a copy of this is available at [www.cie.org.uk](http://www.cie.org.uk) and on the teacher support site.