

Test Specification

iUBT434 – Professional conduct and business awareness

External assessment method:	Multiple Choice Question Paper	
Duration of external assessment:	55 minutes	
Pass mark:	60%	
Grading:	Pass, Merit or Distinction	
Frequency of external assessment:	On demand (once ALL hours for the unit have been completed)	
Learning outcomes to be assessed:	All learning outcomes will be assessed	
Format of questions:	Stem, 1 key and 3 distracters	
Number of questions	50 questions	
Distribution of questions: Each question will be allocated one mark	<u>Topic</u>	<u>No. of questions per topic</u>
	<ul style="list-style-type: none"> • Finance and costing - 5 • Retail - 5 • Sales and marketing - 10 • Health, safety and hygiene - 20 • Ethics - 5 • Communication - 5 	
The topics listed can be found in the learning outcomes in the unit specification for iUBT434 as follows:	<u>Topic</u>	<u>Assessment criteria</u>
	<ul style="list-style-type: none"> • Finance and costing - 4.1-4.4 • Retail - 5.1-5.4 • Sales and marketing - 6.1-6.3 • Health, safety and hygiene - 2.1-2.17 • Ethics - 1.2, 1.3, 1.6, 1.7 • Communication - 1.1, 1.4, 1.5, 1.8-1.11, 3.1-3.11 	
Administration of external assessment:	For security required of centres and for the administration of examination papers, please refer to 'Instructions for Conducting Examinations' which can be found on the website.	

Document History

Version	Issue Date	Changes	Role
v1	11/12/19	First published	Subject Matter Expert-Assessment