

External Assessment Evidence Gathering Template



Learner Name		NSN		Grade	
Subject	Accounting				
Standard Number	90978	Level	1	Version	3
Standard Title	Prepare financial statements for sole proprietors				
Purpose of this document	This Assessment Template is a resource for secondary teachers to support the recording of evidence against the requirements of an externally assessed Achievement Standard. It incorporates the assessment requirements of the Achievement Standard, and evidence statements that support the award of a derived grade. Assessment Templates are not a replacement for external examinations.				
Sufficiency statement	Multiple forms of evidence provided by a student may be recorded on the Template under each Grade. The final recommended Grade must be recorded on the cover page.				

Achievement	Achievement with Merit	Achievement with Excellence
Prepare financial statements for sole proprietors.	Prepare in-depth financial statements for sole proprietors.	Prepare comprehensive financial statements for sole proprietors.
<p>Key requirements for Achievement:</p> <p>The student:</p> <ul style="list-style-type: none"> • prepares classified financial statements or financial statement extracts for sole proprietors. • demonstrates understanding of classifying trial balance items in financial statements. • prepares financial statements using appropriate layout and headings. • establishes accurate stems from transaction information provided. 	<p>Key requirements for Merit:</p> <p>The student:</p> <ul style="list-style-type: none"> • prepares in-depth classified financial statements or financial statement extracts for sole proprietors, including: <ul style="list-style-type: none"> - balance day adjustments where the figure is provided - distinguishing cash and non-cash transactions when completing the cash budget. • reports many balance day adjustments accurately. • accurately classifies most revenues, expenses, assets and liabilities. • uses full account names in the cash budget and financial statements. • distinguishes most of the cash and non-cash items in preparing the cash budget. 	<p>Key requirements for Excellence:</p> <p>The student:</p> <ul style="list-style-type: none"> • prepares comprehensive classified financial statements or financial statement extracts for sole proprietors, including: <ul style="list-style-type: none"> - balance day adjustments where the figure is provided - balance day or other adjustments where the figure requires a calculation - distinguishing cash and non-cash transactions when completing the cash budget - no foreign items. • accurately calculates and reports balance day adjustments. • prepares accurate financial statements, free from foreign items and detracting errors. • prepares cash budget with appropriate headings and correct treatment of the surplus/deficit, opening bank balance and closing bank balance.

Achievement	Achievement with Merit	Achievement with Excellence
Assessment Date/s:	Assessment Date/s:	Assessment Date/s:
Evidence provided by the student: <i>state type of assessment, nature of the evidence – e.g. text used, responses to questions</i>	Evidence provided by the student: <i>state type of assessment, nature of the evidence – e.g. text used, responses to questions.</i>	Evidence provided by the student: <i>state type of assessment, nature of the evidence – e.g. text used, responses to questions.</i>