

Business Studies (POA, POB, Economics)

School Based Assessment

Students doing more than one subject in the Business cognate group (Principles of Accounts, Principles of Business and Economics) should submit one SBA report based on a topic relevant to the subjects being taken by the student and which allows the student to utilise skills that are common and relevant to the field of Business.

Each student must submit a report on a topic of their choosing. Students may work individually or in groups to gather the data. Each candidate must be identified on the report. The report should not exceed 1,000 words (not including appendices). Wherever a report exceeds the maximum length for the project by more than 10 per cent, a penalty of 10% of the score earned will be imposed.

PROJECT REPORTS

A student's final report should be presented electronically and should comprise the following in the order prescribed below.

1. Cover Page

Students should clearly state the following information:

Project Title, Name of Candidate, Candidate number, Centre number, School, Teacher, Territory and Due date

2. Acknowledgements

3. Table of Contents (1 mark)

The table of contents must include a heading and a list of topics and the corresponding page numbers.

4. Topic, Issue or Problem (2 marks)

The selected topic/issue/problem must:

- be clearly stated
- accurately describes the project

Examples are listed below:

- A study of the extent to which production cost at Zebra Company affects profitability.
- An investigation into the impact of the use of ICT tools and the equipment to enhance efficiency at the workplace.
- The benefits that government offers to small businesses in my community
- A study of how bad record keeping practices affect street vendors in the tourist zone of Long Beach.
- An investigation into the major factors that impact seasonal unemployment among taxi drivers at Heritage Quay between May and August each year.

5. Objective of the Project (2 marks)

The objective should be related to the issue and NOT the SBA. It should detail the specific purpose and focus of the research project, and therefore what the instruments, activities and report will cover.

These must be:

1. clearly stated and directly linked to the stated topic/issue/problem,

2. realistic / doable especially within the timeframe and requirements of the CSEC® level.

e.g. To identify how to restore XYZ business to profitability
To find out the source of capital available to young entrepreneurs in Antigua

6. Background to OR Overview of the Topic, Issue or Problem (4 marks)

A description of the ‘bigger picture’ in which the topic/issue/problem falls should be provided. This includes but is not restricted to the history, development, socioeconomic and environmental settings.

The establishment of the need or justification for conducting the research such as:

1. Why/How is the topic/issue/problem important to the student.
2. The impact of the topic/issue/problem on society.

e.g. According to the Statistical Department of Antigua and Barbuda, 48% of all taxi drivers experienced seasonal unemployment in 2016. This is a situation, which can have significant implications for the well-being of their families as well as for the socioeconomic climate of the country. Besides, this is a Caribbean phenomenon where many territories depend on the Tourist industry for a large part of their revenue.

7. Methodology (10 marks)

This details how the research was conducted. It includes sample, data collection instruments, and the strategies used to collect, present and analyse data during the research as well as in the report. These must be clearly described. They must be justified based on the nature and purpose of the research. Data presentation and analysis strategies must be related to and appropriate for the field of study and research. Ensure that you are au fait with the style and jargon of the discipline. The findings that are presented must be consistent with the analyses. Any limitations encountered **MUST** be clearly outlined.

The mark scheme is apportioned as follows:

- Data collection instrument clearly described - **1-2 marks (KC)**
- Data collection instrument appropriate for type of data - **1 mark (C)**
- Included at least two instruments of data collection - **1 mark (A)**
- Method of data collection clearly described - **1-2 marks (A)**
- Method of data collection adequately justified - **1-2 marks (IA)**
- Limitations of data collection method clearly stated - **1-2 marks (A)**

Example:

Sample: A community, business, office, sole trader, group of workers, product, service, an industry.

Data Collection strategies:

Surveys, interviews, examination of documents, observation, focus group meetings

Data Collection instruments: Questionnaire, Interview schedule, observation schedule, checklist,

Type of Data: Quantitative and or Qualitative, Artefacts, records, financial statements,

Method of Presentation: Tables, graphs,

Methods of Analysis: Simple statistics such as Mean, Median and Mode, as well as relevant calculations using relevant formulae. The presentation and discussions must reflect knowledge of the style and jargon of the discipline.

Limitations: Failure to access all relevant records from an organization due to confidentiality issues.

8. Presentation and Analysis of Data (10 marks)

Students must present data using an appropriate format e.g. tables, charts and graphs. The data presented must be relevant to the objectives of the project. It must be adequately analysed using appropriate statistics – mean, median, mode. All findings must be consistent with the analyses.

9. Conclusion (4 marks)

Conclusion should succinctly summarise the project. It should be logical and based on the findings.

10. Recommendations (4 marks)

Recommendations should contribute to a better understanding of the topic/issue/problem. They should be realistic and informed by findings. At least two recommendations should be listed here.

11. Bibliography (1 mark)

Bibliography must contain names of authors, name of publisher(s), names and dates of publication, and are written in alphabetical order. Students are asked to use the APA format.

12. Appendices

Any Questionnaires, source documents, diagrams, charts, interview questions and statistical data used to gather data must be presented here.

13. Overall presentation (2 marks)

Information must be presented in a highly effective and logical manner with no spelling or grammatical errors.