## AGA KHAN UNIVERSITY EXAMINATION BOARD

Notes from E-Marking Centre on HSSC-I Principle of Commerce Annual Examinations 2023

### Introduction

This document has been prepared for the teachers and candidates of Higher Secondary School Certificate (HSSC) Part I (Class XI) Principle of Commerce. It contains comments on candidates' responses to the 2023 HSSC-I Examination indicating the quality of the responses and highlighting their relative strengths and weaknesses.

### **E-Marking Notes**

This includes overall comments on candidates' performance on every question and *some* specific examples of candidates' responses which support the mentioned comments. Please note that the descriptive comments represent an overall perception of the better and weaker responses as gathered from the e-marking session. However, the candidates' responses shared in this document represent some specific example(s) of the mentioned comments.

Teachers and candidates should be aware that examiners may ask questions that address the Student Learning Outcomes (SLOs) in a manner that requires candidates to respond by integrating knowledge, understanding and application skills they have developed during the course of study. Candidates are advised to read and comprehend each question carefully before writing the response to fulfil the demand of the question.

Candidates need to be aware that the marks allocated to the questions are related to the answer space provided on the examination paper as a guide to the length of the required response. A longer response will not in itself lead to higher marks. Candidates need to be familiar with the command words in the SLOs which contain terms commonly used in examination questions. However, candidates should also be aware that not all questions will start with or contain one of the command words. Words such as 'how', 'why' or 'what' may also be used.

### **General Observations**

The candidates performed well, and overall, they demonstrated a better understanding of the topics assessed. Most of the candidates performed well on topics related to business organisation and types of commercial organisation. However, the topics related to business organisation, marketing, advertisement, and auxiliaries to trade regarding trade documents will require more attention during teaching and learning as most of the candidates struggled in connecting their understanding in scenario-based questions.

Note: Candidates' responses shown in this report have not been corrected for grammar, spelling, format, or information.

# DETAILED COMMENTS Constructed Response Questions (CRQs)

	Question No. 1			
Question Text	Trade and commerce are considered similar terms and used interchangeably but both have different connotations and meaning.         Mention any THREE differences between the given concepts.         S.N0       Trade         Commerce         1         2         3			
SLO No.	1.2.3			
SLO Text	Differentiate between a. trade and commerce b. trade and industry c. commerce and industry.			
Maximum Marks	3			
Cognitive Level	U*			
Checking Hints	Give ONE mark for mentioning each point of difference between trade and commerce.			
Overall Performance	The question asked about differentiation between the fundamental concepts of trade and commerce. Overall, most of the candidates performed well on this question, correctly differentiating between trade and commerce, which showcases their firm understanding of the concepts. However, some candidates reflected various misconceptions related to commerce and its auxiliaries to trade (i.e., marketing, warehousing or insurance).			
Description of Better Responses	Better responses included accurate difference in term of definitions, scope considerations, and recognition of commerce as an auxiliary to trade. This level of comprehension reflects their aptitude for recognising and articulating the distinct characteristics of these fundamental business concepts.			
Images of	Image (i)			
Better Responses	S. No. Trade Commerce			
	1. Trade does not include Commerce include Auxilleries of trade			
	2. Trade is the exchange the disturbution of of goods only goods and Services			
	3. less investment næded more investment næded			

	Image	(1)		
	S. No.	Trade	Commerce	
	· 1.	It is only concerned with the exchange of goods that is buying and selling.	It includes all the activities that helpful from for transporting goods from the producer to consumer.	
	2.	It is a part of commerce and has a narrow scope	It is a part of business and has a wide scope	
	. 3.	Itoniy the helps in removing human and personal obstacles	It removes all the obstacles of time, rlace, finance andetc. (Aids to Trade)	
escription of Veaker esponses	of com difficul candida	weaker responses, it was observed that many candidates struggled to grasp to commerce itself, confusing it with e-commerce. Furthermore, they ex- fficulties in distinguishing between trade and commerce. Additionand indidates incorrectly listed similar points in both columns instead of highl fferences between trade and commerce.		
ages of	Image	(i)		
Veaker	S. No.	(i) Trade	Commerce	
Veaker	155275	Trade	Commerce They are based on internet.	
mages of Veaker Responses	S. No.	Trade Trade is the foregin exchange of good and service		
eaker	S. No.	Trade Trade is the foregin exchange of good and service If can be international or domestic trade.	Ney are based on internet.	
eaker	<b>S. No.</b> 1. 2. 3.	Trade Trade is the foregin exchange of good and service It can be international or domestic trade. It is the foll fillness of needs & wants.	They are based on internet. People wants to purchase good & service jumit. It give the sease satisfaction & to reate	
Veaker	<b>S. No.</b>	Trade Trade is the foregin exchange of good and service It can be international or domestic trade. It is the foll fillness of needs & wants.	They are based on internet. People wants to purchase good & service jumit. It give the sease satisfaction & to reate	
eaker	S. No. 1. 2. 3. Image	Trade Trade is the foregin exchange of good and service It can be international or domestic trade. It is the foll filliness of needs & wants. (ii) Trade Knows as also	Ney are based on internet. People wants to purchase good a service from it. It give the series satisfaction a to people ing. dara21 or reaver.	
/eaker	S. No. 1. 2. 3. Image S. No.	Trade Trade is the foregin exchange of good and service St can be international or domestic trade. St is the foll fillness of needs & wants. (ii) Trade	They are based on internet. People wants to purchase good & service fund it. It give the serve satisfaction & to protection ing: daraze on vareem. Commerce	

How to Approach SLO	Pedagogy** Used for that SLO	Assessment Strategies
<ul> <li>Understand the expectations of the command words</li> <li>Look at the cognitive level</li> <li>Identify the content that is required to answer that question (both in terms of understanding of concepts and any skills that may be required like analysing or evaluating)</li> <li>Go through the past paper questions on that particular</li> </ul>	<ul> <li>Story Board</li> <li>Cause and Effect</li> <li>Fish and Bone</li> <li>Concept Mapping</li> <li>Audio Visual resources</li> <li>Think, Pair and Share</li> <li>Questioning Technique (Socratic approach)</li> <li>Practical Demonstration</li> </ul>	<ul> <li>Past paper questions</li> <li>Discussion on E-Marking Notes</li> </ul>
concept Refer to the resource guide for extra resources	pedagogy, refer to Annexure A	

**Comparative Analysis:** Encourage students to compare trade and commerce. Discuss the key features, advantages and challenges associated with each form. This helps in distinguishing between them more effectively.

\*K = Knowledge U = Understanding A = Application and other higher-order cognitive skills

	Question No. 2				
Question Text	Give an example of any TWO of the given forms of e-commerce.				
	Forms of e-commerce Example of business				
	1business-to-consumer (B2C)2consumer-to-consumer (C2C)				
	3 government (administration)-to-citizen (G2C)				
SLO No.	1.4.2				
SLO Text	Explain forms (module) of e-commerce: * a. business-to-business (B2B) b. business-to- consumer (B2C) c. consumer-to-consumer (C2C) d. consumer-to-business (C2B) e. government (administration)-to-business (G2B) f. business-to-government (administration) (B2G) g. government (administration)-to-citizen (G2C)\;				
Maximum Marks	2				
Cognitive Level	U				
Checking Hints	Give ONE mark for each correct response				
Overall	A significant number of candidates successfully addressed this question by providing				
Performance	accurate examples of e-commerce. It was observed that most of of B2C and C2C models rather than G2C. This demonstrates common forms of electronic commerce.	-			

Description of Better Responses	Better responses reflected a sound understanding of different forms of e-commerce by providing relevant examples in each. It was noteworthy that few of the candidates provided examples in G2C other than typical ones, showing more diverse and comprehensive understanding of this form of e-commerce. This highlights the candidates' ability to think beyond the conventional scenario and to consider less common but equally significant aspects of e-commerce.		
	Image (i)		
	Forms of e-commerce Business-to-consumer (B2C)	Example of business organisation Food Panda, MNike online Store.	
	Consumer-to-consumer (C2C)	Olx, Pakwheel used cars.	
Images of Better	Government (administration)-to-ci (G2C)	itizen	
Responses	Image (ii)		
-	Forms of e-commerce	Example of business organisation	
	Business-to-consumer (B2C)	Daraz, Foodponda	
	Consumer-to-consumer (C2C)	OLX	
	Government (administration)-to-c (G2C)		
Description of Weaker Responses	Weaker responses to the question revealed a lack of understanding of e-commerce business forms, as they provided irrelevant examples for each form. Some of them rather than writing examples, wrote descriptions. Additionally, some candidates mistakenly associated the question with merits and demerits or types of business organisation which was not required.		
Images of	Image (i)		
Weaker Responses	「「「「「「「「」」」」を 「「」」を 「」」を 「」」を 「」」	Example of business organisation	
	Business-to-consumer (B2C)		
	Consumer-to-consumer (C2C)	Nesit- ccommerce in this consumertamentur onsurver has ideasand they emby what they want.	
	Government (administration)-to-citizen (G2C)	Demerit e-commerce GrovE. make Lightares al Cili Zenhareno chorcedouthout Obcycimo tratistial	
	Image (ii)		

Forms of e-commerce	Example of business organisation
Business-to-consumer (B2C)	Sole profietership
Consumer-to-consumer (C2C)	Patres ship
Government (administration)-to- (G2C)	-citizen Welfaze - copexative Society

How to Approach SLO	Pedagogy** Used for that SLO	Assessment Strategies
<ul> <li>Understand the expectations of the command words</li> <li>Look at the cognitive level</li> <li>Identify the content that is required to answer that question (both in terms of understanding of concepts and any skills that may be required like analysing or evaluating)</li> <li>Go through the past paper questions on that particular concept</li> <li>Refer to the resource guide for extra resources</li> </ul>	<ul> <li>Story Board</li> <li>Cause and Effect</li> <li>Fish and Bone</li> <li>Concept Mapping</li> <li>Audio Visual resources</li> <li>Think, Pair and Share</li> <li>Questioning Technique (Socratic approach)</li> <li>Practical Demonstration</li> </ul>	<ul> <li>Past paper questions</li> <li>Discussion on E-Marking Notes</li> </ul>

### Any Additional Suggestion:

Addressing the challenges in teaching e-commerce business forms effectively requires a well-structured approach that combines clear explanations, practical examples, and interactive activities. Teachers are advised following some activities:

**Real-life Examples:** Use real-life examples that students can relate to. Showcase well-known companies that fall under each e-commerce category. This helps students visualize and understand the practical application of these concepts.

**Interactive Discussion:** Engage students in interactive discussions. Encourage them to brainstorm and share their understanding of various e-commerce forms. Correct any misconceptions and clarify doubts. **Use of Visuals:** Incorporate diagrams, charts, and infographics to visually represent different e-commerce forms. Visual aids can make complex concepts more accessible and memorable.

**Technology Integration:** Leverage technology to showcase virtual tours or interactive simulations of different e-commerce platforms. This helps students engage with the concepts in a dynamic way. By incorporating these strategies, you can create a comprehensive learning experience that addresses the challenges faced by students and helps them develop a clear understanding of different e-commerce business forms.

	Question No. 3			
Question Text	With reference to joint stock company, elaborate the PRIMARY objective for calling upthe following meetings.i.Statutory meetingii.Annual general body meeting (AGM)iii.Extra-ordinary general meetings (EoGM);			
SLO No.	2.12.2			
SLO Text	Discuss the following types of shareholder's meetings with reference to their objectives and characteristics: * a. statutory meeting b. annual general body meeting (AGM) c. extra-ordinary general meetings (EoGM)			
Maximum Marks	3			
Cognitive Level				
Checking Hints	Give ONE mark for each correct objective of the company (THREE required).			
Overall Performance	The overall responses to this question yielded an average performance overall. While a few candidates successfully identified the primary objectives of each mentioned meeting type, there appeared to be a general lack of clarity among most candidates. Candidates are required to note that statutory meetings typically occur at the company's inception, and annual general body meetings are routine annual events for discussing company matters. These distinctions might have contributed to some confusion among candidates when describing the primary objectives of each type of meeting.			
Description of Better Responses	Most of the better responses were able to describe the types of meetings with reference to their purposes to be called. These responses were clearly able to distinguish them and explain the respective purposes. Candidates mentioned that statutory is call upon the inception while AGM is a routine annual meeting to brief the operational activities and progress with stakeholders. Few candidates were able to write about the EoGM which call on special purposes or discussing any extra ordinary business matter.			
Images of	Image (i)			
Better responses	i. Statutory Meeting: It is called up to get all the shareholders together and discuss the objectives of the company. It is compulsory and is held only once. ii. Annual General Body Meeting (AGM): It is held annually to get all the shareholders together to discuss the financial reports of the company. iii. Extra-ordinary General Meetings (EOGM); It is called by minimum two members with 4/10 of the capital to discuss any pressing matter which requires quick action Image (ii) i. Statutory Meeting: This meeting is the first meeting called			
	to settle companies affairs and take advices from expert. ii. Annual General Body Meeting (AGM): It is called once in a year report to elect disectors, appoint auditors and to review financialn iii. Extra-ordinary General Meetings (EOGM); These meeting are held for special events like to pass resolution or to make changes Win memorandum.			

Description of	Weaker responses indicated that candidates faced challenges in accurately elaborating				
Weaker	1 0 0	tives of different types of meetings. N	•		
Responses	objectives that were not central to the purpose of the specific meetings mentioned Additionally, some candidates focused on the timing of meetings rather than addressing				
	-	Additionally, some candidates focused on the timing of meetings rather than addressing			
	-	Moreover, certain responses containe	ed irrelevant information that did		
Imagag of	Image (i)	question's requirements.			
Images of Weaker		we he director	anti-retired		
Responses		when the director	gors remeti		
Responses	Statutory	Meeting is called			
	ii. Annual General Bo	ody Meeting (AGM): When a dise	ectos died		
		eneral body meeting			
		eneral Meetings (EoGM); When dise			
	Lt -	and meetings (coolin), <u>the reality</u>	and when it allow		
	the past	mership Extra ordinar @	MERCIA MEETING U		
	Image (ii)				
	i. Statutory Meeting: It is & called first meeting after registuation of the company.				
	Betwe dissolving company bronths before statutury meeting called.				
	ii. Annual General Body Meeting (AGM): It is the meeting which is called under I				
	year and maximum time for amanging this meeting is 15 Months.				
	iii. Extra-ordinary General Meetings (EOGM); In this meeting at least 5 keeples on				
	call the meeting.	and those 5 Shateholders Should have 1 i	enth share atleast.		
Suggestions for Im	provement (Highlig	thed part)			
	proach SLO	Pedagogy** Used for that SLO	Assessment Strategies		
	the expectations of	• Story Board	• Past paper questions		
the command	<u> </u>	Cause and Effect	<ul> <li>Discussion on E-Marking</li> </ul>		
• Look at the c	cognitive level	• Fish and Bone	Notes		
<ul> <li>Identify the content that is</li> </ul>		• Concept Mapping			
required to answer that question (both in terms of		Audio Visual resources			
		• Think, Pair and Share			
understanding of concepts and		Questioning Technique			
any skills that may be required		(Socratic approach)			
like analysing or evaluating)		Practical Demonstration			
	he past paper				
-	that particular				
• Refer to the r	racourac anida far				
• Refer to the resource guide for extra resources					
extra resourc	л <b>с</b> 3				

**Case Studies:** Present case studies involving different joint stock company meetings. Analyse how they operate, their target objectives and their strategies. This provides a deeper insight into the practical aspects of these meetings.

	Question No. 4		
Question Text	What THREE key features are required to draw a partnership deed?		
SLO No.	2.4.1		
SLO Text	Describe partnership agreement deed.		
Maximum Marks	3		
Cognitive Level	U		
Checking Hints	Give ONE mark describing each feature (THREE required). All relevant		
Overall Performance	features are acceptable.This question was about the partnership deed. Overall, most of the candidates demonstrated their familiarity with the legal and operational aspects of partnerships by identifying and describing features of a partnership deed.		
Description of Better Responses	Better responses reflected a solid understanding of the topic by addressing various elements that characterise different forms of partnership. These responses encompassed key aspects related to partnership forms and operations, such as capital investment, profit and loss distribution, admission, and retirement procedures.		
Images of Better Responses	Image (i) • The Amount of Ceptel invest by each Planstnex. • How long the Pertnership will lest. • Arringment For absence, retirement of Partners or new Pertners • How Profit will be Distrubuted in each other. • The Artnership Deed Sign two Partners. Image (ii) (1) Amount of aptal invested by each partner. (profit staring ratio) (2) rights & duties of partners. (3) if any partnership limited to certain period. (4) Name of your firm		
Description of Weaker Responses	Weaker responses reflected a lack of content knowledge regarding partnership deeds. In these responses, candidates misunderstood the nature of a partnership deed and its purpose. Instead of accurately describing its features, some candidates mentioned the types of partnership deeds or even confused the concept with other legal documents.		

Images of Weaker	Image (i)		
Responses	1, equil 2, all 3, and	profit have Some attoratise all partner is agreement	and loyal
	par	there's	·
	Image (ii)		
	· Jf Even	y Parstner is agree to	dram a
	Partnesship	deed.	
		ew pastnesis is withdraw	in business
	dand th	nat draw a Pastnesship	deed.
	·when f	astness fight Each off	res that
	why also	o draw a Pasthership	deed.
Suggestions for Improveme	nt (Highlighted	. part)	
How to Approac	h SLO	Pedagogy** Used for that SLO	Assessment Strategies
• Understand the expect	tations of the	Story Board	<ul> <li>Past paper questions</li> </ul>
command words		• Cause and Effect	<ul> <li>Discussion on E-</li> </ul>
• Look at the cognitive		• Fish and Bone	Marking Notes
• Identify the content the		Concept Mapping	
to answer that question		Audio Visual resources	
terms of understandir and any skills that ma	0	• Think, Pair and Share	
like analysing or eval	· ·	• Questioning Technique	
<ul> <li>Go through the past p</li> </ul>		<ul><li>(Socratic approach)</li><li>Practical Demonstration</li></ul>	
questions on that part	<b>•</b>		
• Refer to the resource	-		
extra resources			
Any Additional Suggesti	on:		

It is important to clarify the purpose of a partnership deed and ensure candidates understand its role in formalizing the arrangement between partners. Do the activity in the class to make partnership deed by the student for their imaginary business.

	Question No. 5			
Question Text	Complete the given format of full block style letter by labelling its parts (P, Q, R, S,			
	T, U)			
	P			
	Q			
	R			
	s			
	s			
	s			
	P:			
	Q:			
	R: S:			
	T:			
	U:			
SLO No.	7.3.2			
SLO Text	Describe the format (style) of a business letter, i.e.: * a. modified block style b. full block			
	style c. semi-indented style d. Administrative Management Style (AMS) style e. Hanging			
M	paragraph (traditional style) 3			
Maximum Marks	3			
Cognitive Level	U			
Checking Hints	Give ONE mark for the heading and inside address.			
8	Give ONE mark for salutation and subject.			
	Give ONE mark for mentioning main body and complimentary closing			
Overall	A significant number of candidates performed well in addressing this question,			
Performance	accurately identifying, and naming the major components or sections of a commercial or			
	business letter. Their responses indicated a clear understanding of the structure and elements typically present in such letters.			
Description of	In better responses, candidates accurately labelled all six parts of the letter: heading,			
Better	inside address, salutation, body, complimentary closing, and signature. This			
Responses	demonstrates their solid grasp of the components that constitute a well-structured letter.			
Images of	Image (i)			
Better	P: Heading / Letter Head			
Responses	Q: Jusid addiess			
	R: Solidation			
	s: Body /Paragraphy.			
	T: Complimentary dose			
	s: Body /roingiaphy. T: <u>Complimentouy</u> dose U: <u>Typist</u> initial.			

	Image (ii)
	P: Heading
	Q: Inside Address
	R: solutation
	S: Body Text.
	T: complementary close
	U: Typistis Joithal
Description of	In weaker responses, candidates either misplaced labels or provided descriptions instead
Weaker	of the specific labels required. Candidates wrote "sender address" or "receiver address"
Responses	instead of accurately labelling them as "heading" or "inside address." This kind of
responses	confusion led to marks being deducted from their responses. Another observation was
	that the candidates were writing irrelevant things which are evident in the given images
	which means that they did not have any sort of understanding of components of a
	business letter.
Images of	Image (i)
Weaker	P leffer
	My.
Responses	ABC Q
	26.5-2027 R
	Subject to: imported about matter
	Ougles for informa about mare
	Jaux introduced Self- S
	introduced himsely s
	KFC Company
	losgo u Body of letter.
	P:
	R:
	s: T: And last your" Suggestion & Opinion.
	U: your's Sincesty.
	Image (ii)
	Plahose ABC Company
	A Salam Su/Kum
	Kaachi R BM
	I have Peoblem s to my Company and
	I illSend You Leffes to your Company
	I hope you acquet my letter.
	SNJ - D
	Bildu Mazi &
	P: lahos- ABC Company
	Q: A Salam w/Kum:
	R: Karchi B.M S: T have Problem to my Company
	T: SNT Der U: Bild Magsi

How to Approach SLO	Pedagogy** Used for that	Assessment Strategies
	SLO	
<ul> <li>Understand the expectations of the command words</li> <li>Look at the cognitive level</li> <li>Identify the content that is required to answer that question (both in terms of understanding of concepts and any skills that may be required like analysing or evaluating)</li> <li>Go through the past paper questions on that particular concept</li> <li>Refer to the resource guide for extra resources</li> </ul>	<ul> <li>Story Board</li> <li>Cause and Effect</li> <li>Fish and Bone</li> <li>Concept Mapping</li> <li>Audio Visual resources</li> <li>Think, Pair and Share</li> <li>Questioning Technique (Socratic approach)</li> <li>Practical Demonstration</li> </ul>	<ul> <li>Past paper questions</li> <li>Discussion on E-Marking Notes</li> </ul>

them to label each component of the letter. For sample letters you can use this link as well <u>https://templatelab.com/formal-business-letter-format/</u>

	Question No. 6
Question Text	Unique Departmental Store has different sections that deal in different consumer goods. The management has assigned managers to each section. They will work independently, i.e., running their own departments and have various decision-making authorities. i. Identify the office organisational system referred in the above scenario. ii. Mention any ONE merit and demerit of the identified system in part i. Merit: Demerit:
SLO No.	3.1.8
SLO Text	Compare merits and demerits of centralisation and decentralisation
Maximum	3
Marks	
<b>Cognitive Level</b>	U
<b>Checking Hints</b>	Give ONE mark for identification.

	Give ONE mark for merit.				
	Give ONE mark for demerit.				
Overall Performance	The question was about identifying the office organisation system and writing its merits and demerits. Candidates correctly identified the appropriate office organisational system from the provided scenario and demonstrated their understanding by mentioning the relevant merits and demerits of that system. Their responses showcased an application of theoretical knowledge to practical scenarios and exhibited their comprehension of the topic.				
<b>Description of</b>	In better responses, candidates correctly identified the office organisational system, i.e.,				
Better	decentralised system and provided pertinent merits and demerits of the identified system				
Responses	like efficient management, specialisation etc.         i.       Identify the office organisational system referred in the above scenario.         (1 Mark)				
Image of Better responses					
responses	Decentralized organisational system.				
	ii. Mention any ONE merit and demerit of the identified system in part i. (2 Marks)				
	Merit: Kf This method is efficient as it is less time taking				
	and docoments can be found quickly.				
	Demerit: There could be an error of duplication and therefore 3				
	will be less specialization of staff.				
Description of	Weaker responses revealed a lack of comprehension of the provided scenario, resulting				
Weaker	in the incorrect identification of the organisational system. The most frequently				
Responses	appearing incorrect responses included 'chain of command' and 'span of command'. Furthermore, this error also led to the inclusion of inaccurate merits and demerits.				
Images of	i. Identify the office organisational system referred in the above scenario. (1 Mark)				
Weaker					
Responses	Sole properiatorship.				
	ii. Mention any ONE merit and demerit of the identified system in part i. (2 Marks)				
	Merit: Freedom Off, indecision Marking,				
	Demerit: Limited Liabilities.				

How to Approach SLO	Pedagogy** Used for that SLO	Assessment Strategies
• Understand the expectations of	Story Board	• Past paper questions
the command words	• Cause and Effect	<ul> <li>Discussion on E-Marking</li> </ul>
<ul> <li>Look at the cognitive level</li> </ul>	• Fish and Bone	Notes
<ul> <li>Identify the content that is</li> </ul>	• Concept Mapping	
required to answer that	<ul> <li>Audio Visual resources</li> </ul>	
question (both in terms of	<ul> <li>Think, Pair and Share</li> </ul>	
understanding of concepts and	Questioning Technique	
any skills that may be required	(Socratic approach)	
like analysing or evaluating)	Practical Demonstration	

•	Go through the past paper uestions on that particular	
	oncept	
•	the resource guide for	
	xtra resources	
An	Additional Suggestion: Teacher can provide different situations pertaining to different organisation	ns

Any Additional Suggestion: Teacher can provide different situations pertaining to different organisations and ask the students to identify the system appropriate for that organisation and also to provide reasoning for their choice.

Question No. 7					
Question Text	Mention TWO differences between consular invoice and performa invoice.				
	S. No.Consular InvoicePerforma Invoice				
	1.				
	2.				
SLO No.	4.4.2				
SLO Text	Explain kinds of invoices with reference to its objectives i.e.: * a. proforma invoice b. credit invoice c. debit invoice d. consular invoice				
Maximum	4				
Marks					
<b>Cognitive Level</b>	U				
<b>Checking Hints</b>	Give TWO marks for each correct difference				
Overall	The question was about the differentiation of Consular and Performa invoice. Generally,				
Performance	most of the candidates correctly differentiated between Consular and Performa invoices. However, few candidates provided incorrect information about the given types.				
Description of	In better responses, candidates clearly highlighted key differences between the two types				
Better	of invoices primarily based on their purposes, issuance time and legal status.				
Response					
Images of	Image (i)				
Better	S. No. Consular Invoice Performa Invoice				
Responses	1. Contain the information of shipment of product product product				
	2. It is not an It is bosically a sough invoice. It sough invoice				
	Image (ii)				

	S. No.	Consular Invoice	Performa Invoice	
	1.	This tsent by exporter to custom officers of importer to so that according to the details and value of goods mentioned, tax, custom duly and import duty can be charged on importer.	ThistSent by seller to buyer before delivery of goods to demand advance payment for the goods to be delivered.	
	2.	It is required in foreign It is required in both home trade.		
Description of Weaker Responses			, provided incorrect information regarding and unable to differentiate them correctly.	
Images of	Image (	i)		
Weaker	S. No.	Consular Invoice	Performa Involce	
Response	1.	Demoded from the exporting county contate councelate	5.13 1.3 2 1.42	
	2.	It is wed to check the authencity of the invoice of the imported good	IL is used to check the quantity, price and type. of the product imported.	
	Image (			
	S. No.	Consular Invoice	Performa Invoice	
	1			
	1.	when you buy good to Cusmes to Cusmes is known as a consulation	when you buy good from business like bloc is known as pequeng unice	

How to Approach SLO	Pedagogy** Used for that SLO	Assessment Strategies
<ul> <li>Understand the expectations of the command words</li> <li>Look at the cognitive level</li> <li>Identify the content that is required to answer that question (both in terms of understanding of concepts and any skills that may be required like analysing or evaluating)</li> <li>Go through the past paper questions on that particular concept</li> <li>Refer to the resource guide for extra resources</li> </ul>	<ul> <li>Story Board</li> <li>Cause and Effect</li> <li>Fish and Bone</li> <li>Concept Mapping</li> <li>Audio Visual resources</li> <li>Think, Pair and Share</li> <li>Questioning Technique (Socratic approach)</li> <li>Practical Demonstration</li> </ul>	<ul> <li>Past paper questions</li> <li>Discussion on E-Marking Notes</li> </ul>

Question No. 8					
Question Text	a limited production capacity and budget constraints. To cater the limitation, she like to target the niche market segment to be financially secure and gain high retu				
	<ul><li>With reference to the given situation,</li><li>i. Select a suitable marketing strategy. (Justify your selection with a reason to support).</li><li>ii. Identify a suitable mode of advertisement. (Justify your selection with a reason to support).</li></ul>				
SLO No.	5.4.5				
SLO Text	Recommend a suitable marketing strategy and mode of advertisement that will be adopted by a producer for selling a particular product considering the following steps: a. Select marketing strategy b. Identify the mode of advertisement for sales promotion				
Maximum Marks	4				
Cognitive Level	Α				
Checking Hints	<ul> <li>i. Give ONE mark for selecting the marketing strategy and give an additional mark for the reason mentioned for the choice.</li> <li>ii. Give ONE mark for selecting the mode of advertisement and give an additional mark for the reason mentioned for the choice.</li> <li>Note: marketing strategy and mode of advertisement may vary candidate wise, but reason mentioned should defend the choice logically.</li> </ul>				
Overall Performance	The question was about selecting the suitable marketing strategy and mode of advertisement. Candidates demonstrated a good grasp of the question's requirements by suggesting appropriate marketing strategies along with suitable modes of advertisement based on the given scenario. This indicates that they were able to apply their theoretical knowledge to practical situations effectively.				
Description of Better Responses	In better responses, candidates were able to give suitable marketing strategy and provide justifications for that as well. Similarly, their ability to identify an appropriate mode of advertisement and justification to their choice indicates a practical understanding of applying marketing concepts to real-world scenarios. This level of comprehension and application indicates strong grasp of the subject matter.				

Images of	Image (i)				
Better	i. Select a suitable marketing strategy. (2 Marks)				
Responses	(Justify your selection with a reason to support).				
	Price skimming would be most suitable marketing strabegyin which product is priceduid to the cause consumer will be attracted to product for buying due to its new fatfeature and they'll not care prices of other products for a				
	long time. It will help her to recorp investment with high profits.				
	ii. Identify a suitable mode of advertisement. (2 Marks)				
	(Justify your selection with a reason to support).				
	Advestisent twough internet would be most suitable for her				
	because it doesnot cost much, keeping in Wiew her budget				
	constraints An addition, it will target the market and intere				
	interested consumers by it self in a very short period of time.				
	Image (ii)				
	i. Select a suitable marketing strategy. (2 Marks)				
	(Justify your selection with a reason to support).				
	Skimming or Discounting Market strategy: she should				
	orter many fiscourb to consumer that may				
	Boust with one has product that aromancely leads				
	to solution or limited. Production.				
	ii. Identify a suitable mode of advertisement. (2 Marks)				
	(Justify your selection with a reason to support). Pockess: - on the day't have enough Budget she				
	chould use pushes that should be effective				
	uny to alreptic				
Description of Weaker	In weaker responses, candidates struggled to identify the suitable marketing strategy a justify that on the basis of given scenario. Additionally, suggesting modes				
Responses	advertisement that are not cost-friendly or effective for targeting niche markets reflec				
-	a misunderstanding of practical marketing considerations.				

Imagos of	Imaga (i)				
Images of Weaker	i. Select a suitable m	orketing strategy	(2 Marks)		
Responses	1. Select a suitable in	arketing strategy.	(2 Marks)		
•	(Justify your select	tion with a reason to support).			
	Gul will use	price penetration stategy because	she is offering a new		
	Bace innotarvative	product that is not different from	har competitors so she will		
	change a high price	e to seconer cost and gain high	profit as she only has limited		
	production capacity.		· · · · · · · · · · · · · · · · · · ·		
	ii. Identify a suitable	mode of advertisement.	(2 Marks)		
	(Justify your select	tion with a reason to support).			
	Gul will use	direct mail advertising as this	is cost effective and she		
	has budget cons	baints. She can send emails	to her customers		
	and by to it	noeuse sol convince them to	buy her pooduct.		
	Image (ii)				
	i. Select a suitable marketing strategy. (2 Marks)				
	(Justify your selection with a reason to support).				
	product Marketing is in the Situation because in the given Situation the				
	new product is been introduced as the name "plavoured Koney" and it				
	is sole proprietorship because one person is the owner of the product of the				
	product and have limited budget.				
	ii. Identify a suitable mode of advertisement. (2 Marks)				
	(Justify your selection with a reason to support).				
	Ads are the suitable made of advertisment because by the ads all people				
	will be awear of the product all the tenefits will be told by the ads and				
	felevision ads are	seen by every people. everyon	ne watches ads and		
	it be helpful for	awaring people for the new pro	duel.		
Suggestions for Im	provement (Highlighte	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	_		
	pproach SLO	Pedagogy** Used for that SLO	Assessment Strategies		
	the expectations of	Story Board	• Past paper questions		
the comman		• Cause and Effect	<ul> <li>Discussion on E-</li> </ul>		
• Look at the cognitive level		• Fish and Bone	Marking Notes		
	content that is	Concept Mapping			
-	nswer that question	• Audio Visual resources			
	ns of understanding of I any skills that may	• Think, Pair and Share			
-	ike analysing or	• Questioning Technique			
evaluating)	and analysing or	(Socratic approach)			

<ul> <li>Go through the past paper questions on that particular concept</li> <li>Refer to the resource guide for extra resources</li> </ul>	Practical Demonstration
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To enhance candidates' abilities in such scenarios, it might be beneficial to focus on more examples, case studies (https://www.activecampaign.com/blog/marketing-case-study-examples) and discussion in the classroom that help them connect theoretical concepts with real world applications.

		Question No. 9	
Question Text	With reference to mode of finance, identify the mode of Islamic finance in the given scenario.		
	N No. Scenario		Mode of Business Finance
	1	Amin is teacher in a private school. He has established a mutual fund group with the help of his colleagues who have contributed equally in it. The fund will provide compensation to the members in terms of any health emergency or family support.	
2 store. B will be		Babar and Jahangir agreed on setting up a general store. Babar will bear all the investment and Jahangir will be responsible for operating the store. The profit and loss distribution will be based upon equal shares.	
	3	Asma and Karima have recently completed their graduation in software development. They mutually agreed to form a software house on their own, manage the business and arrange capital.	
SLO No.	6.5.9		
SLO Text	Recommend a suitable mode of Islamic finance that will be adopted by a business		
		any scenario.	
Max Marks	3		
Cognitive Level	U		
Checking Hints	Give ONE mark for each correct mode of finance.		
Overall	The success rate of this question indicates that many candidates encountered difficulties		
Performance	in relating their understanding to real-life contexts, resulting in suboptimal scores.		
Description of		tter responses, candidates correctly identified all three m	
Better	i.e., 7	Takaful, Modarabas and Musharka in each scenario 1, 2	and 3 respectively. This
Response	demonstrates their ability to connect their knowledge of Islamic finance with the corresponding real-life scenarios.		

Image of Better Response	S.No	Scenario	Mode of Business Finance
-	1	Amin is teacher in a private school. He has established a mutual fund group with the help of his colleagues who have contributed equally in it. The fund will provide compensation to the members in terms of any health emergency or family support.	Takaful.
	2	Babar and Jahangir agreed on setting up a general store. Babar will bear all the investment and Jahangir will be responsible for operating the store. The profit and loss distribution will be based upon equal shares.	Mudanabah
	3	Asma and Karima have recently completed their graduation in software development. They mutually agreed to form a software house on their own, manage the business and arrange capital.	Mushanakah
Description of WeakerWeaker responses exhibited confusion by interchanging the revealing their inadequate grasp of the provided finance mod stemmed from misconceptions or an inability to establic comprehend the scenarios. Consequently, these issues led unrelated or lacked specificity.			lels. Their challenges eith ish connections and ful
Images of	Imag		
Weaker Responses	S.No	Scenario	Mode of Business Finance
	1	Amin is teacher in a private school. He has established a mutual fund group with the help of his colleagues who have contributed equally in it. The fund will provide compensation to the members in terms of any health emergency or family support.	loon boom governeent.
	2	Babar and Jahangir agreed on setting up a general store. Babar will bear all the investment and Jahangir will be responsible for operating the store. The profit and loss distribution will be based upon equal shares.	ban brom bank
	3	Asma and Karima have recently completed their graduation in software development. They mutually agreed to form a software house on their own, manage the business and arrange capital.	10an brom bonily
	Imag	ge (ii)	
	S.No	Scenario	Mode of Business Finance
	1	Amin is teacher in a private school. He has established a mutual fund group with the help of his colleagues who have contributed equally in it. The fund will provide compensation to the members in terms of any health emergency or family support.	Self insurance
	2	Babar and Jahangir agreed on setting up a general store. Babar will bear all the investment and Jahangir will be responsible for operating the store. The profit and loss distribution will be based upon equal shares.	Partnership
	3	Asma and Karima have recently completed their graduation in software development. They mutually agreed to form a software house on their own, manage the business and arrange capital.	Partnership

How to Approach SLO	Pedagogy** Used for that	Assessment Strategies
	SLO	
<ul> <li>Understand the expectations of the command words</li> <li>Look at the cognitive level</li> <li>Identify the content that is required to answer that question (both in terms of understanding of concepts and any skills that may be required like analysing or evaluating)</li> <li>Go through the past paper questions on that particular concept</li> <li>Refer to the resource guide for extra resources</li> </ul>	<ul> <li>Story Board</li> <li>Cause and Effect</li> <li>Fish and Bone</li> <li>Concept Mapping</li> <li>Audio Visual resources</li> <li>Think, Pair and Share</li> <li>Questioning Technique (Socratic approach)</li> <li>Practical Demonstration</li> </ul>	<ul> <li>Past paper questions</li> <li>Discussion on E-Marking Notes</li> <li>xplained by listing all features of islamic</li> </ul>

Additional Suggestion: Islamic financing concepts can be explained by listing all features of islamic banking on one side and then highlight the features for each different type. This way they will be able to not only understand as well as differentiate between them.

**Extended Response Questions (ERQs)** Extended response questions offered a choice between part 'a' and 'b

Question No. 10a		
Question Text	Multinational Companies (MNCs) bring business in developing countries and provide	
-	them with multiple financial opportunities, but it also has its own consequences.	
	With reference to the given statement, discuss any THREE potential benefits OR THREE	
	drawbacks of MNCs.	
SLO No.	2.14.2	
	Discuss potential benefits (i.e. jobs, exports, increased choice, investment) and potential	
	drawbacks (i.e. reduced sales of local businesses, repatriation of profits) to a business of	
	becoming a multi-national\;	
Maximum	7	
Marks		
Cognitive Level	U	
<b>Checking Hints</b>	Give ONE mark for mentioning ONE potential benefits OR drawbacks of MNC (THREE	
	required).	
	Give ONE mark for justifying each benefit or drawback (THREE required).	
	Give ONE mark for overall connecting it to the statement and connecting to the lens of	
	a developing economy. Answer may vary candidate to candidate.	
Overall Performance	Majority of candidate attempt this question, the question addressed the role of	
Performance	Multinational companies (MNCs) in the economy and allowed candidates the flexibility to discuss either their potential benefits or drawbacks. It was evident that most of the	
	candidates chose to focus on highlighting the potential benefits of MNCs to an economy,	
	rather than discussing their drawbacks.	
Description of	The better responses in this question demonstrated a deep understanding of multi-	
Better	national companies and its implications, mentioned well-justified reasoning for each	
Response	point discussed. These responses reflected strong analytical skills and the ability to	
-	bridge theoretical knowledge with practical applications.	
	Most notably, better responses emphasised potential benefits such as increased	
	investment and capital inflow, technological transfer, innovation, increased exports, and	
	the transfer of skills from developed to underdeveloped regions due to globalisation.	
	Furthermore, some candidates delved into the drawbacks, particularly highlighting	
	resource exploitation and the growing dependency and dominance of developed	
	countries.	
	Some of the candidates went even further, touching upon the cultural and social impacts	
	of MNCs, showcasing an in-depth understanding of the subject matter. Notably, a few	
	outstanding responses also stressed the importance of balancing these benefits and	
	drawbacks in the overall assessment of MNCs' impact on an economy.	

D	Multi-Mational Companies plays a very important Role	in the clevelopment		
Response	of a developing country. MNCs can be benefitian i	n a lot of different		
	way for example: Multi National companies @	Creates employment		
	apportunities for a lot of people living user	wased in the		
	country this can lead to decrease in poverty. I	th can also		
	Increase living standards of the people living th	the country ,		
	people will get omployed and they will pay peop	le more which		
	will increase the thring standards, this also lea	ds to increasel		
	Obrowth in the Orrass Domestic product of a dev	reloping Querry		
	3 Lastly, It also benefits the society by providing them with			
	the best quality products, The production of the Mines is very			
	high which leads to better product Quality	and cheap		
	prices of the good . These were the banefits of the thuiti -			
	National companies in a developing country.			
Description of	In weaker responses, candidates mistakenly focused al	l three noints either benefits		
	drawbacks ignoring the perspective of developing candidates attempted to cover both benefits and drawbac elaboration on any specific point, resulting in incomplet	countries. Conversely, a fe ks, but failed to provide in-dep		
Responses Image of	candidates attempted to cover both benefits and drawbac elaboration on any specific point, resulting in incomplet	countries. Conversely, a fe ks, but failed to provide in-dep		
Responses Image of Weaker	candidates attempted to cover both benefits and drawbac elaboration on any specific point, resulting in incomplet	countries. Conversely, a fe ks, but failed to provide in-dep		
Responses Image of Weaker	candidates attempted to cover both benefits and drawbac elaboration on any specific point, resulting in incomplet	countries. Conversely, a fe ks, but failed to provide in-dep te responses.		
Responses Image of Weaker	candidates attempted to cover both benefits and drawbac elaboration on any specific point, resulting in incomplet Three Porential burness. J It has good for others. J People Catching ad malang J People gue and reste due	countries. Conversely, a fe ks, but failed to provide in-dep te responses.		
Responses Image of Weaker	candidates attempted to cover both benefits and drawbac elaboration on any specific point, resulting in incomplet Three Porential burness. If It has good for others. I People Carching and making I People Carching and making I People Greating and resite due I The other with object to do so	countries. Conversely, a fe ks, but failed to provide in-dep te responses.		
Responses Image of Weaker	candidates attempted to cover both benefits and drawbac elaboration on any specific point, resulting in incomplet Three Porential burness. J It has good for others. J People Catching and malang J People gue and reste due	countries. Conversely, a fe ks, but failed to provide in-dep te responses.		
Responses Image of Weaker	candidates attempted to cover both benefits and drawbac elaboration on any specific point, resulting in incomplet Three Porential burness. If It has good for others. I People Carching and making I People Carching and making I People Greating and resite due I The other with object to do so	countries. Conversely, a fe ks, but failed to provide in-dep te responses.		
Responses Image of Weaker	candidates attempted to cover both benefits and drawbac elaboration on any specific point, resulting in incomplet Three Porential burness. 1) It has good for others. 2) People Catching and making 3) People Catching and making 3) People Gatching and resite dua 3) The other will oble to do so Three Drawbacks of MNCS.	countries. Conversely, a fe ks, but failed to provide in-dep te responses.		
Weaker Responses Image of Weaker Response	candidates attempted to cover both benefits and drawback elaboration on any specific point, resulting in incomplet Three Porential burness. 1) It has good for others. 2) People Catching and making 3) People Catching and making 3) People Gatching and making 4) People Gatchi	countries. Conversely, a fe ks, but failed to provide in-dep te responses.		
Responses Image of Weaker Response	candidates attempted to cover both benefits and drawback elaboration on any specific point, resulting in incomplet Three Porential burness. 1) It has good for others. 2) People Catching and making 3) People Catching and making 4) People Catchi	countries. Conversely, a fe ks, but failed to provide in-dep te responses.		
Responses Image of Weaker Response uggestions for Im	candidates attempted to cover both benefits and drawback elaboration on any specific point, resulting in incomplet Three Porential burness. 1) It has good for others. 2) People Catching and making 3) People Catching and making 3) People Gatching and making 4) People Gatchi	countries. Conversely, a fe ks, but failed to provide in-dep te responses.		

• Understand the expectations of	<ul> <li>Story Board</li> </ul>	• Past paper questions
the command words	• Cause and Effect	<ul> <li>Discussion on E-Marking</li> </ul>
• Look at the cognitive level	• Fish and Bone	Notes

•	Identify the content that is required to answer that question (both in terms of understanding of concepts and any skills that may be required like analysing or evaluating) Go through the past paper questions on that particular concept Refer to the resource guide for extra resources	<ul> <li>Concept Mapping</li> <li>Audio Visual resources</li> <li>Think, Pair and Share</li> <li>Questioning Technique (Socratic approach)</li> <li>Practical Demonstration</li> </ul>	
		II D' I	

Any Additional Suggestion: Teacher can use Venn Diagram approach to illustrate the functions of MNC and then connect it with developing countries and developed countries, there will be functions that will come under same area and there will be function which will come under different areas. Similarly, this can be done for impacts as well.

	Question No. 10b		
Question	KK departmental store is extending their product range and is launching its readymade		
Text	garments section.		
	The store management finalised the following promotional deals for perspective costumers:		
	• 15% overall discount of each purchase value of more than Rs 10,000		
	15% flat discount on all items of knitwear section		
	Complementary tie pin on purchase of ties		
	Draft a promotional e-mail to all users (consumers) to inform them about the new section.		
SLO No.	7.4.24		
SLO Text	Draft 'business e-mail' with the necessary details for different business scenarios		
Maximum	7		
Marks			
Cognitive	Α		
Level			
Checking	Give ONE mark for the subject line.		
Hints	Give ONE mark for the introduction.		
	Give ONE mark for correct use of tenses (at least 3 errors)		
	Give ONE mark for correct use of spelling (at least 3 errors)		
	Give ONE mark for correct use of subject-verb agreement (at least 3 errors)		
	Give ONE mark for mentioning the packaging changes.		
	Give ONE mark for concluding remarks.		
	Note: Ignore at least 3 errors in tenses, spelling and subject-verb agreement.		
Overall	A significant number of candidates exhibited their aptitude for business correspondence by		
Performance	composing a business e-mail based on the provided scenario, considering the given facts, and		
	making appropriate assumptions.		
Description	In better responses, candidates successfully adhered to the correct email format, including		
of Better	essential components such as the recipient's email address, CC field, subject line, salutation,		
Responses	and a proper closing with a complementary close and signatures. Furthermore, their email		

	bodies were well-structured, incorporati a suitable conclusion.	ng appropriate our	let points and content, along v
Image of	(b) From: 16K depastmental store @ x42.0	2 <b>00</b> 1	
Better Response	BCC. : abc@xyz.com, ysl@xy		2.com, nbu@ky2.com
	Date: November 19,2020		
	Subject New Exciting of	Fas	
			1.1.10 10
	Dear Customens, Line du of		
	Ow our lo	the anniversary	, we are delighted
	to annouce the launch of our new Readymade Gament Section", which include both infonts and adults clothing there		
	To make your winters warm and fashionable you can		
	come and avail multiple discounts offers. tite some of		
	which are: [57. discourt on purchase value of 10,000, 157. flat discut on Eintweat and complementary prin on purchase of pin We will be define happy to see you come and enjoy these officents. Regards, KK departmentalshire END OF PAPER		
Description	CE guins CE departurals for END O	XF PAPER	
of Weaker	In weaker responses, most candidates however, a significant portion of then provided in the scenario. Some candidat the mentioned deals. Additionally, certa	s opted for an e-n n failed to incorpo tes neglected to act in e-mails solely co	nail format resembling a let orate the specified bullet po ively pursue customers regard
of Weaker Responses	In weaker responses, most candidates however, a significant portion of them provided in the scenario. Some candidat the mentioned deals. Additionally, certa while other responses solely comprised	s opted for an e-n n failed to incorpo tes neglected to act in e-mails solely co the description.	nail format resembling a let orate the specified bullet po ively pursue customers regard ontained the body of the messa
of Weaker Responses Images of	In weaker responses, most candidates however, a significant portion of them provided in the scenario. Some candidat the mentioned deals. Additionally, certa while other responses solely comprised	s opted for an e-n n failed to incorpo tes neglected to act in e-mails solely co the description.	nail format resembling a let orate the specified bullet po ively pursue customers regard ontained the body of the messa
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of Weaker Responses Images of Weaker	In weaker responses, most candidates however, a significant portion of them provided in the scenario. Some candidat the mentioned deals. Additionally, certa while other responses solely comprised ofference section stand email for section stand and also give ofference section value and also	s opted for an e-n n failed to incorpo tes neglected to act in e-mails solely co the description. t then al section advision	nail format resembling a let orate the specified bullet po ively pursue customers regard ontained the body of the messa duscess send consumes is started the of each built of local
of Weaker Responses Images of Weaker	In weaker responses, most candidates however, a significant portion of them provided in the scenario. Some candidat the mentioned deals. Additionally, certa while other responses solely comprised offer and set of set and set of set of value and also new peepeon soci	s opted for an e-n n failed to incorpo tes neglected to act in e-mails solely co the description. E then al to section advision advision	nail format resembling a let orate the specified bullet po- ively pursue customers regard ontained the body of the messa duscess send consumes is started ut of each t in local a ccount
Description of Weaker Responses Images of Weaker response	In weaker responses, most candidates however, a significant portion of them provided in the scenario. Some candidat the mentioned deals. Additionally, certa while other responses solely comprised ofference section stand email fand sms and sms and solely ofference stand and sms	s opted for an e-n n failed to incorpor- tes neglected to act in e-mails solely co the description. E then al to all Section advision advision of al	nail format resembling a let brate the specified bullet po ively pursue customers regard ontained the body of the messa duscess seed consumes is started is started
of Weaker Responses Images of Weaker	In weaker responses, most candidates however, a significant portion of them provided in the scenario. Some candidat the mentioned deals. Additionally, certa while other responses solely comprised if new Section Stand email f and SMS and also give if value and also new papes, Soci and billing board	s opted for an e-n n failed to incorpo tes neglected to act in e-mails solely co the description. E then al to all section advision of al b they	nail format resembling a let brate the specified bullet po- ively pursue customers regard ontained the body of the messa duscess send consumes is started to feach to feach
of Weaker Responses Images of Weaker	In weaker responses, most candidates however, a significant portion of them provided in the scenario. Some candidat the mentioned deals. Additionally, certa while other responses solely comprised in a section stand email f and sms and also give it value and also recur papes, Soci and billing board known heir product	s opted for an e-n n failed to incorpo tes neglected to act in e-mails solely co the description. the description. the description. the description. the description. description. the description. the descriptio	nail format resembling a let brate the specified bullet po- ively pursue customers regard ontained the body of the messa duscess send consumes is started with of each k in local k in local consumes bell control bull
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of Weaker Responses Images of Weaker	In weaker responses, most candidates however, a significant portion of them provided in the scenario. Some candidat the mentioned deals. Additionally, certa while other responses solely comprised in the section stand email f and sms and also give it value and also neur papes a soci and billing board in increasing and get many of Consume fand of	s opted for an e-n n failed to incorpor- tes neglected to acti- in e-mails solely co- the description. the d	nail format resembling a let brate the specified bullet po ively pursue customers regard ontained the body of the messa duscess send consumes is started with of each to local consumes yours sell certian will or by pasageaph
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•	Look at the cognitive level	• Fish and Bone	<ul> <li>Discussion on E-Marking</li> </ul>
•	Identify the content that is	<ul> <li>Concept Mapping</li> </ul>	Notes
	required to answer that question	<ul> <li>Audio Visual resources</li> </ul>	
	(both in terms of understanding	• Think, Pair and Share	
	of concepts and any skills that	Questioning Technique	
	may be required like analysing	(Socratic approach)	
	or evaluating)	Practical Demonstration	
•	Go through the past paper		
	questions on that particular		
	concept		
•	Refer to the resource guide for		
	extra resources		

Teachers can show e-mail samples to the students pointing out the basic features and then practicing with students to write e-mail for multiple purposes. Teachers can use the given link for accessing sample emails https://blog.appsumo.com/business-email-examples/.

# Annexure A: Pedagogies Used for Teaching the SLOs

### Pedagogy: Storyboard

**Description:** A visual pedagogy that uses a series of illustrated panels to present a narrative, encouraging creativity and critical thinking. It helps learners organise ideas, sequence events, and comprehend complex concepts through storytelling.

**Example:** In a Literature class, students are tasked with creating storyboards to visually retell a novel. They draw key scenes, write captions, and present their stories to the class, enhancing their reading comprehension and fostering their imagination.

### Pedagogy: Cause and Effect

**Description:** This pedagogy explores the relationships between actions and consequences. By analysing cause-and-effect relationships, learners develop a deeper understanding of how events are interconnected and how one action can lead to various outcomes.

**Example:** In a History class, students study the causes and effects of the Industrial Revolution. They research and discuss how technological advancements in manufacturing led to significant societal changes, such as urbanisation and labour reform movements.

### Pedagogy: Fish and Bone

Description: A method that breaks down complex topics into main ideas (the fish) and supporting details (the bones). This visual approach enhances comprehension by highlighting essential concepts and their relevant explanations.

**Example:** During a Biology class on human anatomy, the teacher uses the fish and bone technique to teach about the human skeletal system. Teacher presents the main components of the human skeleton (fish) and elaborates on each bone's structure and function (bones).

### Pedagogy: Concept Mapping

**Description:** An effective way to visually represent relationships between ideas. Learners create diagrams connecting key concepts, aiding in understanding the overall structure of a subject and fostering retention.

**Example:** In a Psychology assignment, students use concept mapping to explore the various theories of personality. They interlink different theories, such as Freud's psychoanalysis, Jung's analytical psychology, and Bandura's social-cognitive theory, to see how they relate to each other.

### Pedagogy: Audio Visual Resources

Description: Incorporating multimedia elements like videos, images, and audio into lessons. This approach caters to different learning styles, making educational content more engaging and memorable.

**Example:** In a General Science class, the teacher uses a documentary-style video to teach about the solar system. The video includes stunning visual animations of the planets, interviews with astronomers, and background music, enhancing students' interest and understanding of space.

Pedagogy: Think, Pair, and Share

**Description:** A collaborative learning technique where students ponder a question or problem individually, then discuss their thoughts in pairs or small groups before sharing with the entire class. It fosters active participation, communication skills, and diverse perspectives.

**Example:** In a Literature in English class, the teacher poses a thought-provoking question about a novel's moral dilemma. Students first reflect individually, then pair up to exchange their opinions, and finally participate in a lively class discussion to explore different viewpoints.

### **Pedagogy:** Questioning Technique (Socratic Approach)

**Description:** Based on Socratic dialogue, this method stimulates critical thinking by posing thought-provoking questions. It encourages learners to explore ideas, justify their reasoning, and discover knowledge through a process of inquiry.

**Example:** In an Ethics class, the instructor uses the Socratic approach to lead a discussion on the meaning of justice. By asking a series of probing questions, the students engage in a deeper exploration of ethical principles and societal values.

### Pedagogy: Practical Demonstration

**Description:** A hands-on approach where learners observe real-life applications of theories or skills. Practical demonstrations enhance comprehension, skill acquisition, and problem-solving abilities by bridging theoretical concepts with real-world scenarios.

**Example:** In a Food and Nutrition class, the instructor demonstrates the proper technique for filleting a fish. Students observe and then practice the skill themselves, learning the practical application of knife skills and culinary precision.

(Note: The examples provided in this annexure serve as illustrations of various pedagogies. It is important to understand that these pedagogies are versatile and can be applied across subjects in numerous ways. Feel free to adapt and explore these techniques creatively to enhance learning outcomes in your specific context.)

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