C. COMPLIANCE WITH SYLLABUS GUIDELINES

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Frequently</th>
<th>Rarely</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assignment details submitted</td>
<td></td>
<td>![]</td>
<td>![]</td>
</tr>
<tr>
<td>2. Assignments adhered to specified length</td>
<td></td>
<td>![]</td>
<td>![]</td>
</tr>
<tr>
<td>3. Assignments adhered to required format</td>
<td></td>
<td>![]</td>
<td>![]</td>
</tr>
<tr>
<td>4. Mark Schemes conformed to syllabus guidelines</td>
<td></td>
<td>![]</td>
<td>![]</td>
</tr>
<tr>
<td>5. Assignments marked as specified in syllabus</td>
<td></td>
<td>![]</td>
<td>![]</td>
</tr>
</tbody>
</table>

D. QUALITATIVE FEEDBACK ON CANDIDATES’ SUBMISSIONS

Candidates have:

1. Demonstrated adequate knowledge of the content and objectives assessed
2. Demonstrated competence in the skills assessed
3. Demonstrated satisfactory evidence of preparation
4. Provided clear description of the methodology as specified in the syllabus
5. Adhered to the specifications for the presentation of the report
6. Provided relevant/valid conclusions and recommendations
7. Demonstrated competence and efficiency in the use of office equipment
8. Demonstrated effective and accurate use of relevant business forms in the completion of tasks

The overall quality of candidates’ submissions was:

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Candidates’ performance could have been improved by:

_____________________________________________________________________________
_____________________________________________________________________________

E. QUALITY OF TEACHER’S MARKING

The teacher’s marking of the sample was:

- Acceptable
- Severe
- Lenient
- Inconsistent