

<b>Subject:</b>	Unit 1 Accounting		
Exam type:	Written		
Reading time:	10	minutes	
Writing time:	90	minutes	

## Structure of exam:

Section (e.g. A, B)	Format (e.g. Multiple choice, short answer etc.)	Number of questions	Number of marks
A	Short answer	6	75
B			
C			
D			

## Materials supplied (highlighted items only):

Q book A book	Script book	Data book	Multiple-choice answer sheet
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Other:

## Allowed materials (highlighted items only):

Unmarked dictionary	1 x bound book	CAS calculator	Scientific calculator
Sketching aids	1 x cheat sheet	Water-based markers	Coloured pencils

## REVISION GUIDELINES

### 1) Name of topic/s and topic areas to be covered:

1. Introduction to Accounting (Ch 1-3)
2. Sources of Finance, Price Setting Strategies & Source Documents (Ch 4-6)
3. Cash Accounting & Cash Control (Ch 7-8)
4. Credit Transactions & Reporting for a Service Business (Ch 9-10)

### 2) Location of revision information:

- Topic handouts
- Google Classroom & Google Site
- Practice Exams

### 3) Revision format: (Refer to details in Exam Revision Handout)

- Revise key topics before completing practice exams. Read over notes, handouts and questions/exercises
- Create topic summaries and glossary of key definitions
- Revise how to complete:
  - o Cash & Credit Journals
  - o Cash Flow Statement
  - o Income Statement
  - o Balance Sheet
- Revise how to calculate:
  - o GST on a transaction (+GST → ÷ 10) (incl GST → ÷ 11)
  - o GST payable
  - o Cost of materials
  - o Accounts Receivable & Payable
  - o Cost-Volume-Profit analysis (formula will be provided)
- Revise how to comment on (but not required to calculate) a business' Working Capital Ratio, Debt Ratio, Return on Investment and/or Cash Flow Cover
- Complete questions under test conditions