THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA

CANDIDATES' ITEM RESPONSE ANALYSIS REPORT ON THE CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (CSEE) 2021

BOOK KEEPING

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062 BOOK KEEPING

TABLE OF CONTENTS

FOREWORD

The National Examinations Council of Tanzania (NECTA) is grateful to issue the Candidates' Item Response Analysis (CIRA) report for the Certificate of Secondary Education Examination (CSEE) in the Book Keeping subject. The report aims to give feedback to students, teachers and other education stakeholders on the general performance, specific areas of weakness of the candidates and recommendations for improvement.

The Certificate of Secondary Education Examination (CSEE) is a summative evaluation of four years of instructional period for ordinary level of secondary education which intends to show the effectiveness of the education system in general, and specifically the mode of education delivery in secondary schools in the Country. The candidates' responses to the examination questions strongly indicate what the education system was able or unable to offer to the candidates in a specified time of instruction.

The report is based on the analysis of responses from the candidates' scripts and performance statistical data. The candidates' responses to each question have been analysed and some of the factors which contributed to the observed candidates' performance have been identified. The factors which led to the candidates' weak performance include the candidates' lack of knowledge and skills in the tested Book Keeping concepts, inability to interpret the requirement of the questions, low proficiency in the English language, provision of incomplete responses to examination questions, limited arithmetical skills, failure to recall and apply appropriate formula in business calculations and failure to apply the principle of Double Entry in recording financial business transactions. These factors have been illustrated by using some extracts selected from the candidates' scripts.

The Council hopes that the feedback provided in this report will be useful to education stakeholders, and that the suggestions and recommendations provided will enable them to take appropriate measures to enhance the teaching and learning process of the Book Keeping subject in secondary schools in the country.

The Council would like to thank its staff, examiners and all education stakeholders who devoted their energy and time for their valuable contribution in the preparation of this report.

Dr. Charles E. Msonde
EXECUTIVE SECRETARY

1.0 INTRODUCTION

This report presents the analysis of the candidates' responses to the questions in the Certificate of Secondary Education Examination (CSEE) 2021 in the Book Keeping subject. The examination paper comprised a total of nine (9) questions divided into three sections, namely section A, B and C. Section A consisted of questions 1 and 2. Question 1 had fifteen multiple choice items of 1 mark each making up a total of 15 marks. Question 2 consisted of five matching items of 1 mark each making a total of 5 marks. The section had a total of 20 marks. Section B consisted of 4 short answer questions of 10 marks each. The section had a total of 40 marks of which the candidates were required to answer all questions in sections A and B. Section C consisted of 3 structured question of 20 marks each. The candidates were required to answer 2 questions from this section; the section had a total of 40 marks.

A total of 12,072 candidates sat for the Book Keeping paper in the year 2021. Among them 8,511 candidates passed, 3,426 failed and 135 had their results withheld by the National Examinations Council. The general performance of the candidates in the Book Keeping subject in the year 2021 was good. The following table shows the details of the candidates' performance in the CSEE 2021. The table shows the results for the 11,937 candidates whose results were published.

Number of Candidates	Passed		Grades (%)				
	Number	Rate (%)	A	B	C	D	F
11,937	8,511	71.30	0.75	3.16	24.85	42.54	28.70

The report provides the analysis of the candidates' performance in each question. The minimum pass mark for each question was 30 per cent. Therefore, the performance of a candidate was considered weak if the candidate scored from 0 to 29 per cent; average if scored from 30 to 64 per cent; and good if scored from 65 to 100 per cent of all the marks allocated to the question. Red, yellow and green colours are used to indicate weak, average and good performances respectively. The report also includes an analysis of the candidates' performance per topic. A topic is considered to have weak, average or good performance if the percentage of the candidates who scored 30 percent of the total marks allocated to a particular topic falls in the range 0 to 29, 30 to 64 or 65 to 100 respectively.

The National Examinations Council of Tanzania expect that, the analysis presented in this report will enable education stakeholders to take appropriate

measures in improving the teaching and learning of Book Keeping subject in secondary schools in the country.

2.0 ANALYSIS OF CANDIDATES' PERFOMANCE PER QUESTION

2.1 Question 1: Multiple Choice

The question consisted of fifteen multiple choice items derived from twelve topics namely: *Accounting for Joint Businesses, Consignments, Principle of Double Entry, Columnar Cash Books, Elementary Financial Statements, Accounting for Single Entry and Incomplete Records, Trial Balance, Government Accounting and Budgeting, Adjustments, correction of Errors, Accounts of Non Profit Making Organizations* and *Accounting for Department Stores*. The candidates were required to choose the correct answer from the given alternatives and write its letter beside the item number in the answer booklet provided.

A total of 12,072 (100%) candidates attempted this question. Among them, 457 (3.8%) candidates scored from 10 to 15 marks, 6,004 (49.7%) candidates scored from 5 to 9 marks and 5,611 (46.5%) candidates scored from 0 to 4 marks. Figure 1 illustrates the candidates' performance in question 1.
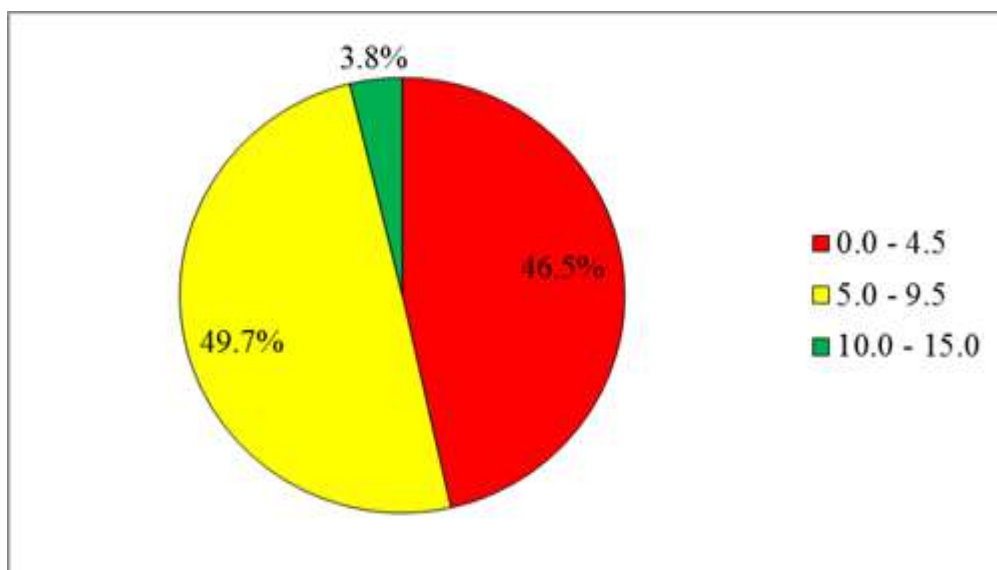

Figure 1: *Candidates' performance in Question 1*

Figure 1 shows that, the general performance of the candidates in this question was average because 53.5 per cent of the candidates scored 30 per

cent or above of the marks allotted to the question. The analysis of the candidates' performance on each of the items (i) to (xv) is discussed in the following paragraphs:

In item (i), the candidates were required to identify the main reason for admitting a new partner in partnership business. The correct response was E; *to expand the business*. The candidates who opted for the correct response had adequate knowledge about the motives for admitting a new partner in partnership businesses. The candidates, who opted for the distractors, which were A; *to gain more profits in the business*, B; *to receive more salary*, C; *to help writing off bad debts* and D; *to reduce the business losses*, lacked knowledge about the need for admitting a new partner in partnership businesses. The analysis of the candidates' responses shows that, a large proportion of the candidates who failed in this item chose A. These candidates failed to realise that, admission of a new partner in a partnership business does not guarantee the business realisation of profit from its business operations. The new partner comes with additional capital to the business which may help to expand the business operations. However, if there are no sound business strategies to minimise or keep operating costs constant, expanding business operations may result in the business breaking even or suffering losses.

Further analysis of the candidates' responses shows that, a considerable number of the candidates selected D. These candidates confused the reduction of the partners' share of losses in case the business sustains a loss in a particular financial year with reduction of business losses. Reduction of partners' share of losses means, if the partnership business sustained a loss of TZS 3,000,000 in a particular financial year and there are two partners, the share of loss suffered by each partner would be TZS 1,500,000 each. If one additional partner was admitted into the business in the beginning of the financial year, the loss suffered by each partner would be reduced from TZS 1,500,000 to TZS 1,000,000 per partner. On the other hand, the business loss for the year of TZS 3,000,000 would not be changed by increasing or reducing the number of partners in the business.

Item (ii), required the candidates to identify an item which would appear under non-current liabilities in the statement of financial position. The correct response was A; *TZS 70,000, 8 - years loan from National Bank of Commerce*. The candidates with sufficient knowledge about the elements of statement of financial position were able to identify the correct response. The analysis of responses revealed a small number of candidates who

selected D; *TZS 80,000, 6 months loan from CRDB*. These candidates were confused with the presence of the word loan in the distractor; they failed to realise that, the loan was for six months only. Any loan which is repayable within twelve months is a current liability as opposed to a non-current liability. Moreover, the candidates who selected B; *TZS 900,000 investments maturing in 10 - years' time* lacked the knowledge that investments are assets as opposed to liabilities.

In item (iii) the candidates were required to identify a response which describes how can a Book Keeper use a trial balance. The correct response was C; *to check the arithmetical accuracy of double entry records in the ledger*. The candidates who had sufficient knowledge about the uses of the trial balance were able to identify and select the correct response. The candidates who selected the distracters A, B, D or E were not competent in the uses of the trial balance. The candidates who opted for A; *to disclose all the assets of the business at the trial balance date* and E; *to list all liabilities of the business at the trial balance date*, failed to recognize that, the two alternatives describe the procedure in the preparation of trial balance and not the purpose. Likewise, those who selected B; *to disclose the financial position of a business at the year-end*, failed to realize that, the alternative describe the function of the statement of financial position. Those who selected D; *to prove that the debit column amount is equal to the credit column amount*, failed to discover that, the alternative describe the action for totaling the trial balance and not the use of the trial balance.

Item (iv) required the candidates to identify the amount of cash that should be reimbursed to petty cashier at the end of the month given an opening cash float of TZS 70,000 and a closing cash float balance of TZS 15,900. The correct response was C *TZS 54,100* and was selected by the candidates who were competent in the preparation of petty cash book under the imprest system. The candidates who chose alternatives other than C, lacked the knowledge and skills in the preparation of petty cash book and the working of the imprest system. The imprest system requires that, the amount equal to that spent in the period should be reimbursed to the petty cashier at the end of the period to restore him/her to the original amount (the opening cash float) with which he/she started the period. The distracters A, B, D and E do not meet this requirement; hence they are not correct responses to this item.

In item (v), the candidates were required to identify a Book Keeping error which would be disclosed by the trial balance. The correct response was C *cheque for TZS 95,000 from C. Jonnes entered in C. Jonnes account as TZS 59,000.* The candidates who selected this response had adequate knowledge about the types of errors which affect the agreement of the trial balance and those which do not affect the agreement of the trial balance. However, the candidates who selected the incorrect alternatives lacked this knowledge. These candidates failed to realize that, all the distracters belonged to a group of accounting errors which do not affect the agreement of the trial balance; hence, they cannot be disclosed by the trial balance.

In item (vi), the candidates were required to identify a response which describe the purpose of the provision for doubtful debts account in the business. The correct response was C, *to record all possible bad debts.* The response was selected by the candidates who were competent about the purpose of creating provisions for doubtful debts in the books of account of a business. However, the candidates who failed in this item lacked knowledge of the purpose for the creation of provisions for doubtful debts. For example, the candidates who selected A *to write off bad debts* lacked the knowledge that only debts proven to be unrecoverable from the business customers can be written off. A provision for doubtful debt refers to estimated amounts of debts which the seller is in doubt whether or not the customer will pay for the goods or services delivered or rendered to him. Moreover, the candidates who selected B, *to recover all bad debts,* lacked the knowledge that, only debts previously written off can be recovered but not a provision for doubtful debt. The candidates who selected D; *to provide debtors discounts* and E; *to record bad debts allowances*, failed to realize that, the two options describe the provision for discounts on debtors and uses of the provision for doubtful debts account but not the purpose of the account.

Item (vii) required the candidates to determine the amount of purchases during the year from the following information which was extracted from Amani business: Opening creditors balance TZS 12,500, closing creditors balance TZS 21,000 and payment to creditors during the year TZS 16,000. The candidates who were competent in computing the values of purchases from incomplete records and single entry accounting, selected the correct answer which was D *TZS 24,500.* On the other hand, the candidates who failed to identify the correct response selected the incorrect alternatives because of lack of competence in the ascertainment of purchases from the

information relating to payments to creditors and outstanding balances at the beginning and end of the accounting period.

In item (viii), the candidates were required to calculate the amount of sales for the business given cost of sales of TZS 150,000 and a profit mark up of 40%. The correct response was E; *TZS 210,000*, and was opted for by the candidates who were competent in using the mark up and margin percentages in computing the values of sales and cost of goods sold from incomplete single entry accounting and incomplete records. The candidates who selected other alternatives were not competent in deducting the sales and cost of sales values using the mark up and margin percentages.

Item (ix) required the candidates to identify a response which describe the procedure for recording the commission due to consignee in the books of the consignee. The correct response was D; *Dr. Consignor's account and Cr Commission receivable account*. The candidates who had adequate knowledge and skills in using the principle of double entry in recording financial transactions selected the correct response. The candidates who opted for the distracters namely A; *Consignee's account and Cr Consignment account,* B; *Consignment account and Cr Profit and loss account,* C; *Profit and loss account and Cr Consignment account* and E; *Goods on consignment account and Cr Consignment account*, were not competent in using the principle of double entry in recording financial transactions.

Item (x) required the candidates to identify the amount that the customer would pay within the discount period if he bought 100 items of TZS 5,000 each and was given a trade discount of 25%. The correct response was D; *TZS 375,000*. The candidates who were able to identify the correct response had sufficient knowledge and skills in the computation of discounts from the list price of goods. The candidates who failed in this item were not competent in the computation of cash and trade discounts.

Item (xi) required the candidates to select a response which describe the capital for a non-profit making organisation. The correct response was C; *accumulated fund.* The candidates who chose this response had adequate knowledge and understanding of the term used to mean the capital of non-profit making organisations. However, the candidates who selected the incorrect options had limited knowledge and understanding of the technical term for the capital of non-profit making organisations. For example, the

candidates who selected A; *Capital employed fund* and D; *Gross working capital fund* failed to recognize that, the two alternatives describe the different forms of capital used especially in financial statements analysis and interpretation. The candidates who selected E; *accumulated shares fund* lacked the knowledge that, the term share capital refers to the capital of the joint stock companies.

Item (xii) required the candidates to select a response which describe how the purchase of a non-current asset by cheque could affect the balance sheet. The correct response was E; *by increasing non-current asset account* and *decreasing bank account*. The candidates who chose this response were competent in applying the rule for debiting and crediting accounts which is based on the principle of double entry. The incorrect alternatives A, B, C and D do not provide the best description of how the balance sheet can be affected by the purchase of a non-current asset by cheque.

Item (xiii) required the candidates to identify the basis on which the costs incurred for machine repairs in accounting for departmental businesses are appropriately apportioned. The correct response was C; *the number of machines in each department.* The candidates who chose this response had adequate knowledge of the different basis used to apportion the period costs to the various departments of the business. A few candidates selected the incorrect alternatives implying lack of competence in accounting for department stores.

Item (xiv) required the candidates to identify the name for records maintained by accounting officers for proper control of expenditure of public funds against the provision of such funds. The correct response was A; *Vote book.* The candidates who chose this response had adequate knowledge of the accounting records maintained by accounting officers to ensure that, public funds are used for the purpose stipulated in the warrant of funds. The candidates who selected the incorrect alternatives lacked this knowledge.

In item (xv), the candidates were required to choose a response which represent accounting errors which do not affect the trial balance agreement. The correct response was B; *errors which cancel out each other in the trial balance.* The candidates who were able to identify this response demonstrated mastery of the types of accounting errors which do not affect the trial balance agreement and the ones which are disclosed by the trial

balance. The candidates who failed to identify the correct response selected other alternatives which represented accounting errors which are disclosed by the trial balance.

2.2   Question 2: Introduction to Book Keeping

This question consisted of five (5) matching items carrying a total of five (5) marks. For each of the items (i) - (v), the candidates were required to match the descriptions of accounting concepts in column A with their corresponding names in column B by writing the letter of the correct response beside the item number in the answer booklet provided. The items were set from the topic of *Introduction to Book Keeping*.

The question was answered by 12,072 (100%) candidates, out of these 4,745 (39.3%) scored from 0 to 1 mark, 4,772 (39,5%) scored from 2 to 3 marks, and 2,555 (21.2%) scored from 4 to 5 marks. The candidates' performance for this question was average since 7,327 (60.70%) candidates scored from 2 to 5 marks. Figure 2 summarizes the performance for question 2.
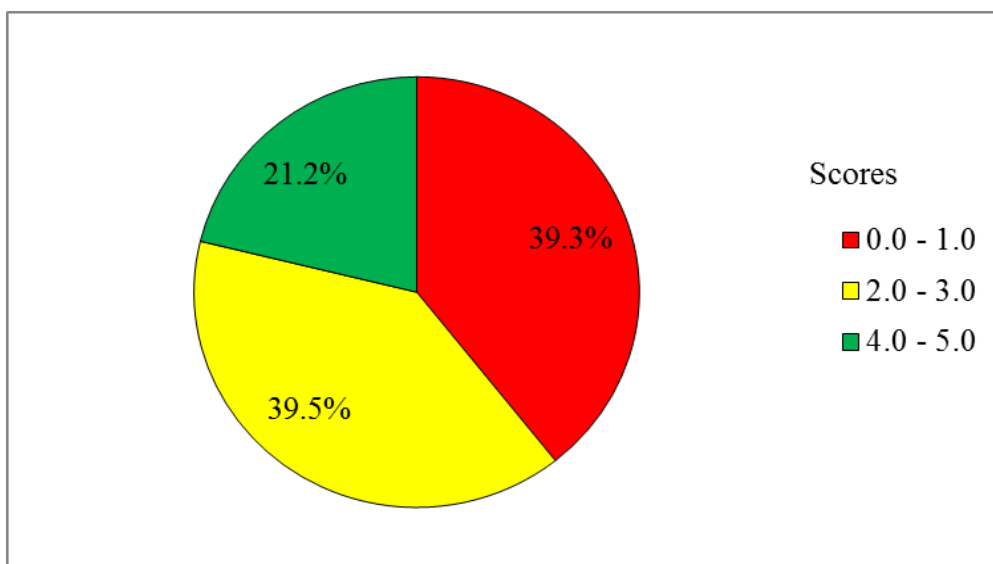

Figure 2: Candidates' performance in question 2

Figure 2 shows that, the general performance of the candidates in this question was average since 7,327 (60.70%) candidates scored from 30 to 100 per cent of the marks allocated to the question. The analysis of the candidates' performance on each of the items (i) to (v) is discussed in the following paragraphs:

Item (i) required the candidates to identify a name which matches correctly with the description of the concept which separates business affairs from business ownership. The correct response was C; *Business entity concept*. The candidates with sufficient understanding of the meaning and implication of the business entity concept were able to identify the correct response. The candidates who matched the description with alternatives other than C in column B, lacked understanding about this concept and failed to distinguish the business entity concept from the other accounting concepts in column B. For example, the candidates who selected D; *Dual aspect concept* failed to distinguish the business entity concept from the dual aspect concept. The dual aspect concept stresses that, a business transaction has two aspects; one representing the fact that the business has acquired an asset. The other aspect represent the fact that the business has an obligation to pay the owner of the asset an amount equal to the value of that asset.

Item (ii) required the candidates to choose a name which matches correctly with the description of the concept which assumes that, business operations will continue for a long period of time without ceasing. The correct response was G; *Going concern concept* and was chosen by the candidates with sufficient understanding about the Going concern concept as used in accounting. The candidates who matched the description with other names in column B lacked this understanding. For example, some candidates who failed in item (ii) selected A; *Accounting period concept.* This response suggests that, the candidates lacked understanding about the going concern concept and could not distinguish it from the other accounting concepts in column B. For example, the candidates who selected C; *Business entity concept,* failed to distinguish the *Going concern concept* from *Business entity concept*. Business entity concept is an accounting principle which stresses about the separation of business affairs from business ownership such that the business is treated as a separate entity from its owners and other entities.

In item (iii) the candidates were required to identify a name which matches correctly with the description of the concept under which non-current assets are recorded in the books of accounts at the price paid to acquire the asset. The correct response was E; *Historical cost concept.* This response was selected by the candidates with adequate understanding about the meaning and implication of the historical cost concept. However, some candidates matched the description with other names in column B; this indicates that

the candidates lacked the understanding about the technical meaning of historical cost concept. These candidates could not distinguish historical cost concept from other accounting concepts in column B, which were Accounting period, Accrual concept, Business entity, Dual aspect, Matching concept and Going concern.

Item (iv) required the candidates to choose a name which matches correctly with the description of the concept under which revenue is recognised when it is earned and expenses are recognised when they are incurred. The correct response was B; *Accrual concept*. The candidates, who selected response B, had adequate knowledge about the accrual concept. In contrast, the candidates who matched the description with names other than the accrual concept in column B, had limited understanding about the accrual concept and could not distinguish it from those other accounting concepts.

Item (v) required the candidates to identify a name which matches correctly with the description of the concept which relates expenses incurred during the accounting period with the revenue recognised during the same period. The correct response was F; *Matching concept* and was selected by the candidates with sufficient understanding of the meaning and implication of the matching concept. On the other hand, the candidates who failed in this item matched the description with incorrect names. This indicates that, the candidates lacked knowledge of the meaning and implication of the matching concept. The candidates who matched the description with names other than matching concept in column B, failed to distinguish the matching concept from the other concepts which were: Accounting period, Accrual concept, Business entity, Dual aspect, Historical cost concept and Going concern.

2.3   Question 3: Bank Reconciliation

The question required the candidates to briefly describe five reasons for the disagreement between the cash book and Bank statement balances.

The question was attempted by 12,072 (100%) candidates, out of these, 4,628 (38.3%) scored from 0 to 2.5 marks, 4,146 (34.4%) scored from 3 to 6 marks, and 3,298 (27.3%) scored from 6.5 to 10 marks. The candidates' performance for this question was average since 7,444 (61.70%) candidates scored from 3 to 10 marks. Figure 3 shows the performance of candidates in this question.
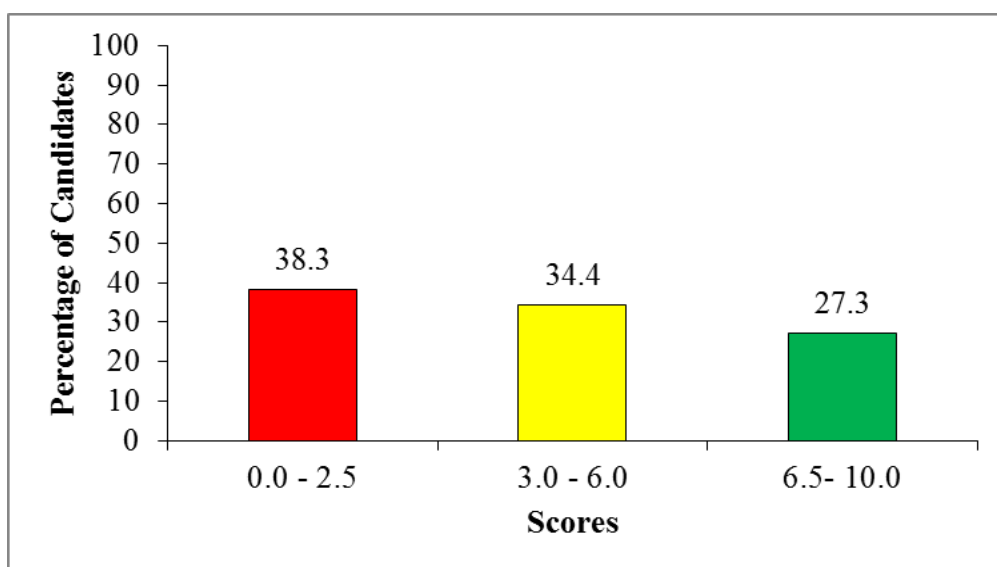
Figure 3: Candidates' performance in question 3

The analysis of the candidates' responses show that 3,298 (27.3%) candidates scored from 6.5 to 10 marks. These candidates described at least four correct reasons for the disagreement between the cash book and bank statement balances. Some candidates provided relevant and clear description of all the required five reasons thereby satisfying the demands of the question and consequently got all the 10 marks allocated to the question. These responses indicate that, the candidates were competent about the causes of disagreement between the cash book and bank statement balances. Extract 1 is a sample of correct responses to this question by a candidate who gave correct description of the five reasons for the difference between the cash book and bank Statement balances.

3 (i) Unpresented cheques

These are the cheques that have been paid by business but not yet been presented to the bank for payment. So this makes bank balance in the cash book to decrease while not changing balance of the bank statement example Payment q cheque q Tzs 2'000/=. to Aisha has not been presented to the bank for payment.

(ii) Uncredited cheques

These are cheques that have been received by business but not yet been credited in the bank, this leads to Increase in bank balance in the cash book and bank balance in bank statement not been affected example Cheque received from Bull was not been credited in the bank for 4000/=

3 (iii) Bank charges

This are charges q bank due to services they offer, This decreases balance in bank statement while not affecting balance q bank in cash book.

(iv) Standing order

This are orders or instructions given by account holder to the bank to pay certain expenses periodically example water bills and electricity bills.

(v) Dividends

This is the share q profit from certain business. When account holder receives dividend direct in bank will lead to disagreement q balances as the dividend would be increasing balance in bank statement only.

Extract 1: A sample of correct response in question 3.

The 4,146 (34.4%) candidates who scored from 3 to 6 marks provided at least two correct reasons for the disagreement between the cash book and bank statement balances. The analysis of the candidates' responses revealed that, a

considerable minority of the candidates provided an outline of the points of the causes of disagreement between the cash book and bank statement balances without description. Moreover, some candidates in this group outlined five correct points of the causes of disagreement between the cash book and bank statement balances but their descriptions were incorrect. These responses suggest that, the candidates had satisfactory knowledge about the causes of disagreement between the cash book and bank statement balances.

On the other hand, 4,628 (38.3%) candidates scored from 0 to 2.5 marks. These candidates performed poorly because they lacked the knowledge about the causes for the disagreement between the cash book and bank statement balances. Some of the candidates in this category were unable to interpret the requirement of the question; hence, they wrote irrelevant information which did not meet the demands of the question. In addition, the analysis of the candidates' responses revealed that, some candidates who listed types of book keeping errors as causes for the disagreement between the cash book and bank statement balances. Furthermore, some of them listed wrong information, wrong amount, small payments, high payments, audit payments, audit revenge, occurrence of money and to manage savings account as causes of the disagreement between the cash book and bank statement balances. Moreover, some of the candidates listed objectives of studying Book Keeping as causes of difference between the cash book and bank statement balances. These misconceptions suggest that, the candidates had inadequate knowledge about the causes of disagreement between the cash book and bank statement balances.

Nevertheless, a few candidates skipped the question. This implies that, the candidates were not competent about the causes for the disagreement between the cash book and bank statement balances. The analysis shows that, some candidates in this category lacked proficiency in the English language which posed challenges in understanding the demands of the questions as well as giving brief explanations. These poor responses to the question indicate that, the candidates were not competent about the causes for the disagreement between the cash book and bank statement balances. Extract 2 is a sample of incorrect response from a candidate who scored zero in this question.

3 ii) Error of commission.	
iii) Error of complete reversal.	
iv) Error of original entry.	
v) Error of compensating.	

Extract 2: A sample of incorrect response in question 3

In Extract 2, the candidate instead of giving the causes for the disagreement between the cash book and bank statement balances listed types of accounting errors which do not affect the agreement of trial balance.

2.4 Question 4: Elements of Auditing

The question required the candidates to briefly describe five types of Audit. The question was answered by 12,072 (100%) candidates whose scores were as follows: 7,892 (65.4%) candidates scored from 0 to 2.5 marks, 2,865 (23.7%) scored from 3 to 6 marks and 1,315 (10.9%) scored from 6.5 to 10 marks. The general performance of the candidates in this question was average as 4,180 (34.60%) candidates scored from 3 to 10 marks. Figure 4 illustrates the candidates' performance in this question.
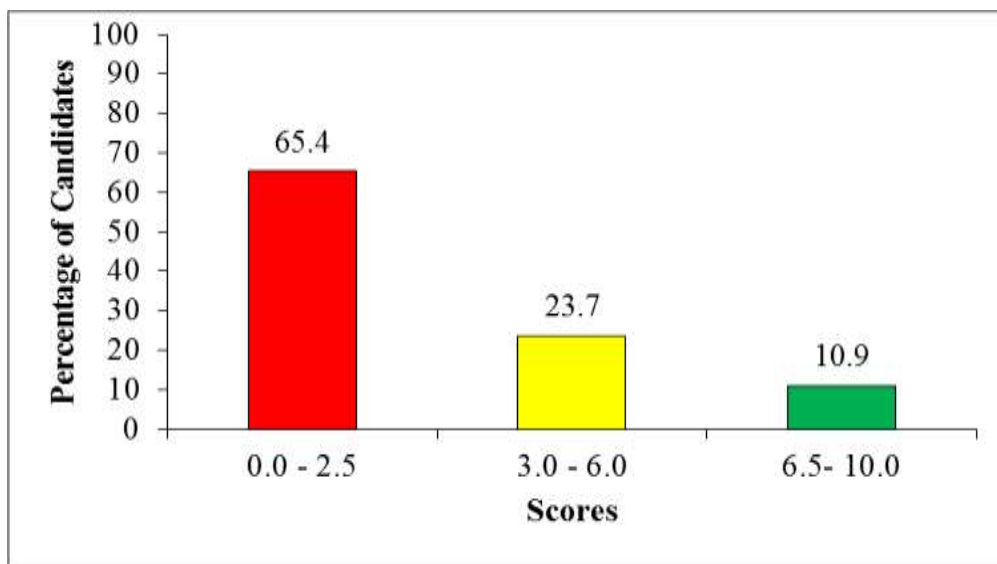
Figure 4: Candidates' performance in question 4

14

The analysis of data revealed that, 1,315 (10.9%) candidates had good performance. The majority of these candidates were able to provide relevant and clear descriptions of four or all of the five types of Audit. Most of them demonstrated high level of competence and writing skills by producing well spelled words and very clear sentences when describing the five types of audit. However, some candidates omitted one or two of the types of audit in their responses. This caused the variation of marks from 6.5 to 10 marks. These good responses to the question suggest that, the candidates were competent in the different types of audit. Extract 3 is a sample of correct responses from a candidate who scored all the 10 marks in this question.

Extract 3: A sample of correct response in question 4

On the other hand, 2,865 (23.7%) candidates had an average performance in this question. These candidates were able to provide relevant explanations on two or three of the given accounting concepts. The analysis of the candidates' responses shows that, a considerable minority of the candidates who scored from 3 to 6 marks had limited writing skills in the English language. This group of candidates mentioned three or four types of audit without describing them. Others described two or three types of audit but their descriptions included some misspelled words, incomplete sentences or omissions of some words. These grammatical errors impaired the clarity of the candidates' descriptions about the types of audits, leading to low marks; hence, weak performance in the question.

Conversely, 65.4 per cent of the candidates scored from 0 to 2.5 marks in this question. These candidates failed to produce the expected answers to the question because they lacked the knowledge and skills in the concept of auditing. The analysis also revealed that, some candidates did not attempt this question at all regardless of being a compulsory question. This indicates that, most of them lacked knowledge about the concept of auditing. Other candidates listed phrases unrelated to types of audits. For example, one candidate listed *General audit*, *assistant audit*, *fair audit* and *purchases audit* as types of audits. It seems that, the candidate reproduced the phrases from his/her lesson notes or a text book without knowing their meaning. The phrases are not the types of audits. These responses imply that, the candidate had inadequate knowledge about different types of audit. Another misconception was from a candidate who listed *auditing order*, *auditing charges*, *auditing report*, *auditing record* and *auditing transport* as types of audits. These responses suggest that, the candidate was not familiar with the different types of audit.

Further analysis of the candidates' responses indicates that, some candidates scored from 0 to 2.5 marks because their responses to the question were characterised by a mixture of misconceptions and some correct answers. For example, some candidates described columnar cash books namely: the two column cash book, three column cash book and petty cash book instead of the types of audit. This response indicates that, the candidates lacked not only the knowledge of the different types of audit but also the ability to differentiate the types of audit from the columnar cash books.

Other candidates described types of ledger books namely general ledger, sales ledger, purchases ledger and private ledger instead of the types of audit.

This indicates that, the candidates lacked the knowledge of the types of audit and failed to distinguish the types of audit from the ledger books. Ledger books are books which contain accounts to which accounting entries are posted from the books of prime entry. Moreover, some candidates provided explanations about the books of prime entry instead of a brief description of the types of audit. This response suggests that, the candidates failed to interpret the requirement of the question. This misconception led to the candidates producing a response which did not meet the demand of the question; hence, loss of marks.

It was also noted that, some candidates listed two or three types of audit without describing them. This suggests that, the candidates did not know what exactly the question wanted them to do rather they were doing a guess work. Such incomplete responses to the question by the candidates lead to a loss of marks; hence, weak performance. Nevertheless, there were candidates in this category who mentioned one or explained correctly one of the five types of audit. Such incomplete responses to the question contributed to the candidates' weak performance in the question. Extract 4 is a sample of incorrect responses from a candidate who scored zero in this question.

Extract 4: A sample of incorrect response in question 4

In Extract 4, the candidate outlined and described Books of Prime Entry instead of the five types of Audit.

2.5   Question 5: Adjustments

This question required the candidates to use the information provided to prepare the motor Lorry and Provision for Depreciation on Motor Lorry Accounts for the three years ending 31st December 15, 16 and 2017.

The question was attempted by 12,072 (100%) candidates. The analysis of data indicates that 6,521 (54%) candidates scored from 0 to 2.5 marks, 5,194 (43%) scored from 3 to 6 marks, and 357 (3%) scored from 6.5 to 10 marks. The general performance of the candidates in this question was average, since 5,551 (46%) candidates scored from 3 to 10 marks. Figure 5 illustrates the candidates' performance in this question.
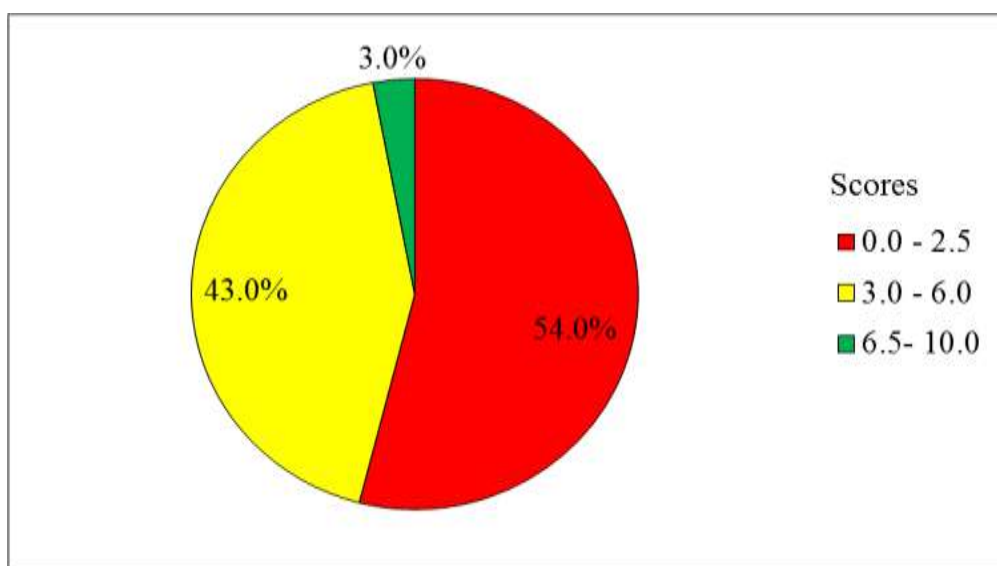
Figure 5: Candidates' performance in question 5

The analysis of the candidates' responses shows that, 6,521 (54%) candidates had weak performance. These candidates lacked knowledge and competences in accounting for depreciation of non-current assets. The analysis of their responses indicates that, some candidates failed to prepare all the required accounts. They prepared the motor lorry account only. This implies that, they failed to meet the demands of the question and therefore, they scored from 0 to 2.5 marks.

Another weakness was observed to some candidates who prepared the provision for depreciation on motor lorry account leaving out the motor lorry account. However, their entries in the account contained reversed entries,

incorrect amounts, entries on the wrong side of the account and some entries were missing in the account.

Likewise, other candidates prepared the motor lorry account but failed to prepare the provision for depreciation on motor lorry account and their entries in the motor lorry account were a mixture of correct and incorrect entries. This response indicates that the candidates lacked analytical skills on the preparation of accounting records. The candidates failed to analyse the information provided in the question into transactions which should be entered in the motor lorry account and the ones which should be entered in the provision for depreciation on motor lorry account.

Furthermore, it was observed that, some candidates opened all the required accounts with no correct entry. Their entries in the accounts were reversed, on the wrong side of the accounts and some transactions were missing in the accounts. These poor responses to the question indicate that, the candidates lacked knowledge and competences in accounting for depreciation of non-current assets.

Moreover, some candidates opened the required accounts but failed to calculate the annual depreciation charges accurately. The majority of the candidates in this group used the formula $D = (C - S)/n$ which was not appropriate because the variable 'S' was not provided in the question. The appropriate formula was $D = C/n$. Other candidates used the formula $D = r \times (C - A)$. This formula also was not appropriate because the variable 'r' was not given; hence, their calculated depreciation charges were not correct. Consequently, their entries in the provision for depreciation on motor lorry account were incorrect depreciation charges. However, a few candidates skipped the provision for depreciation on motor lorry account after failing to calculate the annual depreciation charges. These incorrect responses to the question indicate that, the candidates were not competent in accounting for depreciation of non-current assets. Extract 5 is a sample of incorrect responses to this question.

Motor Lorry A/C

DR Date	Details	fol	Amount	Date	Details	fol	Amount CR
31st Dec 2015	Balance	c/d	12000,000	1st Jan 2015	Purchases		12000,000
1st Jan 2016	Purchases		9000,000	1st Jan 2016	Balance	b/d	12000000
	Depreciation		3000,000				
			12000000				(12000000)
				1st Jan 2016	Balance	c/d	3000000
31st Dec 2017	Balance	b/d	3000000				

PROVISION FOR DEPRECIATION ON MACHINERY

31st December 2017

Provision for depriciation

12000000 - 3000000

= 9000000

31st December 2016

Provision for depreuation

12000,000 - 9000,000

= 3000,000

31st December 2015

Provision for depreuiation

12000,000 - 4500,000

= 7500000

Extract 5: A sample of incorrect response in question 5

In Extract 5, the candidate prepared the motor lorry account with incorrect entries and used inappropriate formula to compute incorrect annual depreciation charges.

On the other hand, the analysis of candidates' responses shows that, 5,194 (43%) candidates had average performance. These candidates opened all the required accounts. However, some candidates failed to calculate accurately the amounts of depreciation charges for the motor lorry and their records in the accounts were incomplete. Moreover, some candidates reversed the entries in the accounts. Other candidates posted some entries to the wrong sides of the accounts and a few candidates left the accounts unbalanced. Despite the errors and omissions observed in the candidates' responses, their scores ranged from 3 to 6 marks. These responses indicate that, the candidates had satisfactory knowledge and competence in accounting for depreciation of non- current assets.

Further analysis of the candidates' responses shows that 357 (3%) candidates scored from 6.5 to 10 marks. These candidates were able to prepare the motor lorry and provision for depreciation on motor lorry accounts. Most of them opened the required accounts, analysed the information provided in the question into transactions which should be entered in the motor lorry and the ones to be recorded in the provision for depreciation on motor accounts. The analysis of the candidates' responses in this category shows that, the majority of them computed the amounts of depreciation charges accurately and made correct entries in the accounts. However, some candidates made minor omissions of some entries in the accounts or posted some entries to the wrong sides of the accounts and incorrect calculation of depreciation charges which led to computation of wrong balances of the accounts. This resulted into variation of their scores from 6.5 to 10 marks. These good responses to the question suggest that, the candidates were competent in accounting for depreciation of non-current assets. Extract 6 is a sample of correct responses in this question.

5 workings

Depreciation per annum = $\dfrac{Cost - Scrap value}{number \ of \ years \ expected \ to \ last}$

$$= \frac{12,000,000 - \cancel{3000,000} \ 0}{3}$$

∴ Depreciation per annum = 4000,000/=

DR				MOTOR LORRY ACCOUNT		CR
Date	Details	Amount	Date	Details		Amount
1/1/015	Cash/Bank %c	12000,000	31/12/015	Balance %/d		12000,000
		12000,000				12000,000
1/1/016	Balance b/d	12000,000	31/12/016	Balance %/d		12000,000
		12000,000				12,000,000
1/1/017	Balance b/d	12000,000	31/1/017	Disposal %c		12000,000

DR	PROVISION FOR	DEPPRECIATION		ON MOTORVAN ACCOUNT		CR
DATE	Details	Amount	Date	Details		Amount
31/12/015	balance %/d	4000,000	31/12/015	P+L		4000,000
			1/1/016	Balance b/d		4000,000
31/12/05	Balance %/d	8000,000	31/12/016	P+L		4000,000
		8000,000				8000,000
31/12/05	Disposal %c	12000,000	3/1/017	Balance b/d		8000,000
				P+L		4000,000
		12000,000				12000,000

Extract 6: A sample of correct response in question 5

2.6   Question 6: Control Accounts

The question required the candidates to use the information provided to prepare the Sales Ledger Control Account of Waero Ltd for the Month of August 2017.

The question was attempted by 12,072 (100%) candidates, out of these, 1,955 (16.2%) scored from 0 to 2.5 marks, 6,854 (56.8%) scored from 3 to 6 marks, and 3,263 (27%) scored from 6.5 to 10 marks. The general candidates' performance in this question was good since 10,117 (83.8%) candidates scored from 3 to 10 marks. Figure 6 presents the candidates' performance in this question.
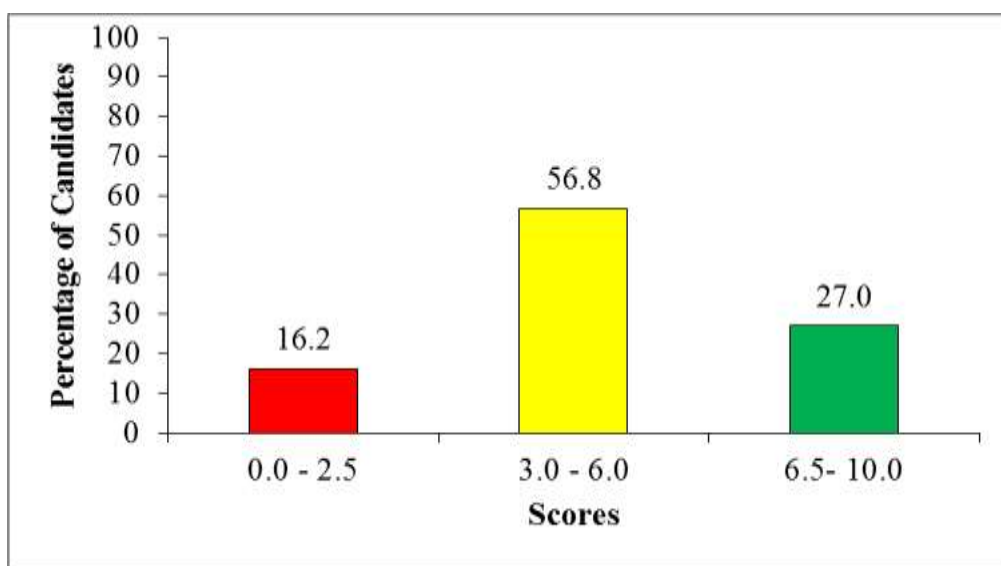
Figure 6: Candidates' performance in question 6

The analysis of the candidates' responses shows that, 3,263 (27%) candidates had good performance. These candidates were able to prepare the sales ledger control account and balance it on 31st August, 2017. Most of the candidates in this group opened the account, analysed the transactions and recorded them on the appropriate sides of the account. However, some candidates in this group had their answers containing errors like omissions of some transactions, entering some items on a wrong side of the control account and casting errors. Despite the errors and omissions observed in the candidates' responses. The candidates scored from 6.5 to 10 out of the 10 marks of the question. These good responses suggest that, the candidates had had mastered the preparation of control accounts. Extract 7 is a sample of correct responses from one of the candidates who correctly answered this question.

6.	IN BOOKS OF WAERO LTD			
DR	SALES LEDGER CONTROL ACCOUNT		CR	
Details	Amount	Details	Amount	
Balance b/d	881,600	Balance b/d	2,200	
Credit sales	709,000	Receipt from debtors		
Cash refunded	3,700	Cash	10400	
Dishonoured cheque	2,900	Bank	623,900	
Interest charged	5,000	Bad debts written off	30,600	
Carriage	6,400	Discount allowed	29,800	
Balance c/d	4,000	Return inwards	66,400	
		Set off	14,300	
		Balance c/d	335,000	
	1,112,600		1,112,600	
Balance b/d	335,000	Balance b/d	4000	

Extract 7: A sample of correct responses in question 6.

Further analysis of the candidates' responses shows that, 6,854 (56.8%) candidates had average performance by scoring from 3 to 6 marks. The majority of the candidates in this group were able to prepare the sales ledger control account. However, their analyses of the information provided in the question were not accurate for some of the items; hence they recorded a mixture of correct and incorrect entries on the debit and credit side of the sales control account. Despite these mistakes in their responses, their average performance indicates that, they had satisfactory knowledge about the preparation of control accounts.

On the other hand, 1,955 (16.2%) candidates had weak performance by scoring from 0 to 2.5 marks. The candidates failed to score high marks in the questions because they lacked the knowledge and skills in recording and posting of accounting entries to the ledger accounts. For instance, some candidates reversed the entries in the control account. This indicates that, they failed to apply the principle of double entry in recording the financial transactions.

Other candidates posted some entries to the wrong sides of the account and a few candidates left the account without balancing it. These responses imply that, the candidates had limited knowledge and skills in analysing the

business transactions and recording accounting entries in the control accounts.

Likewise, there were candidates who prepared cash account instead of the sales ledger control account while others opened the sales ledger control account but failed to make any entry in it. These responses suggest that, the candidates lacked the competence in analysing and recording transactions in the control accounts as they failed to differentiate cash account from the sales ledger control account and could not make any entry in it.

Failure to interpret the requirement of the question was another challenge which contributed to the candidates' weak performance in this question. The analysis of responses revealed that, some candidates prepared a trial balance instead of sales ledger control account. This means that, the candidates could not distinguish the control accounts from the trial balance. Furthermore, some candidates prepared a trading, profit and loss account instead of the sales ledger control account. All these misconceptions suggest that, most of the candidates had inadequate knowledge of control accounts specifically on the preparation of sales ledger control account. Extract 8 is a sample of the candidates' incorrect responses in this question.

6		WAERO LTD SALES LEDGER CONTROL ACCOUT FOR AGUST 2017		
	S/N	Details	Debit	Credit
		Balance at start	381 600	3 2,000
		Sales	709 000	
		Return inwards	66400	
			1157000	2200
		Balance at close	335000	4000
			822000	1800

Extract 8: A sample of incorrect response in question 6.

In Extract 8, the candidate prepared a trial balance with a title of Waero Ltd sales ledger control Account for August 2017 instead of the sales ledger control account.

25

2.7 Question 7: Accounts for Manufacturing Firms and Principle of Double Entry

This question had two parts (a) and (b). Part (a) required the candidates to use the information provided to prepare the Statement of Manufacturing Cost for the year ending 31st December 2019. In part (b) the candidates were required to use the information extracted from Monalisa Furniture Shop to prepare the Bank and Cash Accounts and balance off the accounts at 30th April 2017.

The question was attempted by 11,821 (97.9%) candidates whose scores were as follows: 3,386 (28.6%) candidates scored from 0 to 5.5 marks, 7,940 (67.2%) scored from 6 to 12.5 marks and 495 (4.2%) scored from 13 to 20 marks. The general candidates' performance in this question was good since 8,435 (71.4%) candidates scored from 6 to 20 marks. Figure 7 illustrates the candidates' performance in this question.
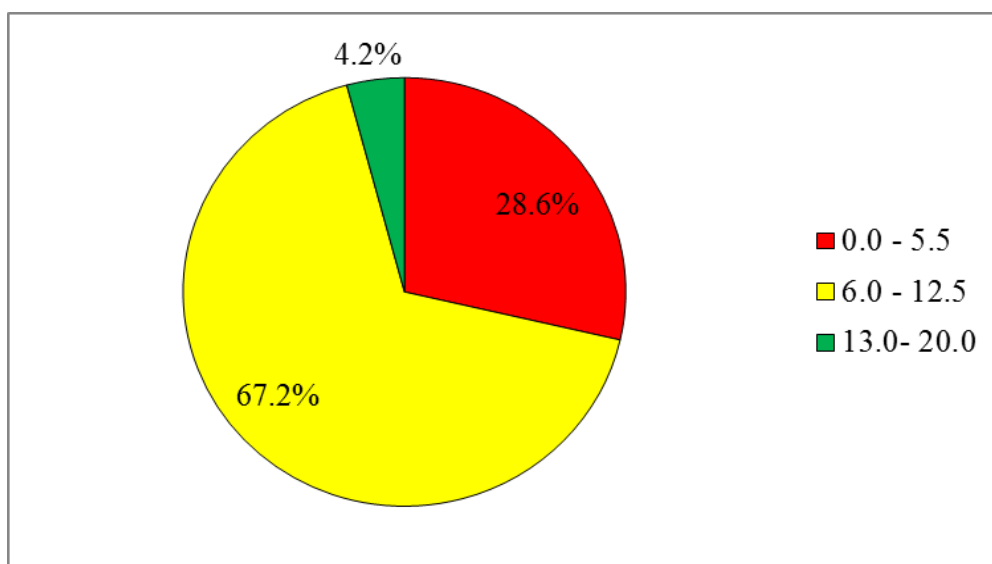
Figure 7: Candidates' performance in question 7

The analysis of the candidates' responses shows that 3,386 (28.6%) candidates performed poorly in this question. These candidates were not able to prepare the statement of manufacturing cost and the bank and cash accounts. However, the analysis shows that, 251 (2.1%) candidates did not attempt the question. This could have been influenced by the candidates' lack of competence in preparation of statements of manufacturing cost and the bank and cash accounts. Moreover, some candidates prepared income statement and statement of financial position instead of the statement of manufacturing cost. This response indicates that, the candidates lacked the

competence in preparation of the statement of manufacturing cost and could not distinguish it from the income statement and statement of financial position. Likewise, some candidates opened the statement of manufacturing cost but could not analyse the elements of cost into direct and factory overhead expenses. They included indirect expenses with direct costs which led to the computation of incorrect prime cost. This indicates that, the candidates were not competent in analysing the components of manufacturing cost. Analysis further shows that, some candidates failed to make appropriate adjustments to the values of the given transactions. They recorded unadjusted values of expenditures in the statement of manufacturing cost. This kind of response indicates that, the candidates lacked knowledge of the application of the matching concept and the treatment of accruals and prepayments.

 In part (b), the majority of the candidates prepared a two column cash book instead of the separate bank and cash accounts. This response indicates that, the candidates confused the bank and cash accounts as ledger accounts with the two column cash book. The candidates lacked the knowledge that, the two column cash book is a book for recording cash and cheque receipts and payments under the topic of *Columnar Cash Books*. On the other hand, bank and cash accounts are sections in the ledger book under the topic of *Principle of Double Entry*. A considerable minority of the candidates lacked competence in applying the principle of double entry in recording the financial transactions. Most of their entries in the bank and cash accounts were reversed, recorded on wrong side, incorrectly narrated and used wrong amounts.

Additionally, a few candidates failed to analyse the transactions as to those which should be recorded in the bank account and the ones to be recorded in the cash account. Consequently, they recorded a mixture of cash and cheque receipts and payments in the two accounts. Extract 9 is a sample of incorrect responses from a candidate.

7 b) Dr. MNALISA'S TWO COLUMN CASH BOOK.   Cr.

Date	Particulars	F	Cash	Bank	Date	Particulars	F	Cash	Bank
April 1	Capital		200,000		April 2	Rent		46000	
5	Sales		35,000		3	Rent			105,800
11	Sales			302,000	4	Cheque			173,000
16	Cash			28,000	7	Cheque			68,000
22	Sales			24,400	9	land Cash		184,000	
30	Withdraw		40,000		15	Paid M.		192,000	
					19	Cheque			100,000
					26	Cheque			5,000
					30	Wages		64,000	
					30	Balance c/d		996000	755,000
May 01	Balance b/d		278,000	386,400					

Extract 9: A sample of incorrect response in question 7

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7 a) STATEMENT OF MANUFACTURING COST.

Opening stock	400,000	
less: Returns Inwards	52,000	
		248,000
Purchases		800,000
Less: Expenses		
↓ Rent	08 800	
↓ Water	173 000	
↓ Insurance	3192000	
↓ Fuel & lubricant	512000	745,800

Extract 9: A sample of incorrect response in question 7

In Extract 9, the candidate prepared a two column cash book and an income statement instead of the statement of manufacturing cost, bank and cash accounts.

28

The 7,940 (67.2%) candidates who scored from 6 to 12.5 marks opened the statement of manufacturing cost, bank and cash accounts. However, it was observed that, some candidates failed to analyse the elements of manufacturing cost and the transactions to be entered in the statement of manufacturing cost and the bank and cash accounts. Nevertheless, other candidates included some reversed entries, wrong narrations to some entries and some elements of manufacturing cost and transactions were missing from the statement of manufacturing cost, bank and cash accounts. Despite the errors and omissions observed in the candidates' responses, their scores ranged from 6 to 12.5 marks. This indicates that, most of the candidates had satisfactory knowledge and competence in preparation of statements of manufacturing cost and ledger accounts.

On the other hand, 495 (4.2%) candidates scored from 13 to 20 marks. These candidates prepared the statement of manufacturing cost and the bank and cash accounts. Most of the candidates in this category made a proper presentation of the statement of manufacturing cost. Moreover, they analysed the elements of cost into direct and factory overheads and the transactions to be recorded in the bank and cash accounts. However, some candidates made minor omissions of some items in the cost statement and others included cash receipts and payments in the bank account and cheque receipts and payments in the cash account. Their scores ranged from 13 to 20 marks. These good responses indicate that, most of the candidates in this group were competent in preparation of statement of manufacturing cost and ledger accounts. Extract 10 is a sample of correct responses from a candidate.

STATEMENT OF MANUFACTURING ACCOUNT AS AT
31st DECEMBER 2019

Opening stock of raw materials		400,000
Add: purchases of raw materials	800,000	
: carriage on raw materials	+ 195,000	
	995,000	
less: Return of raw materials to supplier	- 52,000	943,000
Net par cost of raw materials available		1,343,000
For consumption		
Less closing stock of raw materials		- 50,000
Add: Direct overheads		
cost of raw materials for consumption		1,293,000
Add to Direct overheads:		
Direct labour	6,436,000	
Direct expenses	+ 440,000	
prime cost	8,169,000	
Add: Indirect overheads:		
Plant and Machinery depreciation	350,000	
Rent	755,100	
Rates	692,000	
Insurance	1,755,600	
Water and lighting	45,650,000	
Wages and Salaries	5,092,000	
power and heat	1,163,000	
factory maintenance	511,100	
plant repair	· 96,600	
Internal transport expenses	175,000	
lubricants and fuel	+512,000	
	64,921,600	
less: Working process at end	- 963,400	
Manufacturing cost is	63,958,200	

(b)   Two acc

CASH ACCOUNT

Date	Detail	Amount	Date	Detail	Amount
April.1	Capital	200,000	2/4	Rent	46,000
5/4	Sales	38,000	7/4	Kitambi	134,000
15/4	P Mkala	102,000	11/4	Bank	372,000
30/4	Bank	130,000	16/4	Bank	20,000
			30/4	Wages	64,000
			31/4	Balance c/d	156,000
		470,000			470,000
1/5	Balance b/d	156,000			

4/0

BANK ACCOUNT

Date	Detail	Amount	Date	Detail	Amount
3/4	Gasoji	400,000	4/4	Nyanzabo	172,000
7/4	loveness	68,000	10/4	Kapigwaasi	100,000
11/4	cash	302,000	26/4	Motor	15,000
16/4	trash	20,000	30/4	cash	40,000
22/4	cash	24,400	31/4	Balance c/d	487,400
		814,400			814,400
1/5	Balance b/d	487,400			

Extract 10: A sample of correct response in question 7

31

2.8   Question 8: Accounts of Non - Profit Making Organisations

The question required the candidates to use the information provided to prepare the following:

(a)   Statement of Affairs at 1st January 2017.

(b)   Subscriptions Account for the year ending 31st December 2017.

(c)   Statement of Income and Expenditure for the year ending 31st December 2017.

(d)   Statement of financial Position as at 31st December 2017.

The question was attempted by 3,873 (32.1%) candidates, out of these 2,840 (73.3%) scored from 0 to 5.5 marks, 985 (25.4%) scored from 6 to 12.5 marks, and 48 (1.2%) scored from 13 to 20 marks. The general performance of the candidates in this question was weak since only 1,033 (26.7%) candidates scored from 6 to 20 marks. Figure 8 illustrates the candidates' performance in this question.
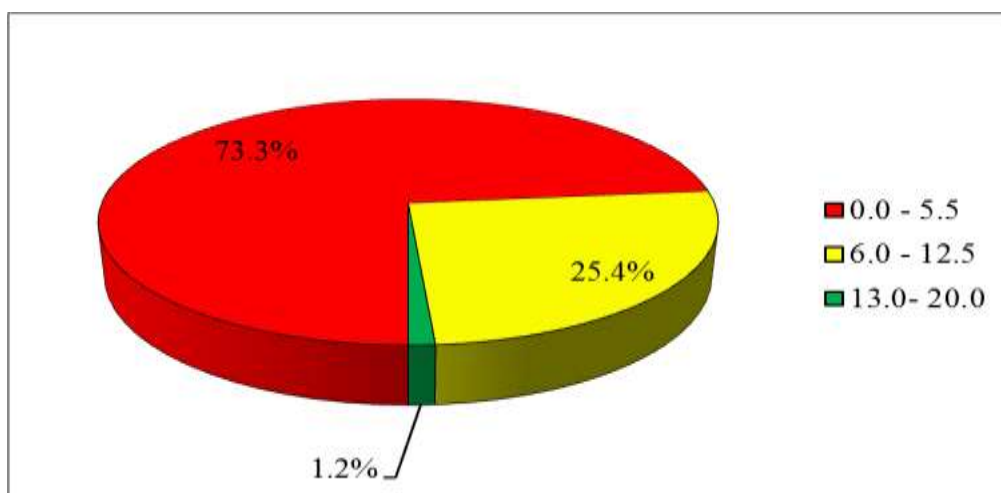
Figure 8: Candidates' performance in question 8

The analysis of candidates' responses to this question shows that, only 48 (1.2%) candidates had good performance. These candidates scored from 13 to 20 marks. The candidates were able to draw the specimens of the statement of affairs in its proper format. They analysed the information provided in the question into assets and liabilities. Moreover, they made a correct presentation of the assets and liabilities in the statement of affairs and accurately ascertained the value of opening accumulated fund of the club which was TZS 751,500. Furthermore, the candidates in this category opened the subscription account, analysed the transactions relating to receipts,

32

accruals and prepayments of the club members subscriptions and skilfully applied the principle of double entry to record them. Additionally, they opened the statement of income and expenditure for the year ending 31st December 2017 and the statement of financial position of the club at 31st December 2017. On top of that, they analysed the elements of financial statements into revenue, expenses, current assets, non-current assets, current liabilities and non-current liabilities and accurately presented them in the income statement and statement of financial position. However, some candidates in this category had their responses containing errors like omissions of some items of assets and liabilities from the statements of affairs and statement of financial position, misclassification of the elements of income statement into revenue and expenses and casting errors. Despite the errors and omissions observed in the candidates' responses, their scores ranged from 13 to 20 marks. These good responses to the question suggest that, the candidates were competent in the preparation of accounts of non-profit making organisations. Extract 11 is a sample of correct responses from a candidate.

8	DR SUBSCRIPTION ACCOUNT			CR	
	Balance b/d (due)	49000	Cash 2016	40000	
	Income and		2017	206000	
	Expenditure	225000	2018	60,000	
	Balance c/d (prepaid)	60000	Bad debts written off	9000	
			Balance c/d (due)	19000	
		334000		334000	
	Balance b/d (due)	19000	Balance b/d (prepaid)	60000	

8 a)   CHAMWINO   SOCIAL   CLUB's

DR STATEMENT OF AFFAIRS AS AT 1 JANUARY 2017

ASSETS		
NON-CURRENT ASSETS		
Buildings stand		500,000
CURRENT ASSETS.		
Bank / Cash	202,500	
Subscription due	49000	251,500
		751,500
Less: LIABILITIES		
CURRENT LIABILITIES		-
ACCUMULATED FUND		751,500

8 | c)

CHAMWINO SOCIAL CLUB'S

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st DEC 2017

INCOME:		
Subscription	225,000	
Donations	5,400	
Proceeds of drama	9,500	
Sale of waste papers	4,500	244,400
Less:		
EXPENDITURES:		
Salaries	69,000	
Printing and Postage	20,000	
General expenses	9,600	
Drama expenses	4,500	
Stationery	1500	
Municipal taxes	4000	
charity	3300	
Electricity bills	1450	
Depreciation of buildings stand	25000	
Bad debts written off	9000	133,550
SURPLUS		105,850

8. | d)

CHAMWINO SOCIAL CLUB'S

STATEMENT OF FINANCIAL POSITION AS AT 31 DEC 2017

ASSETS		
NON - CURRENT ASSETS:		
Buildings	500,000	
less: Depreciation	25,000	475,000
CURRENT ASSETS:		
Cash / Bank	425,450	
Subscription due	19,000	444,450
		919,450
LIABILITIES:		
Accumulated fund	751,500	
Add: Surplus	105,850	857,350
CURRENT LIABILITIES:		
Subscription prepaid	60000	
General expenses due	2100	62,100
		919,450

Extract 11: A sample of correct response in question 8

34

The analysis further shows that, 985 candidates equivalent to 25.4% of the candidates who attempted the question had average performance. These candidates scored from 6 to 12.5 marks. The candidates in this group were able to prepare the statement of affairs, subscriptions account, statement of income and expenditure and the statement of financial position. However, their analysis of the information provided in the question into assets, liabilities, income, expenditures and the transactions relating to receipts, accruals and prepayments of subscriptions from the club members were not accurate for some of the items. As a result, they included in the statement of affairs, statement of income and expenditures, statement of financial position and the subscriptions account a mixture of correct and incorrect items. Despite these weaknesses in their responses, they performed averagely showing that they had satisfactory knowledge and skills in the preparation of the accounts of non-profit making organisations.

On the other hand, the data analysis revealed that, 2,840 (73.3%) candidates had weak performance as they scored from 0 to 5.5 marks. The analysis of the candidates' responses shows that, some candidates in this group failed to interpret the requirement of the question. For example, some of them prepared a trial balance in which they listed all the items of assets and liabilities instead of the statement of affairs. This shows that, most of the candidates in this group lacked not only the knowledge and skills of preparing the statement of affairs but also failed to distinguish the statement of affairs from the trial balance. In addition, some of them opened the subscriptions account, in which they recorded unadjusted amounts for accruals and prepayments of subscriptions from the club members and in most cases the entries were reversed. These responses indicate that, they lacked knowledge and skills of making end of the year adjustments and application of the principle of double entry in recording financial transactions. Another misconception was observed to some of the candidates who prepared an income statement instead of the statement of income and expenditure. This suggests that, most of the candidates in this group lacked not only the knowledge and skills of preparing statements of income and expenditure but also to distinguish the income statement from the statement of income and expenditure.

Further analysis of the candidates' responses in this group revealed that some candidates opened the statement of income and expenditure and listed a mixture income, expenditures, assets and liabilities. This response suggests that, the candidates lacked analytical skills; thus they were not able to

differentiate the items of income from expenditures and the items of income and expenditures from assets and liabilities. In addition, some candidates in this group prepared the statement of financial position as at 31st December, 2017 in which they recorded a mixture of income, assets, expenditures and liabilities. Another observation was that, some candidates scored 0 to 5.5 marks because they prepared either the statement of income and expenditure only, leaving out the statement of financial position. Similarly, other candidates prepared the statement of financial position only, leaving out the statement of income and expenditure. Their presentation of the elements of financial statements in either the statement of income and expenditure or statement of financial position were incomplete or a mixture of correct and incorrect items. These poor responses to the question indicate that, the candidates had not mastered the preparation of accounts of non-profit making organisations. Extract 12 is a sample of incorrect responses from a candidate who scored zero in this question.

8 DR STATEMENT OF AFFAIRS			
Details	Amount	Details	Amount
Balance b/d	202,500	Salaries	60,000
Subscription year 2016	40,000	printing and postage	20,000
year 2017	206,000	General expenses	7500
year 2018	60,000	Drama expenses	4500
Donations	5,400	Stationary	1,500
Proceeds of drama	9500	Multi Municipal taxes	4000
Sales of waste paper	4500	Charity	3500
		Electricity bills	1450
	527900		102450

DR	SUBSCRIPTIONS ACCOUNTS		CR	
Salaries	60,000	Balance c/d	202,500	
Printing postage	20,000	Subscription year 2016	40,000	
General expenses	7500	year 2017	206000	
Drama expenses	4500	year 2018	60,000	
Stationary	1500	Donations	5400	
Municipal taxes	4000	proceeds of drama	9500	
Charity	3500	Sales of waste paper	4500	
Electricity bills	1450			
	102450		527900	

PROFIT AND LOSS AND APPROPRIATION ACCOUNTS

99, Details	DR	CR
Gross profit		271500
General reserve		50,000
Account payable		215,000
premises	350,000	
furniture	14,000	
Motor vans	32,000	
Accounts receivable	140,000	
Inventory	194,200	
wages + salaries	132,900	
light & heat	13,600	
Rate & insurance	7800	
Office expenses	8300	
Rent receivable	1300	1,1000
	21,000	
	378945	9783454
	378945	978435

Extract 12: A sample of incorrect response in question 8

In Extract 12, the candidate copied the information from the question paper into the statement of affairs and subscriptions account, and prepared a trial balance with a title of profit and loss and appropriation account instead of the statement of income and expenditure and statement of financial position.

2.9 Question 9: Accounting for Joint Businesses

The question required the candidates to use the information provided to prepare the following:

(a)   Statement of Profit or Loss and the Appropriation Accounts for the year ending 31st December 2016.

(b)   Partners' Current Accounts in Columnar form.

(c)   The firm's Statement of Financial Position as at 31st December 2016.

The question was attempted by 8,450 (70%) candidates, out of these, 5,340 (63.2%) scored from 0 to 5.5 marks, 3,044 (36%) scored from 6 to 12.5 marks, and 66 (0.8%) scored from 13 to 20 marks. The general performance of the candidates in this question was average since 3,110 (36.8%) candidates scored from 6 to 20 marks. Figure 9 illustrates the candidates' performance in this question.
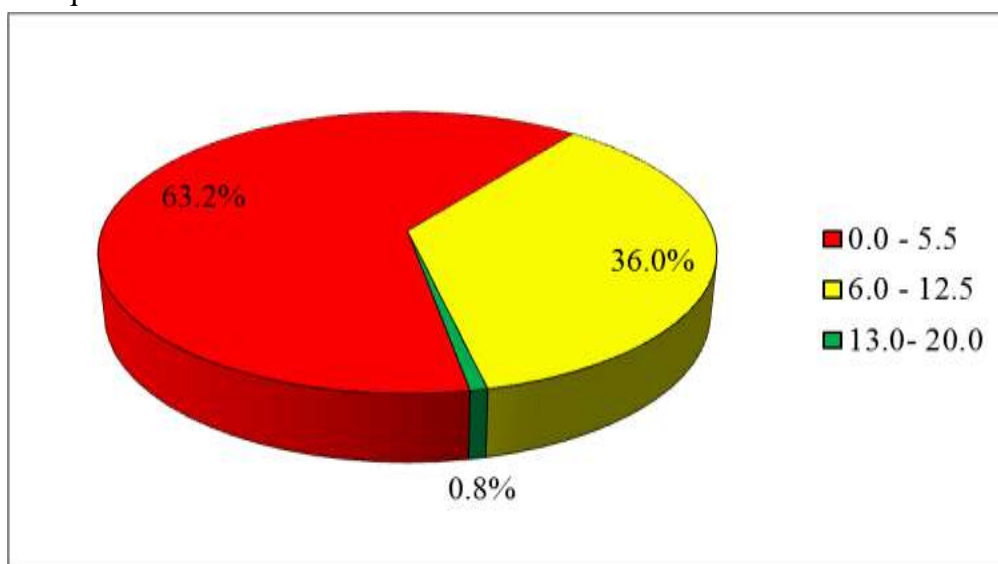
Figure 9: Candidates' performance in question 9

The analysis of the candidates' responses shows that, 66 (0.8%) candidates scored from 13 to 20 marks. These candidates prepared the statement of profit or loss and the appropriation account and the partner's current accounts for the year ending 31st December 2016. The analysis shows that, the candidates in this group made minor mistakes in the profit or loss and the appropriation account. For example, some candidates omitted some items of appropriation in the profit or loss and appropriation account. Consequently, they computed wrong amounts of the partners' share of profits. Moreover, a few candidates opened the required accounts, analysed the transactions and

computed correct amounts of partners' share of profits and passed correct entries in the current accounts. In addition, they were able to analyse the elements of statement of financial position and made correct presentation of the statement of financial position. However, minimum errors, omission of some entries in the accounts, reversal of entries and misposting of some transactions were observed to some of the candidates' responses. This led to the variation of scores from 13 to 20 marks. These candidates' good responses to the question suggest that they had mastered the preparation of partnership accounts. Extract 13 is a sample of the candidates' correct responses to this question.

9	JOHNS AND JAMES'					
DR PARTNER'S CURRENT ACCOUNT						CR
Details	John	James	Details	John	James	
Drawings	38,400	46,500	Balance b/d	500	2000	
Balance c/d	4650	2750	Interest on			
			Capital	12500	10000	
			Salary		7200	
			Share of			
			profit	30050	30050	
		43050	49250		43050	49,250
			Balance b/d	4650	2750	

9.

<div align="center">JOHNS AND JAMES'</div>

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDING 31st DEC 2016

Gross profit		271,500
Add: Incomes		
Rent Received		12,000
		283,500
Loss: Expenses		
Wages & Salaries	135,200	
Light and Heat	13,600	
Rates and Insurance	7,200	
Office expenses	8,000	
Provision for bad debts	2,800	
Depreciation: Motor Van	4,800	
Funiture	2,100	173,700
NET PROFIT		109,800

<div align="center">JOHN'S AND JAMES</div>

PROFIT AND LOSS APPROPRIATION ACCOUNT FOR YEAR ENDED 31/05/16

Net profit		109,800
Loss: Interest on Capital		
John	12,500	
James	10,000	
Salary		
-James	7,200	
Reserve	20,000	49,400
Balance on Share of profit		60,100
John ½ x 60100	30,050	
James ½, 60100	30,050	60,100
		60,100

JOHN & JAMES'S

STATEMENT OF FINANCIAL POSITION AS AT 31 DEC 2016

ASSETS			
NON-CURRENT ASSETS.			
Premises		350,000	
Furniture	14000		
less: Depreciation.	2800	9,200	
Motorvan	32000		
less: Depreciation.	2100	29,900	389,100
CURRENT ASSETS			
Account receivable	140,000		
less: Provision for bad debt	2800	137,200	
Stock / Inventory		194,200	
Bank		21000	
Cash		13,00	
Office expenses prepaid		300	
Insurance prepaid		600	
Rent received due		1000	355,600
			744700
LIABILITIES			
Capital- John		250000	
James		200,000	450,000
Current account - John		4,650	
- James		2750	7,400
CURRENT LIABILITIES			
Account payable		215,000	
Wages and Salaries due		2300	
Reserve		70000	287,300
			744700

Extract 13: A sample of correct responses in question 9

The analysis further shows that, 3,044 (36%) candidates had average performance as they scored from 6 to 12.5 marks. Most of them opened the profit or loss and appropriation account, partner's current accounts and the statement of financial position. They analysed the items of revenue, expenses; computed the partners' salary, interest on capital, general reserve and share of profits. In addition, they made a correct analysis of the assets and liabilities and accurately presented the statement of financial position. However, some of these candidates made entries with wrong amounts in the current accounts or posted some entries to the wrong sides of the accounts. Other candidates failed to balance off the accounts. Moreover, it was observed that, some candidates failed to prepare the partner's current accounts, while others prepared the current accounts but reversed the entries in the accounts. Despite these mistakes in their responses, they performed averagely. This indicates that, they had satisfactory knowledge about the preparation of partnership accounts.

On the other hand, 5,340 (63.2%) candidates scored from 0 to 5.5 marks. These candidates were not able to prepare the profit or loss and appropriation account, partner's current accounts and the statement of financial position. Moreover, some candidates opened the required accounts, but failed to analyse the information provided in the question. Due to this, they entered in the accounts and the financial statements a mixture of revenue, expenses, assets, liabilities, interest on capital and drawings. Furthermore, some candidates in this group prepared a trading account and income statement contrary to the requirement of the question. However, some candidates opened the partners' current accounts but reversed the entries while others entered wrong amounts of the transactions and wrong narrations for the transactions. These responses to the question suggest that, the candidates were not competent in preparation of partnership accounts. Extract 14 is a sample of the candidates' incorrect responses in this question.

JOHN CASH IN HANDS.	
salaries	132400
Motor vain	32000
Furniture	250000
Premises	140000.
Current account	500
Capital A/c	250000
Total	774400

JAMES CASH ACCOUNT	
Capital	200000
Cash in hand	11000
Cash in bank	1300
charges	132400
Motor vans	32000
	377200

SHARING PROFIT A/C

JOHN		JAMES	
capital A/c	250000	capital	200000
Current balance	500	current a/c	2000
Drawings	38400	Drawings	46000
light & heat	13600	heat & light	13600
Firniture	140000	Firniture	140000
motor vain	32000	motor vain	32000
A/c payuore	350000	A/c payable	350000
wages / salaries	132400	wages / salaries	132400
interest in parking	5430000	interest	5450000
insurance purd	2400	insurance	2400
Sharing profit	6251200	Sharing profit	6210800

Extract 14: A sample of incorrect response in question 9

In Extract 14, the candidate prepared John cash in hand, James cash account and sharing profit account instead of the profit or loss, appropriation, current accounts and the statement of financial position.

43

3.0 ANALYSIS OF CANDIDATES' PERFORMANCE PER TOPIC

The general performance of the candidates in the Book Keeping subject on the Certificate of Secondary Education Examination for the year 2021 was good with 71.30 per cent pass rate. The analysis of candidates' performance in each topic shows that, of all the sixteen topics tested, two topics were well performed as follows: *Control Accounts* (83.80%) and *Accounts for Manufacturing firms and Principal of Double Entry* (71.40%). The good performance of the candidates in these topics was the result of the candidates' adequate knowledge and competence in the preparation of control accounts and accounts for manufacturing firms.

The candidates performed averagely on thirteen topics including eight topics assessed in the multiple options question number 1. These include, (*Consignments*, *Columnar Cash Books*, *Elementary Financial Statements*, *Trial Balance*, *Government Accounting and Budgeting*, *Accounting for Department Stores*, *Correction of errors*, and *Accounting for Single Entry and Incomplete Records*) (53.50%). Other topics which were performed averagely include: *Bank Reconciliation* (61.70%), *Introduction to Book Keeping* (60.70%), *Adjustments* (46%), *Accounting for Joint Businesses* (36.80%) and *Elements of Auditing* (34.60%). The average performance in these topics was attributed by the candidates' partial knowledge and competence in the accounting concepts and preparation of accounting records and financial statements in the respective topics.

Lastly, the analysis of candidates' responses shows that, the candidates had weak performance on *Accounts of Non Profit Making Organizations* (26.70%). The weak performance of the candidates in this topic was the function of the candidates' inadequate knowledge and skills in the preparation of statements of affairs, subscriptions accounts, statements of income and expenditure and statements of financial positions of the non-profit making organizations. The candidates' performance per topic is summarized in Appendix A.

4.0 CONCLUSION

Generally, the candidates' performance in the Book Keeping subject on the Certificate of Secondary Education Examination for the year 2021 was good since 71.30 percent of the candidates who sat for this examination passed. The analysis of the candidates' performance indicates an increase of 5.46 per cent in the candidates pass rate from 65.84 in the year 2020 to 71.30 per cent in 2021.

The performance of the candidates was good in the topic of *Control Accounts* and *Accounts for Manufacturing Firms*. The good performance was attributed by the candidates' adequate knowledge and competence in the basic accounting concepts and principles, preparation of accounting records and financial statements in the tested topics, correct interpretation of the requirement of the questions and sufficient analytical skills. The candidates had average performance in thirteen topics and weak performance in one topic. The comparison of the candidates' performance by grades between 2020 and 2021 is summarized in Appendix B.

Moreover, the analysis has revealed that, the factors that led to candidates' weak performance include the candidates' lack of knowledge and skills in the tested Book Keeping concepts. Others include inability to interpret the requirement of the questions, low proficiency in the English language and provision of incomplete responses to the questions. Similarly, poor performance was a result of limited arithmetical skills, failure to recall and apply appropriate formula in business calculations and failure to apply the principle of Double Entry in recording financial business transactions.

The analysis of the candidates' performance in each question shows that, the candidates had good performance in question 6 (83.30%) and 7 (71.40%), average performance in questions number 1 (53.50%), 2 (60.70%), 3 (61.70%), 4 (34.60%), 5 (46.00%) and 9 (36.80%). The candidates' weak performance was in question number 8 (26.70%).

5.0 RECOMENDATIONS

In order to improve the candidates' performance on *Accounts of Non Profit Making Organizations* which had weak performance, the following are recommended:

(a) Using illustrative examples; teachers should demonstrate and guide students how to prepare statements of affairs to determine the organization's opening and closing accumulated funds. Students should work on class works and assignments to prepare the statements of affairs. The teacher should mark the students' class work and assignments and help them make correction of incorrect responses.

(b) Using illustrative examples; teachers should demonstrate and guide students how to prepare statements of income and expenditures. Students should work on class works and assignments to prepare the statements of income and expenditures. The teacher should mark the students' class work and assignments and help them make correction of incorrect responses.

(c) Using illustrative examples; teachers should demonstrate and guide students how to prepare statements of financial position. Students should work on class works and assignments to prepare the statements of financial position. The teacher should mark the students' class work and assignments and help them make correction of incorrect responses.

(d) Students should create a habit of reading extensively to ensure a thorough coverage of all the sub topics in the poorly performed topic. They should also do a lot of practice to improve their understanding for good mastery of the topic.

The Summery of the Candidates' Performance per Topic

S/N	TOPICS	CSEE 2021		
		Question Number	Percentage of candidates who scored 30% or above	Remarks
1	Control Accounts	6	83.8	Good
2	Accounts for Manufacturing Firms	7	71.4	Good
3	Bank Reconciliation	3	61.7	Average
4	Introduction to Book Keeping	2	60.7	Average
5	Accounting for Joint Businesses, Consignments, Columnar Cash Books, Elementary Financial Statements, Trial Balance, Government Accounting and Budgeting, Adjustments, Accounts of Non Profit Making Organizations, Accounting for Department Stores, Correction of Errors, and Accounting for Single Entry and Incomplete Records.	1	53.5	Average
6	Adjustments	5	46	Average
7	Accounting for Joint Businesses	9	36.8	Average
8	Elements of Auditing	4	34.6	Average
9	Accounts of Non Profit Making Organizations	8	26.7	Weak

The Comparison of Candidates' Performance between 2020 and 2021