

THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA



**CANDIDATES' ITEM RESPONSE ANALYSIS REPORT
FOR THE CERTIFICATE OF SECONDARY EDUCATION
EXAMINATION (CSEE) 2015**

**062 BOOK KEEPING
(For School Candidates)**

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FOREWORD

The National Examinations Council of Tanzania is pleased to issue the Candidates' Item Response Analysis (CIRA) report in Certificate of Secondary Education Examination (CSEE) 2015 in Book Keeping subject. The analysis provides feedback to the students, teachers, parents, policy makers and the public in general on the performance of the candidates.

The Certificate of Secondary Education Examination marks the end of four years of secondary education. It is a summative evaluation which among other things shows the effectiveness of education system in general and education delivery system in particular. Essentially, candidates' responses to the examination questions is a strong indicator of what the education system was able or unable to offer to the students in their four years of secondary education.

The analysis presented in this report intends to contribute towards understanding of some of the reasons behind good or poor performance of candidates. The report highlights some of the factors which account for the candidates' good performance in the questions. Such factors include; ability of the candidates to identify the demand of the questions, to follow instructions, to write coherent English Language sentences and apply knowledge of the concepts related to the subject.

The candidates who scored low marks in the examinations failed to adhere to the instructions and demands of the questions. Inability to express themselves in English Language and inadequate, insufficient or lack of required knowledge of the concept related to the subject, were also observed in some of the candidates' responses.

The analysis of the items has been done in order to reveal items that were correctly answered by candidates as well as those which were not correctly answered. It is expected that the Candidates' Item Response Analysis report will be useful to the educational administrators, school managers, teachers and students to identify proper measures to be taken in order to improve candidates' performance in future examinations administered by the Council.

The National Examinations Council of Tanzania will highly appreciate comments and suggestions from teachers, students and the public in general that can be used for improving future Candidates' Item Response Analysis reports.

Finally, the Council would like to thank all the Examination Officers, Subject Examiners, staff of the Department of Information and Communication Technology, who participated in analyzing the data used in this report and all others who participated in one way or another in the preparation of this report.

A handwritten signature in black ink, appearing to be 'C. Msonde', written in a cursive style.

Dr. Charles E. Msonde
EXECUTIVE SECRETARY

1.0 Introduction

This report analyses the performance of the candidates in Book Keeping for the Certificate of Secondary Education Examination (CSEE) in 2015. The paper consisted of seven (7) compulsory questions which were divided into three sections, namely A, B and C. Each question in sections A and B carried 10 marks while in section C each question carried 20 marks and all questions were attempted by all candidates (100%) in this subject.

A total of 21,529 candidates sat for Book Keeping examination. The results show that 43.48 percent of the candidates passed the examination with the following grades: grade A 0.34 percent; grade B 1.54 percent; grade C 13.94 percent; grade D 27.65 percent; and 56.52 percent failed by obtaining grade F.

The general performance of the candidates in the Certificate of Secondary Education Examination (CSEE) November, 2015 in Book Keeping paper was average.

The performance of the candidates in each question was categorized as *good*, *average* or *weak*. The pass mark in each question was 30 percent or above. The performance of the candidates from 45 to 100 percent is defined as *good*, from 30 to 44 percent the performance is *average* and from 0 – 29 percent the performance is *weak*.

The candidates' performance is summarized in the appendix attached at the end of this report; with the following colours: green colour has been used to signify good performance, yellow for average performance and red for weak performance.

Book Keeping examination results for three consecutive years show that, there is an improvement in the performance of the candidates. In 2015 the results were good compared to those of 2013 and 2014, see Table 1.

Table 1: Students sat for the Book Keeping examination in CSEE 2013, 2014 and 2015

S/N	Year	Number of Candidates sat for Exams.	Passed	Percentage	Failed	Percentage
1	2013	23,434	7,355	31.4	16,079	68.6
2	2014	21,111	8,208	38.9	12,903	61.1
3	2015	21,529	9,360	43.48	12,169	56.52

The analysis on individual questions is presented in the next sections. The presentation comprises of brief descriptions of the requirements of each question and the way the candidates answered the individual question. This analysis shows both strengths and weaknesses of candidates in answering questions. Selected extracts of candidates' responses are included to enable stakeholders to get the real picture of candidates' responses to the questions. It is expected that such detailed analysis will enable the stakeholders to take appropriate measures in improving the teaching and learning of Book Keeping subject.

2.0 Analysis of the Candidates' Performance per Question

2.1 Question 1: Multiple Choice Items

This question consisted of ten (10) multiple choice items drawn from various topics of the syllabus. The topics were *Elementary Trading, Profit and Loss Account, Books of Prime Entry, Depreciation, Non-Profit Making Organizations, Correction of Errors and Incomplete Records*. The candidates were required to choose the correct answer among the given five alternatives. The question intended to measure the candidates' knowledge on various concepts of Book Keeping and the application of such knowledge in their daily life.

The analysis of the candidates' performance indicated that, 44.3 percent scored from 0 to 2 marks out of the 10 marks allotted to this question, 40.3 percent scored from 3 to 4 marks; and 15.4 percent of the candidates scored from 5 to 10 marks. The General performance in this question was good as 55.7 percent of the candidates scored from 3 to 10 marks, see Figure 1.

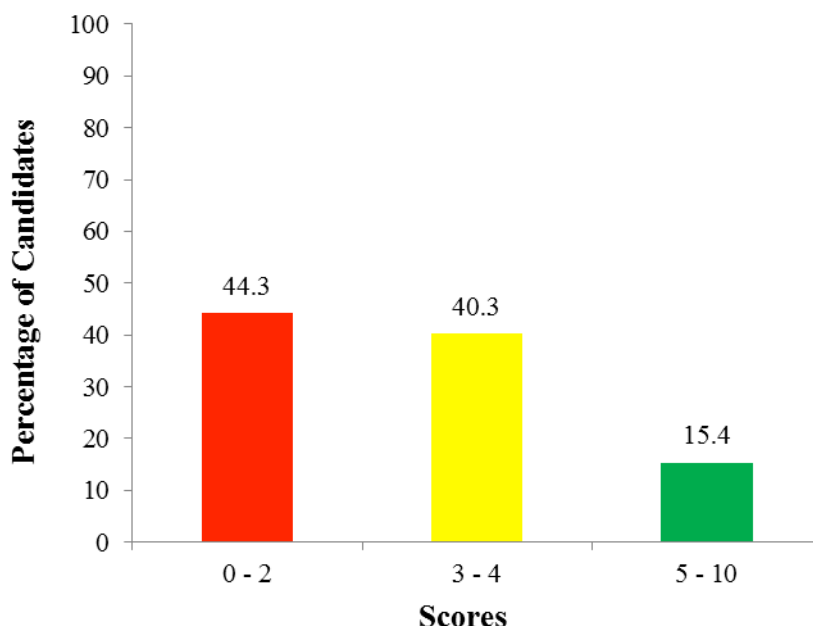


Figure 1: Shows the percentage of the candidates and their scores.

In item (i), the candidates were required to identify the condition in which Cash Discount may be given to the customer. The item was as follows:

- A Cash Discount is described as a reduction in the sum to be paid if payment is made*
- A for cash only*
 - B by cash, not cheque*
 - C either by cash or cheque*
 - D for cash, not for credit*
 - E within a previously agreed period.*

The majority of the candidates were able to choose the correct answer E (*within a previously agreed period*). The candidates who scored this item had adequate knowledge on the topic of *Books of Prime Entry*. The candidates who opted for A and B believed that, Cash Discount is given when goods are paid for cash only and not for cheque. The candidates who opted for C were not conversant with the concept of ‘discounts’ while those who selected D assumed that, Cash Discount is given when goods are bought for cash only but they did not think of goods bought on credit. Furthermore, Cash Discount is provided if the agreed period has not passed.

In item (ii), the candidates were required to identify the meaning of the term 'salvage value' among the given alternatives. The item was as follows:

What is meant by the term 'salvage value'?

A Cash paid when asset is disposed.

B Estimated disposal value.

C Selling price of the assets.

D Cost price of the assets.

E Cash received when life of the assets end.

In this question most of the candidates showed enough knowledge on the topic of *Depreciation*. They were able to describe the meaning of depreciation by choosing correct response B (*Estimated disposal value*). The candidates who opted for A, C and D assumed that Salvage Value is the money received when asset is sold for cash. Those who selected E thought that when asset is disposed the value received at the end of its estimated life are termed as the salvage value.

In item (iii), the candidates were required to indicate the correct ledger where Suppliers' Personal Account may be found among the given alternatives. The item provided was as follows:

Suppliers' Personal Accounts are found in the

A nominal ledger

B general ledger

C sales ledger

D returns ledger

E purchases ledger.

Most of the candidates were attracted by the option B (*general ledger*) instead of the correct answer E (*purchases ledger*). The option they chose is used to record all accounts relating to expenses, revenues, non-current assets and capital. Therefore, the candidates believed that, even Suppliers' Account is found in the general ledger. Some who selected A assumed that they were asked to classify types of account while others who opted for C and D were not familiar with the concept of ledger.

In item (iv), the candidates were required to pinpoint the side in which the total of the Returns Outwards Journal is posted. The item provided was as follows:

The total of the Returns Outwards Journal is transferred to the

- A credit side of the returns outwards account*
- B debit side of the returns outwards account*
- C credit side of the returns outwards book*
- D debit side of the purchases returns book*
- E debit side of the sales returns book.*

Very few candidates were able to identify the correct answer A (*credit side of the returns outwards account*). The majority of the candidates who failed this question were not competent in the topic of books of prime entry; they selected alternative B (*debit side of the returns outwards account*) since at the preparation of financial statement the amount of Returns Outwards Account is deducted from the purchases figure. Therefore, the candidates thought that even its transactions will be transferred to the debit side of Returns Outwards Account. The candidates who opted for C might be confused between returns outwards account and returns outwards book. What was required in this question is account and not book. The candidates who selected D and E did not understand the demand of the question and may be had inadequate knowledge on books of Prime Entry.

In item (v), the candidates were required to allocate the transactions for depreciation if an accumulated provision for depreciation account is in use, among the five given alternatives. The item was as follows:

If an accumulated provision for depreciation account is in use, the entries for the year's depreciation would be

- A Debit Asset Account, Credit Profit and Loss Account*
- B Credit Provision for Depreciation Account, Debit Profit and Loss Account*
- C Credit Asset Account, Debit Provision for Depreciation Account*
- D Credit Profit and Loss Account, Debit Provision for Depreciation Account*
- E Debit Profit and Loss Account, Credit Asset Account.*

The majority of the candidates were able to allocate the correct transaction for Depreciation by selecting alternative B (*credit provision for depreciation account, debit profit and loss account*). The candidates who scored a mark in this item were knowledgeable with the topic of depreciation and managed to give correct double entry for depreciation at the end of financial period. The candidates who chose C they used old method of recording depreciation at the end of financial period which is no longer in use. Those who opted for D assumed that the question needs the transaction of increase in provision. The candidates who selected A and E were not aware of the concept of depreciation.

In item (vi), the candidates were required to identify the treatment of wages expenses in the trading account. The item provided was as follows:

- In the trading account, the wages expenses should be*
- A added to cost of goods sold*
 - B deducted from purchases*
 - C deducted from sales*
 - D added to drawings*
 - E added to purchase.*

The analysis of the candidates' performance indicated that, those who scored this item were able to identify the correct entry for wages expenses in financial statement by choosing alternative A (*added to cost of goods sold*). Also they managed to obey the principles of double entry system. Option B was selected by candidates who thought the opposite to the correct response. The candidates who opted for C, D and E were not aware of the treatment of that item in trading account; therefore, they guessed the correct answer.

In item (vii), the candidates were required to identify one of the items from the alternatives which are not shown in the receipts and payments account. The item was as follows:

- Receipts and payments account does not show*
- A cheques paid out during the year*
 - B the accumulated fund*
 - C receipt from sales of assets*

- D bank balance*
- E assets bought during the year.*

Most of the candidates showed lack of knowledge on the topic of *Non-Profit Making Organizations*. These candidates failed to identify the correct response B (*the accumulated fund*) instead they selected alternative D (*bank balance*) which was not the correct response. The source of confusion was that, receipts and payments account does not show bank column, therefore, the candidates assumed that the entries for bank transactions will not be shown in receipts and payments account. Although bank transaction is shown in the receipts and payments account, accumulated fund is not found in this account. Accumulated fund is ascertained in the statement of affairs. The candidates who selected A and C might be they had no sufficient knowledge on the concept of non-profit making organization, therefore, they guessed the responses while the candidates who selected E they decided to write anything that came in their mind regardless of whether it was correct or not.

In item (viii), the candidates were required to point out errors which would be disclosed by the trial balance. The item was as follows:

Which of these errors would be disclosed by the trial balance?

- A A purchase of sh. 2,500 was omitted entirely from the books.*
- B Selling expenses were debited to Sales account.*
- C Credit sales of sh. 3,000 entered in both accounts as sh. 300.*
- D Cheques sh. 9,500 from Kagoma entered in Kagoma's account as sh. 5,900.*
- E Sh. 5,500 paid for motor expenses debited to motor vehicle account.*

Most of the candidates failed to identify the correct response D (*Cheques sh. 9,500 from Kagoma entered in Kagoma's account as sh. 5,900*). Instead, they selected alternative C (*credit sales of sh. 3,000 entered in both account as sh. 300*) which was not the correct answer. The candidates assumed that, since credit sales was sh. 3,000 and transactions showed as sh. 300, therefore, the trial balance will disclose the error. However, they forgot that, the error was done in both accounts; therefore, the trial balance will not be able to detect an error. The candidates who opted for A believed that, since the

transaction was omitted entirely from the books, the trial balance will be able to find an error. These candidates did not remember that, transaction was omitted in all books and therefore, there will be no effect. Those who chose B and E they guessed the answer. This shows that, they had no sufficient knowledge on the concept of 'correction of error'.

In item (ix), the candidates were required to ascertain profit or loss if last year's capital, closing capital and drawings were given. The item provided was as follows:

- Given last year's capital was sh. 745,000, closing capital is sh. 462,000 and drawings of sh. 134,000, then*
- A profit for the year was sh.149,000*
 - B loss for the year was sh.228,000*
 - C loss for the year was sh. 417,000*
 - D loss for the year was sh. 149,000*
 - E profit for the year was sh. 417,000.*

Very few candidates were able to identify the correct answer D (*loss for the year was sh.149,000*). The majority of the candidates who went astray selected alternative B (*loss for the year were sh.228,000*). The candidates showed lack of knowledge on the concept of incomplete records because they were not able to calculate profit or loss through this system. The candidates took last year's capital adding drawings for the year minus closing capital which was not the correct formula for calculating profit or loss through incomplete records. The correct formula is *Closing Capital plus Drawings minus Capital at Start*. The candidates who selected A used incorrect formula which is opposite of the right formula that is why they ended with profit instead of a loss of the same amount. The candidates who selected C and E did not do any calculations; therefore, they assumed that any option could be the correct response.

In item (x), the candidates were required to identify the item which is not contained in the sales day book. The item was as follows:

- The sales day book does not contain*
- A Credit sales made without deduction of trade discount*
 - B Cash purchases made to overseas customers*
 - C Cash sales made to customers*

- D *Credit sales which eventually turn out to be bad debts*
- E *Credit sales made to local customers.*

The analysis of the candidates' performance indicated that, most of the candidates who scored this item were familiar with the topic of books of Prime Entry. These candidates were able to select the correct response B (*Cash purchases made to overseas customers*) or C (*Cash sales made to customers*). The candidates used their knowledge well in answering this question. The candidates who chose A had inadequate knowledge on the concept of books of prime entry; since credit sales whether it has a discount or not, should be recorded in the sales day book while those who chose D and E were just guessing the response and were not aware of the correct answer.

2.2 Question 2: Matching Items

The question consisted of ten (10) matching items which were drawn from the topic of *financial statement*. The candidates were required to match the items in **Column A** with the responses in **Column B** by writing the letter of the correct response beside the item number. The items provided were as follows:

*Match the items in **Column A** with the responses in **Column B** by writing the letter of the correct response beside the item number.*

Column A	Column B
(i) <i>The profit of the company expressed as a percentage of the owners investment.</i>	A <i>Working capital ratio</i> B <i>Acid test ratio</i>
(ii) <i>The gross and net earnings expressed as a percentage of sales.</i>	C <i>Inventory ratio</i> D <i>Earnings per share ratio</i>
(iii) <i>Current assets compared to current liabilities.</i>	E <i>Payables ratio</i> F <i>Dividend cover ratio</i>
(iv) <i>Very liquid assets compared to immediate liabilities.</i>	G <i>Inventory turnover ratio</i> H <i>Gross profit ratio</i>
(v) <i>The number of days of sales held in stock.</i>	I <i>Equity ratio</i> J <i>Receivables ratio</i>
(vi) <i>The number of days of purchases represented by creditors.</i>	K <i>Gearing ratio</i> L <i>Return on capital</i>
(vii) <i>The number of days of sales represented by debtors.</i>	

(viii) <i>The ratio of fixed interest capital to equity capital.</i>	<i>employed ratio</i>
(ix) <i>Compares the amount of profit earned per ordinary share with the amount of surplus paid.</i>	<i>M Profit margin ratio</i>
(x) <i>The ratio of prior charge capital to ordinary share capital and reserve.</i>	<i>N Debt ratio</i>
	<i>O Capital gearing ratio</i>

The analysis of candidates performance in this question shows that, 70.7 percent scored from 0 to 2 marks, 22.4 percent scored from 3 to 4 marks; 6.9 percent of the candidates scored from 5 to 8 marks out of 10 marks allotted. There was no candidate who scored all the 10 marks allotted in this question. These data are summarized in figure 2.

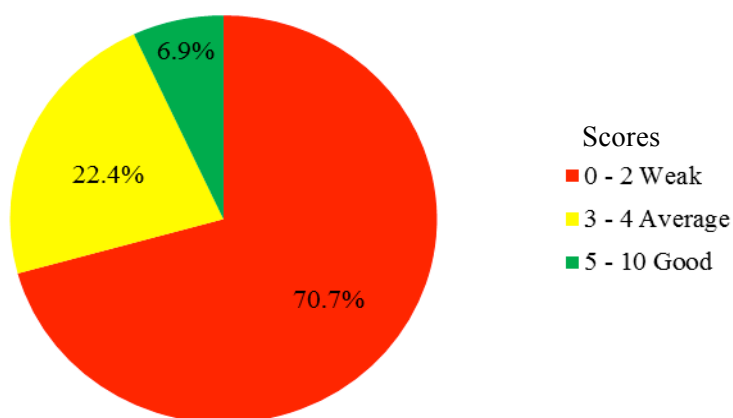


Figure 2: Pie chart showing the percentage of candidates with good, average and poor performance in question 2.

The general performance in this question was poor. The majority of the candidates were not able to identify the correct responses from the given options. They failed to identify the demand of the questions possibly due to inadequate knowledge on the concepts of *financial statement*. Generally, the candidates were unable to interpret the questions.

The most poorly scored item in this question was item (iii) in which the candidates were required to identify the ratio of *Current assets over Current liabilities*. The correct answer was A (*Working capital*

ratio). However, most of the candidates opted for B (*Acid test ratio*). Such candidates failed to distinguish between (*Working capital ratio*) and (*Acid test ratio*) because of the close relationship or the applications of the two ratios. The difference is that, *Working capital ratio* is the ratio used to compare the amount of times that current assets can meet current obligation while *Acid test ratio* is a ratio which compares the capacity of the current assets to meet current obligation (current liabilities) excluding inventory.

Item (vi) was correctly matched by most of the candidates. In this item, the candidates were required to identify *The number of days of purchases represented by creditors*. The correct answer was E (*Payables Ratio*). The candidates who identified the correct response in this item had sufficient knowledge on the concept of *financial statement*. They managed to apply the knowledge in order to identify the meaning of the given items, that is, *Payables Ratio* is a ratio which debtors are divided by sales (excluding cash sales) to obtain the average credit period allowed to debtors.

2.3 Question 3: Principles of Double Entry System and Correction of Errors

The question had two parts; (a) and (b). In part (a), the candidates were required to identify the accounts in which entries should be made in order to record each of the given transactions. In part (b), the candidates were required to identify errors that may be revealed by a Trial Balance.

The question intended to measure the candidates' analysis ability as well as knowledge on the transactions provided and the application of such knowledge in their daily life.

In this question 48.5 percent scored 0 mark, 77.7 percent scored from 0 to 2.5 marks, 18 percent scored from 3 to 4.5 marks out of the 10 marks, 4.3 percent scored from 5 to 10 marks allotted. The question was poorly performed because only 22.3 percent of the candidates managed to score from 3 to 10 marks, see Figure 3.

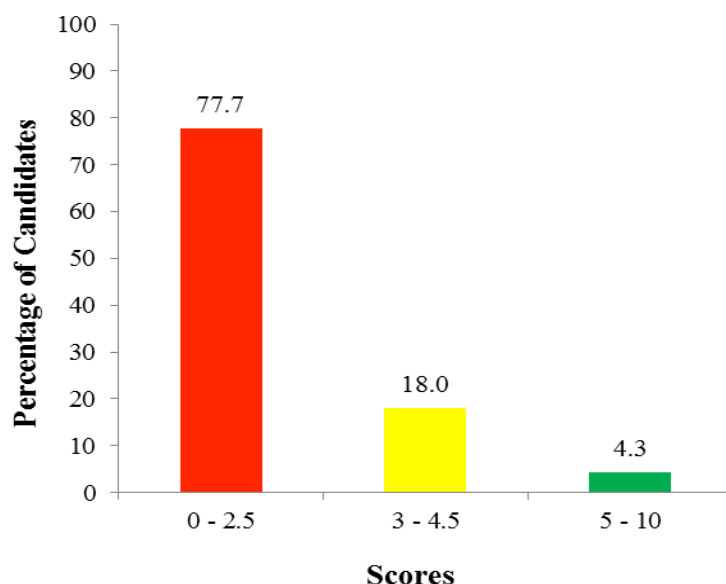


Figure 3 shows the performance of candidates in question 3.

The candidates who poorly performed in part (a), (who scored from 0 to 2.5 marks) showed weaknesses' in various aspects. These candidates lacked the required knowledge on the subject matter hence failed to adhere to the dual concept. Furthermore, the candidates failed to indicate which account should be debited and which one should be credited according to the transactions made. Other candidates showed only the two sides of the accounts either debit or credit. This indicates that the candidates might be had inadequate knowledge on *Principles of Double Entry System*. A sample of such responses is shown in Extract 3.1.

Extract 3.1

3.	(i) Dr
	(ii) Dr
	(iii) Cr
	(iv) Dr
	(v) Cr

In Extract 3.1, the candidate showed either debit entry or credit entry without indicating which account should be debited or credited.

It was further observed that, few candidates who performed averagely in this question recorded some of the entries but failed to meet the demand of the question in other parts. These candidates either failed to show the action to be taken in recording the accounts in the double entry system or to show an account to be debited or credited.

On the other hand, few candidates who performed well were able to identify the accounts affected and to indicate the account that should be debited and the one that should be credited according to the transactions made. Furthermore, they were able to obey the dual concept (Principles of Double Entry System). This indicates that the candidates had adequate knowledge on *Principles of Double Entry System*. Extract 3.2 provides a sample of the correct responses.

Extract 3.2

3 a)		
	DR	CR
i)	Purchases account	Omond account.
ii)	Muita account	Sales account.
iii)	Motor vehicle account	Cash account.
iv)	Electricity account	Bank account.
v)	Nkatha account	Return outwards account.

Extract 3.2 shows the candidate who managed to show the accounts to be debited or credited.

In part (b), most of the candidates failed to identify errors that may be revealed by a Trial Balance. Some candidates provided responses that were contrary to the requirements of the question; for instance, these candidates wrote classification of accounts instead of identifying errors that may be revealed by a Trial Balance. Other candidates failed to articulate their ideas in English Language.

It was also noted that, most of the candidates named the errors that may not be revealed by a Trial Balance. A sample of a poor response from one of candidates is shown in Extract 3.3. The correct responses were supposed to be:

Arithmetical errors made when balancing off ledger accounts; Errors made when transferring balances from ledger accounts to the trial balance; Errors created when debit entries are made without making corresponding credit entries; Errors created when credit entries are made without making corresponding debit entries; Errors involving debit and credit entries of unequal amounts.

Extract 3.3

(b)	Error of Principle
	Error of Commission
	Error of Complete reversal entry
	Error of Omission
	Error of principle

Extract 3.3 illustrates the candidate who failed to name the errors that may be revealed by a Trial Balance instead, the candidate listed the errors that may not be revealed by the Trial Balance contrary to the demand of the question.

On the other hand, the few candidates who performed well managed to identify the errors that revealed by the Trial Balance. The candidates had sufficient knowledge on the concept of Correction of Errors. A sample of such responses is shown in Extract 3.4.

Extract 3.4

	b) - Omission to post an entry from Subsidiary book to Ledger book account.
	- Omission to record an entry in the trial balance.
	- Sub-errors, that is overcast or undercaster in an entry in the Subsidiary book or Ledger account.
	- Wrong side posting of an entry in either a subsidiary book or ledger account.
	- Errors in ^{post} balancing of business entries in a subsidiary book or ledger account due to mathematical/arithmetical error (miscalculation).

Extract 3.4 shows the candidate who managed to outline the errors that may be revealed by the Trial Balance as required.

2.4 Question 4: Adjustments and Profit and Loss Account

The question had two parts, (a) and (b). In part (a), the candidates were required to compute the amount of rent expenses to be transferred to Profit and Loss Account and the amount of wages to be paid during the year using the given information. In part (b), the candidates were required to outline the importance of Profit and Loss Account.

A total of 6,171 (31.6%) candidates scored 0 mark out of 10 marks, 79.1 percent scored from 0 to 2.5 marks, 13.2 percent scored from 3 to 4.5 marks and the remained 7.7 percent scored from 5 to 10 marks. In this question 13 candidates scored all the ten (10) marks allotted. See Figure 4.

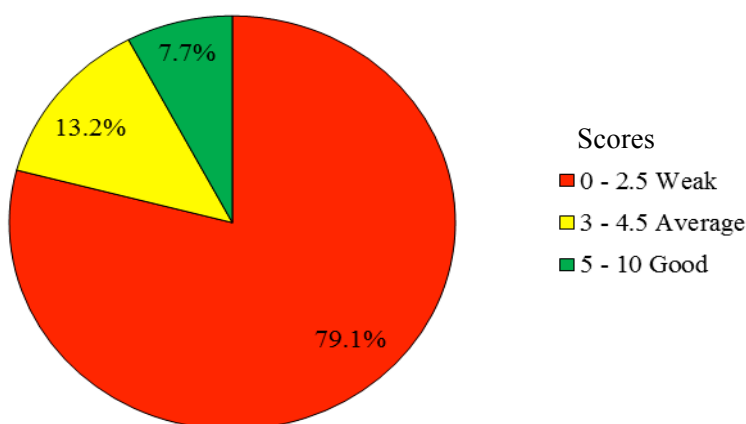


Figure 4: Pie chart showing the percentage of candidates with good, average and poor performance.

Generally, the performance of the candidates in this question was poor. In part (a), the performance was very poor because the candidates failed to ascertain the correct amount of rent expenses to be transferred to Profit and Loss Account by using Statement. They also failed to compute the amount of wages expenses to be paid during the year. Most of the candidates presented their answers in account form instead of a statement as per the demand of the question. Moreover, they were unable to relate their answers with the

Statement which they were required to prepare. Extract 4.1 shows a sample of a poor response to this part of the question.

Extract 4.1

4. a	DR	T-ACCOUNT	THE AMOUNT OF RENT EXPENSES	CR
	Rent prepaid	400,000	payment	320,000
		20,000		
	prepaid rent	60,000		
	P&L	-		
		320,000		320,000
iii/				
	DR	T-ACCOUNT	THE AMOUNT OF WAGES PAID DURING THE YEAR	CR
	Wages	240,000		
	Wages	690,000		
	profit and loss	10,000	940,000	
	prepaid	320,000	- 320,000	
			620,000	620,000

Extract 4.1 shows the candidate who prepared the Rent and Wages Expenses Accounts instead of preparing a Statement.

On the other hand, few candidates who performed well in this question were able to adhere to the demand of the question and had adequate knowledge on the topic of *Adjustments*. The candidates managed to arrange all transactions as required and succeeded to compute the amount of rent expenses to be transferred to profit and loss account by using a statement. The candidates managed to compute amount of wages expenses to be paid during the year. Extract 4.2 provides a sample of the candidate's correct responses.

Extract 4.2

4a)i)	STATEMENT FOR AMOUNT TRANSFERRED TO PROFIT AND LOSS		
	Prepaid rent at beginning		40,000
	Add: Rent paid during the year	320,000	320,000
			360,000
	less: accrued rent at beginning	20,000	
			-
	less: Prepaid rent at end	60,000	80,000
	Amount transferred to profit and loss account.		280,000
4a)ii)	STATEMENT FOR WAGES PAID DURING THE YEAR		
	Accrued wages at the beginning of the year		240,000
	Add: Amount transferred to profit and loss	690,000	
	Prepaid wages at the end of the year	10,000	700,000
			940,000
	less: Accrued wages during the year	320,000	320,000
	Wages paid during the year		620,000

Extract 4.2 shows the candidate who managed to ascertain amount of rent expenses to be transferred to Profit and Loss Account and amount of wages expenses to be paid during the year by using Statement.

The analysis in part (b) of this question shows that, this part was poorly done compared to other parts. Most of the candidates were not able to outline the importance of profit and loss account; other candidates listed irrelevant points. This indicates that, the candidates did not understand the demand of the question. For instance, one of

the candidates listed the importance of profit and loss account as *it help to promote ledger, it help to correct gross profit, it help to correct errors and it help to find the gross profit*. Moreover, other candidates failed to clearly express their ideas in English Language and their responses were characterized by a lot of grammatical errors. Extract 4.3 illustrates a sample of incorrect responses.

Extracts 4.3

4.	b)	i/ It help to calculate the share between two point
		ii/ It help to maintain the business
		iii/ It help to shown the provision for depreciation
		iv/ It help to maintain the money
		v/ It help to maintain the mass education

Extract 4.3 shows the candidate who provided irrelevant responses in in this question.

On the other hand, the few candidates who performed well in part (b), were able to outline the importance of Profit and Loss Account. Moreover, these candidates had a good command of English Language which enabled them to correctly and clearly express their ideas. Extract 4.4 provides a sample of the correct responses.

Extracts 4.4

4b	i)	To determine if there is profit or loss at the end of the accounting period
	ii)	To enable the estimation of expenses.
	iii)	Enables a businessman to calculate his financial position.
	iv)	To enable a businessman to manage the cashflow in the business.
	v)	It helps in drawing the balance sheet.

Extract 4.4 shows the candidate who managed to correctly outline the importance of Profit and Loss Account.

2.5 Question 5: Joint Venture Account and Bank Reconciliation Statement

The question had two parts; (a) and (b). In part (a), the candidates were required to show the relevant accounts in the books of Majura and Majuni who were joint venturers. In part (b), the candidates were required to bring the up to date cash book (bank column) starting with the debit balance given and then prepare a Bank Reconciliation Statement.

The analysis of the candidates performance indicates that, 41.3 percent scored from 0 to 5.5 marks out of 20 allotted marks, 20.3 percent scored from 6 to 8.5 marks, 29.9 percent scored from 9 to 14.5 marks and 8.5 percent scored from 15 to 20 marks including 66 (0.3%) candidates who scored all the 20 marks allotted in this question. The performance in this question was good. Figure 5 shows the summary of the candidates' performance.

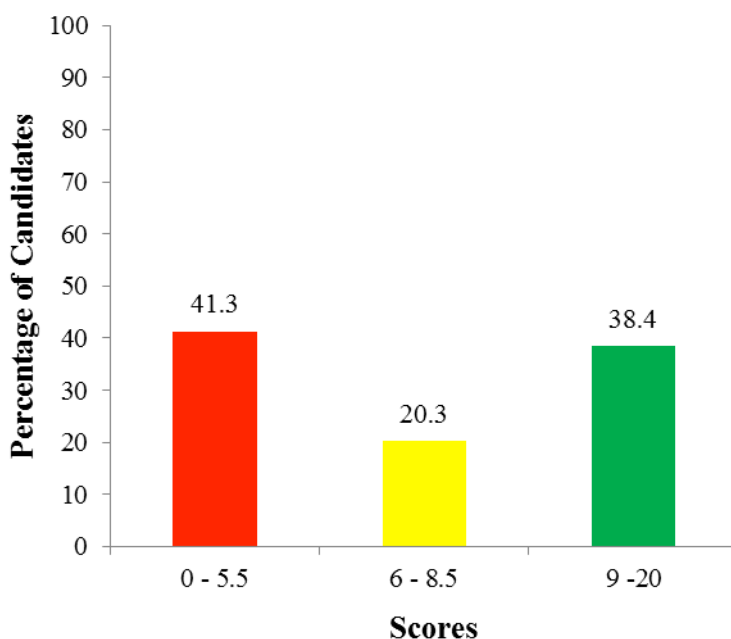


Figure 5 shows the performance of candidates in question 5.

The candidates who performed well in this question, (who scored from 9 to 20 marks) showed strengths in various aspects. They had skills to perform calculations and the required knowledge on the

subject matter. The candidates were able to calculate the amount to be refunded to one venturer who spent more money in the venture. They also managed to calculate the profit made by the business in order to share between the venturers. Moreover, the candidates prepared Joint Venture Memorandum Account where by all expenses and incomes were compared in order to show the profit of the business. This shows that those candidates had sufficient knowledge on the concept of *Joint Venture Account*. A sample of such responses is shown in Extract 5.1.

Extract 5.1

a). In the books of Majura.							
Dr JOINT VENTURE WITH MAJUNI ACCOUNT Cr							
Date	Particulars	Rs	Amount	Date	Particulars	Rs	Amount
1/July/2011	Purchases		110,000	31/July/2011	Sales		310,000
31/July/2011	Repairs		84,000				
31/July/2011	Shared profit		6,800				
31/July/2011	Balance	%d	109,200				
			310,000				310,000
31/July/2011	Transfer to Majuni		109,200	1/1/2012	Balance	%d	109,200
In the books of Majuni							
Dr JOINT VENTURE WITH MAJURA ACCOUNT Cr							
Date	Particulars	Rs	Amount	Date	Particulars	Rs	Amount
1/1/2011	Office rent		30,000	31/7/2011	Balance	%d	109,200
4/7/2011	Advertising		9,000				
6/7/2011	Packaging material		3,400				
7/7/2011	Purchases		60,000				
31/7/2011	Profit on joint venture		6,800				
			109,200				109,200
1/8/2011	Balance	%d	109,200	1/8/2011	Transfer from Majura		109,200

Dr MEMORANDUM				Joint VENTURE Account Cr			
Date	Particulars	File	Amount	Date	Particulars	File	Amount
1/7/2011	Purchases		110,000	31/7/2011	Sales		310,000
3/7/2011	Repairs		84,000				
4/7/2011	Office rent		30,000				
4/7/2011	Advertising		9,000				
6/7/2011	Packaging materials		3,400				
7/7/2011	Purchases		60,000				
31/7/2011	Profit to Majura		6,800				
31/7/2011	Profit to Majuri		6,800				
			<u>310,000</u>				<u>310,000</u>

In Extract 5.1, the candidate managed to prepare Joint Venture Accounts and Joint Venture Memorandum Account. The candidate was able to correctly enter all expenses and income in all books.

However, some of the candidates had average performance in this question (scored from 6 to 8.5 marks). These candidates managed to correctly enter some of the transactions but failed to meet the demand of the question in other parts. Some of them failed to record entries in the books of Joint Venter and Joint Venture Memorandum Account while others omitted some of the entries.

On the other hand, the candidates who performed poorly in this question scored (from 0 to 5.5 marks). This category of candidates showed weaknesses in various aspects including failure to understand the demand of the question; inability to calculate the amount to be refunded to the venturer who spent more money in the venture and to calculate the profit made by the business in order to share between the ventures. Moreover, they failed to post entries in the Joint Venture Account and Joint Venture Memorandum Account where all expenses and incomes were to be compared in order to ascertain the profit of the business. This shows that, these candidates may be they had

insufficient knowledge on the concept of *Joint Venture Account*. Extract 5.2 illustrates a sample of incorrect responses.

Extract 5.2

S ^{Dr} Majura Share Joint venture with Majuni					
Date	Particulars	Amount	Date	Particulars	Amount
	Sell TV	310,000		TV	110,000
				Repairs	84,000
				Share loss	6,800
					109,200
		310,000			310,000
Majuni Share Joint venture with Majura					
Date	Particulars	Amount	Date	Particulars	Amount
		109,200	4	Office rent	30,000
				Advertising exp	9,000
				Packaging	3,400
				TV	60,000
				Share loss	6,800
		109,200			109,200
Majuni and Majura, Share Joint Venture					
	Sell TV	310,000		TV	110,000
				Repairs	84,000
				Office rent	30,000
				Advertising	9,000
				Packaging	3,400
				TV	60,000
				Majuni $13,600 \div 2 =$	6,800
				Majura $13,600 \div 2 =$	6,800
				Share loss	13,600
		310,000			310,000

Extract 5.2 shows the candidate who incorrectly recorded transactions in the Joint Venture Accounts as well as in the Joint Venture Memorandum Account.

The performance of the candidates in part (b) was poor. Most of the candidates failed to enter transactions in cash book and in the bank statement. They provided unrelated entries as they were not able to identify the requirements of the question. Some candidates prepared a document which resembles the journal called Bank Reconciliation Statement, some of them prepared statement of the cash book called

Adjusted Cash Book and others prepared Bank Reconciliation Statement, which they entered incorrect figures. Extract 5.3 illustrates a sample of the candidates' irrelevant responses to this part of the question.

Extract 5.3

5.b	Dr CASHBOOK / UP TO DATE ACCOUNT.	Cr
	Balance as per cash book	15000
	Add: Unpresented Cheque	24000
	Credit transfer	26000
	Tamare - -	2500
	Fadiga	2900
		55400
		70900
	less: Uncredited Cheques - 14000	
	Cash - 6900	
	Standing Order 2000	
	Bank Charges 300	23200
	Balance as per cash book	47200
	Dr BANK RECONCILIATION STATEMENT.	Cr
	Balance as per cash book	47200
	Add Uncredited Cheque	14000
	Cash	6900
	Standing Order	2000
	Bank Charges	300
		23200
		70900
	less Unpresented Cheque	24000
	Credit transfer	26000
	Tamare	2500
	Fadiga	2900
		55400
	Balance as per Bank Statement	15000

Extract 5.3 shows the candidate who failed to correctly record transactions in the Cash Book and in the Bank Reconciliation Statement.

However, the candidates who averagely scored in part (b) some were able to prepare Adjusted Cash Book but failed to enter all required

transactions; others made partial entries in Cash Book and in the Bank Reconciliation Statement and some of them omitted some of the transactions in both books.

On the other hand, the candidates who performed well in this question were able to open the Adjusted Cash Book and Bank Reconciliation Statement. They also managed to correctly enter all transactions and obeyed the Principles of Double Entry System. Moreover, they were able to get the correct closing balance in the Adjusted Cash Book and properly prepared Bank Reconciliation Statement. One of such responses is shown in Extract 5.4.

Extract 5.4

5. (b) (i) DR CASH BOOK ACCOUNT CR				
	Balance b/d	15,000	Bank charges	300
	Dividend	2,400	Direct debit	700
	Credit transfer	2,600	Standing order	2,000
	Targemera deposit	14,000	Balance b/d	31,000
		34,000		34,000
	Balance b/d	31,000		
(ii) BANK RECONCILIATION STATEMENT AS AT 31 st DECEMBER 2008				
	Balance as per cash book			31,000
	Add: Unpresented cheque			
	Tamela	2500		
	Fadiga	2900		5400
				36400
	Less: Uncredited cheque			6900
	Balance as per bank statement			29500

Extract 5.4 shows the candidate who managed to correctly enter all transactions in the Cash Book and Bank Reconciliation Statement and adhered to the Principles of Double Entry System.

2.6 Question 6: Non-Profit Making Organizations

The candidates were required to prepare Income and Expenditure Account, Subscriptions Account, Bar Trading Account, Transport Costs Account, Purchases Control Account as well as Bar Expenses Account.

The performance of the candidates in this question was as follows: 78.8 percent scored from 0 to 5.5 marks, 10.3 percent scored from 6 to 8.5 marks, 9.7 percent scored from 9 to 14.5 marks and remained 1.2 percent scored from 15 to 20 marks out of 20 marks allotted. Only 2 candidates scored full marks in this question. The performance of the candidates in this question was poor. The performance has summarized in Figure 6.

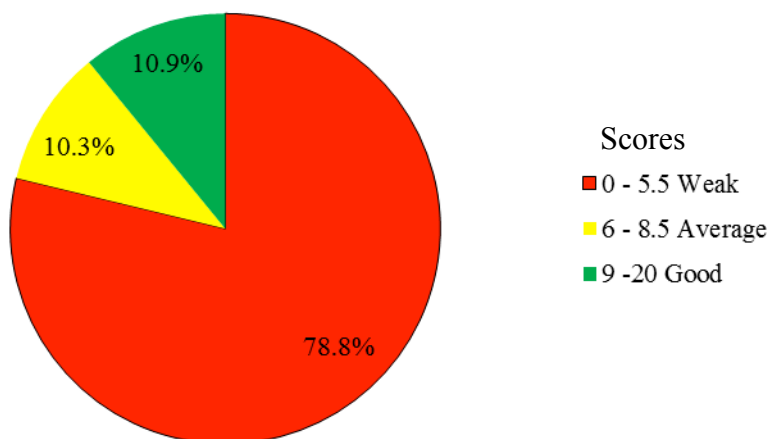


Figure 6: Pie chart showing the percentage of candidates with good, average and poor performance in question 6.

The candidates who scored lower marks in this question may be they lacked required knowledge on the topic of *Non-Profit Making Organizations*. Some of them failed to enter transactions in the income and expenditure account, adhere to the principles of double entry system and they also failed to prepare adjusting entries. Furthermore, they were not able to calculate the figure for closing balance in the Subscription Account, Bar Trading Account, Transport Costs Account, Purchases Control Account as well as Bar Expenses Account.

Others prepared Petty Cash Book instead of Income and Expenditure Account. Furthermore, the candidates were unable to enter transactions to the appropriate sides of those accounts and some of the transactions were misplaced. Extracts 6.1 and 6.2 illustrate samples of incorrect responses.

Extracts 6.1

INCOME AND EXPENDITURE ACCOUNT			
INCOME		EXPENDITURE	
Bank balance	52 400	Payment Supplier wage	3 862,000
Subscription received		Ground man & maintenance	1 993,400
2008 (arrears)	140,000	Barman	862,000
2009	1 435,000	Bar expenses	23,000
2010 (in advance)	120,000	Repair to stand	74 000
Bar sales	6 128,000	Ground upkeep	1 82,000
Donation received	20,000	Secretary expenses	98 000
Inventory		Transport cost	242,000
		Bank balance	6 21,000
	7 955,400		7 955,400
Add additional information			
Owing for bar supplier		Transport cost	26600
2008	329,400	Bar owing	
2009	434,000	2008	22500
Inventory in the bar at cost		2009	33600
2008	449,600	Subscription owing	
2009	555,800	2008	489 4,000
Depreciation equipment	50000	2009	609,000
Depreciation of land	409 000	Depreciation of	
	2208,880	football	209,000
	7 955,400		5 586 600
	10,164,200		7 955 400
			13542 000
SUBSCRIPTION ACCOUNT			
Subscription received			
2008 (arrears)	140,000		
2009	1 435,000		
2010 (in advance)	120,000		
Subscription owing			

Extract 6.1 illustrates the candidate who recorded irrelevant transactions in the Income and Expenditure Account as well as in all other accounts.

Extract 6.2

6/12 PETTY CASH BOOK ACCOUNT										CR
Detail	Wage	Payment	Income	expenditure	Subscription	Bar trading	Transport cost	Purchase	Bar expenses	
Income	1	600,000	600,000	-	-	-	-	-	-	-
expenditure	2	555,800	-	555,800	-	-	-	-	-	-
bar trading	3	40000	-	-	-	40000	-	-	-	-
Transport	4	26,8500	-	-	-	-	26,8500	-	-	-
Purchase	5	386200	-	-	-	-	-	386200	-	-
bar expenses	6	23,400	-	-	-	-	-	-	23,400	-
Subscription	7	1610,000	-	-	1610,000	-	-	-	-	-
		1389,000	600,000	555,800	1610,000	40,000	26,8500	386,200	23,400	
			GL1	GL2	GL3	GL4	GL5	GL6	GL7	

Extract 6.2 shows the candidate who opened petty cash book instead of income and expenditure account.

On the other hand, the candidates who averagely scored had insufficient knowledge on the concept of *Non-Profit Making Organizations*. Some of them were able to correctly record some of the transactions in the Income and Expenditure Account but failed to prepare other accounts namely (Subscription, Bar Trading, Transport Cost and Bar Expenses).

The analysis further shows that, the candidates who scored high marks in this question, were able to meet the demand of the question and had adequate knowledge on the topic of *Non-Profit Making Organizations*. The candidates managed to correctly enter the transactions in the Income and Expenditure Account and obey the Principles of Double Entry System. Also the candidates were able to

Extract 6.3

29

Dr BAR EXPENSES Account				Cr			
Date	Particulars	fol	Amount	Date	Particulars	fol	Amount
31/12/2009	Bank		23,400	1/1/2009	Balance	b/d	22,500
-	-		-	31/12/2009	Profit/loss		34,500
31/12/2009	Balance	7/d	33,600				
			57,000				57,000
				1/1/2010	Balance	b/d	33,600

Dr PURCHASES CONTROL Account				Cr			
Date	Particulars	fol	Amount	Date	Particulars	fol	Amount
31/12/2009	Bank		3,862,000	1/1/2009	Balance	7/d	329,400
31/12/2009	Balance	7/d	434,000	31/12/2009	Purchases		3,966,600
			4,296,000				4,296,000
				1/1/2010	Balance	b/d	434,000

Msongola Charitable Club							
BAR TRADING Account for THE YEAR ENDED 31 ST December 2009							
Details		Amount		Details		Amount	
Opening stock		414,600		Sales		6,128,000	
Add: Purchases 3,966,600							
Net purchases		3,966,600					
Goods available for sell		4,416,200					
less: Closing stock		555,800					
Cost of goods sold		3,860,400					
Gross profit 7/d		2,267,600					
		6,128,000				6,128,000	
				Gross profit b/d		2,267,600	

2.7 Question 7: Incomplete Records, Depreciation and Correction of Errors

The question had three parts, (a), (b) and (c). In part (a), the candidates were required to prepare a Sales Ledger Control Account. In part (b), the candidates were required to draw up accumulated provision for Depreciation Account while in part (c) they were demanded to redraft the Trial Balance after all corrections have been made.

The analysis of the candidates performance in this question shows that, 57.6 percent scored from 0 to 5.5 marks, 20.3 percent scored from 6 to 8.5 marks, 18.8 percent scored from 9 to 14.5 marks, 3.3 percent scored from 15 to 20 marks out of 20 marks allotted. These data indicate that the candidates' performance in this question was average. These data are summarized in figure 7.

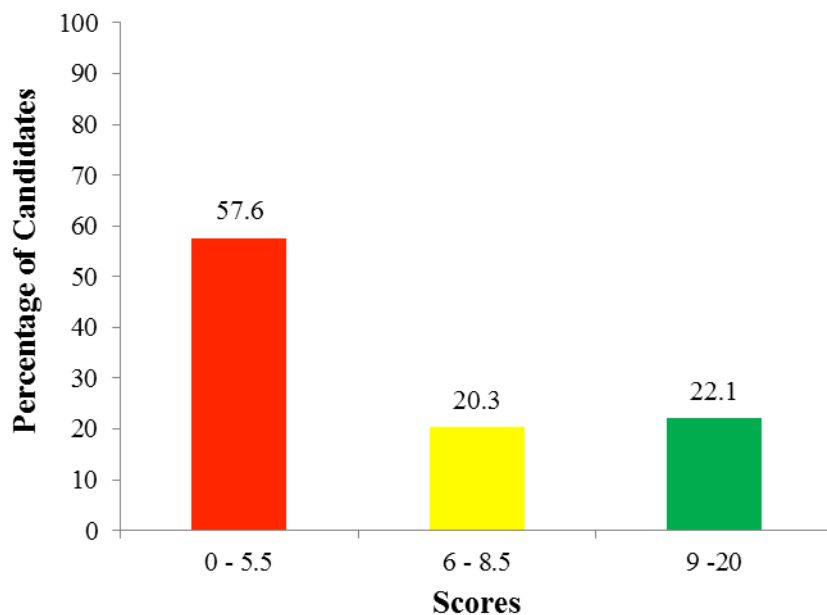


Figure 7: Shows the percentage of the candidates and their scores in question 7.

The candidates who performed poorly in part (a) may be they lacked the required knowledge on the concept of *Incomplete Records*; and they were unable to meet the demand of the question. Hence, they

failed to appropriately record all transactions and adhere to the principles of double entry system. Furthermore, the candidates could not succeed to get the correct figures for closing balances. So one of them used Sales Ledger Control Account to calculate gross profit and net profit. One of such responses is shown in Extract 7.1.

Extract 7.1

7(a) DR	SALES LEDGER CONTROL A/c.		CR		
	Details	Amount	Details	Amount	
	opening stock	383800	Sales	709000	
	Add purchases	7000	Less: Return in ward	66400	
	Gross (cost of goods available for sale)	390800		642600	
	Less: Closing stock	346900			
	G. profit.	42900			
		642600		642600	
	<u>Expenses</u>		G. profit	42900	42900
	Bad debt	30600	Add: Cheque received	623900	
	Discount allowed	29800	Bill received	300000	
	over paid	3700	Cash received	10400	
	Dishonoured cheques	2900		977200	
	Dishonoured bill	1500			
	Net profit	908700			
		977200		977200	

Extract 7.1 shows the candidate who used Sales Ledger Control Account to calculate gross profit and net profit.

On the other hand, the candidates who had an average performance in part (a) had insufficient knowledge on the concept of *Incomplete Records*. They were able to meet some of the requirements of the question and they managed to correctly record few items in the sales ledger control account. Furthermore, the candidates were not able to appropriately record all transactions and some of the transactions

were omitted. They also did not succeed to get the correct figures for closing balances in the *Sales Ledger Control Account*.

Despite poor performance of many candidates, there were few who performed well in part (a). These candidates demonstrated sufficient knowledge on the concept of *Incomplete Record*. They were able to adhere to the demands of the question and they managed to correctly prepare sales ledger control account. They were also able to appropriately record all transactions and followed the principles of double entry system. Furthermore, the candidates succeeded to get correct figures for closing balances in the sales ledger control account. One of such responses is shown in Extract 7.2.

Extract 7.2

7a)							
Dr SALES LEDGER CONTROL ACCOUNT.				Cr.			
Date	Particulars	Rs	Amount	Date	Particulars	Rs	Amount
1/8/2012	Balance	b/d	381,600	1/8/2012	Balance	b/d	2,200
31/8/2012	Cash refund		3,700	31/8/2012	Cash		10,400
31/8/2012	Dishonoured cheque		2,900	31/8/2012	Bank		623,900
31/8/2012	Dishonoured bill		1,500	31/8/2012	Bills receivable		300,000
31/8/2012	Sales		1,024,500	31/8/2012	Bad debt		30,600
				31/8/2012	Discount		
					allowed		29,800
				31/8/2012	Returns		66,400
				31/8/2012	Interest on		
					overdue		5,000
				31/8/2012	Set off		7,000
31/8/2012	Balance	%d	4,000	31/8/2012	Balance	%d	342,900
			1,418,200				1,418,200
1/9/2012	Balance	b/d	342,900	1/9/2012	Balance	%d	4,000

Extract 7.2 shows the candidate who managed to properly record all transactions in the *Sales Ledger Control Account*.

Analysis of the candidates' responses further indicated that the candidates who performed poorly in part (b) opened provision for depreciation account but they recorded unrelated entries in that account because the amount of depreciation they calculated per year

was incorrect. Most of these candidates failed to use the right formulae in calculating the value of depreciation per annum. This indicates that they were not familiar with the concept of *Depreciation*. One of such responses is shown in Extract 7.3.

Extract 7.3

7	b	working of 3 years		
	2005	$100000 \times \frac{10}{100} = 10000$		
	2006	$120000 \times \frac{10}{100} = 12000$		
	2007	$72000 \times \frac{10}{100} = 7200$		
Dr PROVISION FOR DEPRECIATION Cr				
	DETAILS	Amount	DETAIL	Amount
	1 Jan 2005 profit and loss	10000		29200
	1 October 2006 profit and loss	12000		
	30 June 2007 profit and loss	7200		
		29200		29200

Extract 7.3 shows the candidate who prepared provision for depreciation account but failed to calculate the value of depreciation per annum and used incorrect amount of depreciation to record in this account.

It was further observed that most of the candidates who averagely performed in this question, managed to open provision for depreciation account but failed to enter all entries properly in that account. Furthermore, they were not able to calculate the amount of depreciation required in each year. This indicates that the candidates had partial knowledge on the concept of *Depreciation*.

On the other hand, few candidates who performed well in this question managed to prepare provision for depreciation account and they were able to record all required entries in that accounts. They also managed to calculate the amount for depreciation required in each year which was to be transferred to Income Statement and the value of disposal. One of such good responses is shown in Extract 7.4.

Extract 7.4

7 (b) DR PROVISION FOR DEPRECIATION ACCOUNT CR							
2005				2005			
31.12	Balance	Yd	10,000	31.12	Profit and loss	10,000	
2006				2006			
31.12	Balance	Yd	32,000	1.1	Balance	b/d	10,000
				31.12	Profit and loss	22,000	
			32,000				32,000
2007				2007			
30.6	Disposal		20,000	1.1	Balance	b/d	32,000
31.12	Balance	Yd	24,000	31.12	Profit and loss	12,000	
			44,000				44,000
				2008			
				1.1	Balance	b/d	24,000
DEPRECIATION TABLE							
Date	Type	Cost	2005	2006	2007	Disposal	
1.1.2005	Machinery (1)	100,000	10,000	10,000		20,000	
1.10.2006	Machinery (2)	120,000	—	12,000	12,000		
			10,000	22,000	12,000	20,000	

Extract 7.4 illustrates the work of a candidate who managed to prepare provision for Depreciation Account and correctly recorded all transactions.

It was also noted that the majority of the candidates who performed poorly in part (c) failed to identify the errors and correctly recorded those entries in the corrected trial balance. Some candidates prepared trial balance but they recorded wrong transactions and most of the candidates opened rectifying Journal Entries and Suspense Account which was not the demand of the question. Extract 7.5 is a sample of candidates' incorrect answers.

Extract 7.5

C				
SUSPENSE ACCOUNT				
	DETAILS	Amount	DETAILS	Amount
	Discount allowed	1000	Sales	3500
	Furniture	8500	Cheque	4900
	Purchases	1660	Balance b/d	8400
		11160		11160
	Balance b/d	2760		
JOURNAL PROPER ACCOUNT				
No	DETAILS	Dr	Cr	
1	Suspense account	3500		
	Sales day account		3500	
	Being - - - - -			
2	Suspense account	1000		
	Discount account		1000	
	Being - - - - -			
3	Suspense account	8500		
	Fixture account		8500	
	Being - - - - -			
4	Purchases account		1660	
	Suspense account	1660		
	Being - - - - -			
5	Suspense account	4900		
	Cheque account		4900	
	Being - - - - -			

Extract 7.5 shows the candidate who opened Journal Entries and Suspense Account instead of a corrected Trial Balance.

However, some candidates who performed well in part (c). They were able to meet the demand of the question and they had adequate knowledge on the topic of *Correction of Errors*. The candidates managed to redraft the trial balance after all corrections had been made. Furthermore, they were able to identify errors, correct them, and correctly record transactions in the corrected trial balance. Extract 7.6 illustrates a sample of the correct responses.

Extract 7.6

7C) THE CORRECTED TRIAL BALANCE AS AT 30 th June 2011.			
	NO	DETAILS	
		DEBITS	CREDITS
	i.	Sales A/c.	867,000
	ii	Purchases A/c	624,000
	iii	Discount allowed and received	4,050
	iv	Salaries and wages A/c	4,100
	v.	General expenses	31,680
	vi	Fixtures A/c	5,950
	vii	Stock 1 st July, 2010	108,500
	viii	Debtors and Creditors	124,900
	ix	Bank A/c	81,200
	x	Drawings A/c	47,210
	xi	Capital A/c	67,900
			170,170
		1,088,480	1,088,480

Extract 7.6 illustrates the candidate who managed to identify errors, correct them, and prepare corrected Trial Balance as required.

3.0 Analysis of the Candidates' Performance per Topic

The analysis of candidates' performance per topic showed that out of 13 topics that were examined in 2015, 2 topics: *Joint Venture Account* and *Bank Reconciliation Statement* had a good performance as well as all the topics which were tested in the multiple choice question: *Elementary Trading, Profit and Loss Account, Books of Prime Entry, Depreciation, Non-Profit Making Organizations, Correction of Errors* and *Incomplete Records*.

The analysis also showed that 6 topics had average performance. These topics were: *Incomplete Records, Depreciation, Correction of Errors, Financial Statement, Adjustments* as well as *Elementary Trading, and Profit and Loss Account*.

Analysis further showed that the topics of *Principles of Double Entry System, Correction of Errors, and Non-Profit Making Organizations* had a weak performance (See the appendix attached at the end of this report).

Despite the average performance of majority of the candidates, few candidates faced some problems in answering questions under the topics of *Principles of Double Entry System, Correction of Errors* and *Non-Profit Making Organizations*. The problems encountered were mainly caused by the candidates' failure to show the nature of accounts in question 3(a). Others showed only the two sides of the accounts either debit or credit. Furthermore, failed to identify errors that might be revealed by a Trial Balance in question 3(b). Instead, they listed errors which might not be revealed by the Trial Balance. In question 6, the candidates failed to make adjustments in the additional information given and they were not able to calculate the closing balances in the Subscription Account, Bar Trading Account, Transport Costs Account, Purchases Control Account, as well as Bar Expenses Account.

4.0 Conclusion and Recommendations

4.1 Conclusion

The analysis given in this report has shown some of skills and knowledge candidates had in Book Keeping subject. The most notable strengths include the candidate's ability to identify the task of the questions, to perform various calculations and to apply concepts related to the subject in answering questions.

Despite the average performance of the candidates, there is a need to put more efforts on the topics of *Principles of Double Entry System* and *Correction of Errors* in which the candidates had difficulties in responding to the given questions. The difficulties included inability to identify the nature of accounts and to identify errors that might be revealed by a Trial Balance. This problem was noted in questions 3(a) and 3(b). Another serious problem noted was that some candidates failed to express their ideas in English Language.

4.2 Recommendations

In order to improve performance of candidates in future examinations, it is recommended that:

- (a) Teachers should guide students on how to identify specific tasks of the questions.
- (b) School authorities should administer as many exercises as possible so as to encourage students to solve as many questions as possible. Through practice, the students will learn different techniques of solving problems and answering examination questions.
- (c) Students should spend enough time to practice using English Language. They should be given a lot of tasks which will help them write, speak, read and listen to various Commercial texts. This will eventually help them to improve their communication skills which are a contributing factor to their poor performance in examinations.
- (d) Teachers should put more emphasis in teaching the principles of double entry system.

Appendix

Analysis of Performance of Candidates in Each Topic in 2015

S/N	Topic	Question Number	Percentage of Candidates Who Scored the Average of 30 Percent or Above	Remarks
1	<i>Joint Venture Account and Bank Reconciliation Statement</i>	5	58.7	Good
2	<i>Elementary Trading, Profit and Loss Account, Books of Prime Entry, Depreciation, Non-Profit Making Organization, Correction of Errors and Incomplete Records</i>	1	55.7	Good
3	<i>Incomplete Records, Depreciation and Correction of Errors</i>	7	42.4	Average
4	<i>Financial Statement</i>	2	39.3	Average
5	<i>Adjustments and Elementary Trading, Profit and Loss Account</i>	4	30.9	Average
6	<i>Principles of Double Entry System and Correction of Errors</i>	3	22.3	Weak
7	<i>Non-Profit Making Organizations</i>	6	21.2	Weak

