

AAT

Q2022

THE BUSINESS ENVIRONMENT

Synoptic Assessment

EXAM KIT

This Exam Kit supports study for the following AAT qualifications:

AAT Level 2 Certificate in Accounting

AAT Level 2 Certificate in Bookkeeping

AAT Certificate in Accounting at SCQF Level 6

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Features in this exam kit

In addition to providing a wide ranging bank of real exam style questions, we have also included in this kit:

- unit-specific information and advice on exam technique
- our recommended approach to make your revision for this particular unit as effective as possible.

You will find a wealth of other resources to help you with your studies on the AAT website:

www.aat.org.uk/

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Our Quality Co-ordinator will work with our technical team to verify the error and take action to ensure it is corrected in future editions.

SYNOPTIC ASSESSMENT SPECIFICATION

AAT AQ2022 Business Environment Synoptic Assessment is an assessment which students must complete if they are to achieve the appropriate qualification upon completion of a qualification. In the case of the Level 2 Certificate in Accounting, students must pass all of the mandatory assessments and the synoptic assessment to achieve the qualification.

As a Synoptic Assessment is attempted following completion of individual units, it draws upon knowledge and understanding from those units. It may be appropriate for students to retain their study materials for individual units until they have successfully completed the synoptic assessment for that qualification.

All units within the Level 2 Certificate in Accounting are mandatory. Three units are assessed individually in end of unit assessments, but this qualification also includes a synoptic assessment, sat towards the end of the qualification, which draws on and assesses knowledge and understanding from across the qualification.

- Introduction to Bookkeeping – end of unit assessment
- Principles of Bookkeeping Controls – end of unit assessment
- Principles of Costing – end of unit assessment
- The Business Environment – assessed within the synoptic assessment only

Note that Principles of Costing is a unit assessment only and is not assessed as part of the synoptic assessment. Note also that The Business Environment is assessed in the synoptic assessment only.

Summary of learning outcomes from underlying units which are assessed in the synoptic assessment

Underlying unit	Learning outcomes required
The Business Environment	LO1, LO2, LO3, LO4, LO5, LO6, LO7
Introduction to Bookkeeping	LO1, LO2, LO3
Principles of Bookkeeping Controls	LO1, LO2, LO3

UNIT SPECIFIC INFORMATION

THE EXAM

FORMAT OF THE ASSESSMENT

The specimen synoptic assessment comprises eight tasks and covers all eight assessment objectives. Students will be assessed by computer-based assessment. Marking of the assessment is partially by computer and partially human marked.

In any one assessment, students may not be assessed on all content, or on the full depth or breadth of a piece of content. The content assessed may change over time to ensure validity of assessment, but all assessment criteria will be tested over time.

The synoptic assessment will ask students to apply knowledge and skills gained across the qualification in an integrated way, within a workplace context. Scenarios will change over time to ensure the validity of the assessment.

The following weighting is based upon the AAT Qualification Specification documentation which may be subject to variation.

	Assessment objective	Weighting
AO1	Demonstrate an understanding of the different business types and their functions	10%
AO2	Demonstrate an understanding of the finance function, its information requirements and sources, and its role in the wider organisation	13%
AO3	Demonstrate an understanding of corporate social responsibility (CSR), ethics and sustainability	14%
AO4	Process bookkeeping transactions and communicate information	22%
AO5	Produce and reconcile control accounts and use journals to correct errors	10%
AO6	Demonstrate an understanding of the principles of contract law	7%
AO7	Demonstrate an understanding of bookkeeping systems, receipts and payments, and the importance of information and data security	10%
AO8	Demonstrate an understanding of the global business environment	14%
	Total	100%

Time allowed

2 hours

PASS MARK

The pass mark for all AAT assessments is 70%.



Always keep your eye on the clock and make sure you attempt all questions!

DETAILED SYLLABUS

The detailed syllabus and study guide written by the AAT can be found at:

www.aat.org.uk/

ASSESSMENT OBJECTIVES

To perform this synoptic assessment effectively you will need to know and understand the following:

Assessment objective 1	Demonstrate an understanding of the different business types and their functions
Related learning outcomes	The Business Environment LO4 Understand the impact of setting up different types of business entity LO5 Understand the finance function within an organisation
Assessment objective 2	Demonstrate an understanding of the finance function, its information requirements and sources, and its role in the wider organisation
Related learning outcomes	The Business Environment LO5 Understand the finance function within an organisation LO6 Produce work in appropriate formats and communicate effectively LO7 Understand the importance of information to business operations
Assessment objective 3	Demonstrate an understanding of corporate social responsibility (CSR), ethics and sustainability
Related learning outcomes	The Business Environment LO3 Understand key principles of corporate social responsibility (CSR), ethics and sustainability
Assessment objective 4	Process bookkeeping transactions and communicate information
Related learning outcome	Introduction to Bookkeeping LO1 Understand how to set up bookkeeping systems LO2 Process customer transactions LO3 Produce supplier transactions The Business Environment LO6 Produce work in appropriate formats and communicate effectively
Assessment objective 5	Produce and reconcile control accounts and use journals to correct errors
	Principles of Bookkeeping Controls LO1 Use control accounts LO2 Reconcile a bank statement with the cash book LO3 Use the journal