



basic education

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PRINCIPALS OF SECONDARY SCHOOLS
SUBJECT ADVISORS OF BUSINESS STUDIES
EDUCATORS OF BUSINESS STUDIES

CIRCULAR S7 OF 2013

Brief summary: The structure of Grade 12 Business Studies Examination Paper

This Circular No. 7 of 2013 should be read in conjunction with the Business Studies ***Curriculum and Assessment Policy Statement (CAPS)*** issued by the Department of Basic Education in January 2012.

In order to assist teachers and learners at schools in their preparation for the Grade 12 examination, Circular No. 7 of 2013 seeks to clarify the structure of the Business Studies Examinations Paper in the Further Education Training (FET) band as it appears in the CAPS.

Provincial Education Departments are requested to ensure that this Circular is brought to the attention of all Grade 10, 11 and 12 teachers, learners and Subject Advisors.

The table on the next page reflects the structure of the Business Studies Grade 12 examination paper, the description per section, marks allocation and time guide. Take note of how section B of the paper will be structured.

SECTION	DESCRIPTION	MARKS AND TIME GUIDE	
A	<p>(Compulsory)</p> <p>Different types of short and objective questions using various assessment styles and covering the entire curriculum, e.g. multiple-choice, match columns, choose the correct word in brackets, etc.</p> <p>(20 short questions x 2)</p>	40	30 min
B	<p>(Three questions in this section must be answered) (Choose any <u>three</u> of the <u>five</u> questions. 3 questions of 60 marks each)</p> <p>These questions will cover the entire curriculum. Answers should be in paragraph style. Rubrics can be used in the marking of these questions, together with a marking memorandum. Applicable verbs are, discuss, motivate, compare, differentiate, explain, etc. Case studies (scenarios) or source-based questions should be included.</p> <p>Structure of the five questions:</p> <p>The five questions will be structured according to the Business Studies four main topics, i.e. Business Environment, Business Venture, Business Role and Business Operation.</p> <p>The five questions will be structured as follows:</p> <ol style="list-style-type: none"> 1. Business Environment; 2. Business Venture; 3. Business Role; 4. Business operation; and 5. Miscellaneous question taking into consideration the above broad topics. 	180	90 min

C	<p>Set four questions covering the entire curriculum (use scenarios)</p> <p>Choose any <u>two</u> of the <u>four</u> questions. (2 questions of 40 marks each)</p> <p>These are higher cognitive questions which will assess insight and interpretation of theoretical knowledge. (E.g. design, plan, appraise, evaluate, etc.). Answers should be in paragraph style. A rubric can be used in the marking of these questions, together with a marking memorandum.</p>	80	60min
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The above listed Curriculum and Assessment Policy Statement has accordingly been corrected for reprinting, should additional copies be required. In the meantime, the amendments are listed as errata and are obtainable on the following Departmental website:

<http://www.education.gov.za>

You are kindly requested to bring the contents of Circular S7 of 2013 to the attention of all provincial and district officials, principals and teachers of both public and independent schools.



MRS P TYOBEKA

ACTING DIRECTOR-GENERAL

DATE: *26 June 2013*