

VCE VET Business

Written examination – End of year

Examination specifications

Overall conditions

The examination will be sat at a time and date to be set annually by the Victorian Curriculum and Assessment Authority (VCAA). [VCAA examination rules](#) will apply.

There will be 15 minutes of reading time and 1 hour and 30 minutes of writing time.

The examination will be assessed by a panel appointed by the VCAA.

The examination will contribute 34 per cent to the study score.

Content

The VCE VET Business examination will be based on the following compulsory units of competency from Units 3 and 4:

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|-------------|--|-----------|----------|
| • BSBINS302 | Organise workplace information | Release 1 | 30 hours |
| • BSBOPS304 | Deliver and monitor a service to customers | Release 1 | 35 hours |
| • BSBPEF301 | Organise personal work priorities | Release 2 | 30 hours |
| • BSBTEC301 | Design and produce business documents | Release 1 | 80 hours |
| • BSBXCM301 | Engage in workplace communication | Release 2 | 40 hours |

The weighting of marks on the examination will approximately reflect the proportion of nominal delivery hours of each unit of competency that is examinable for this program.

The examination will focus on an understanding of the performance and knowledge evidence, as described in the elements and performance criteria, and the assessment conditions set out in the assessment requirements document for each unit of competency.

Foundations skills are incorporated in the performance criteria that are required for competent performance.

Format

The examination will be in the form of a question and answer book.

The examination will consist of two sections.

Section A will consist of 20 multiple-choice questions worth 1 mark each and will be worth a total of 20 marks.

Section B will consist of short-answer and extended-answer questions worth a total of 80 marks. Questions may include multiple parts.

Questions in both sections may include short scenarios and/or a variety of stimulus material. Individual questions may assess aspects of more than one unit of competency.

All questions will be compulsory. The total marks for the examination will be 100.

Answers to Section A are to be recorded on the answer sheet provided for multiple-choice questions.

Answers to Section B are to be recorded in the spaces provided in the question and answer book.

Approved materials and equipment

Pens, pencils, highlighters, erasers, sharpeners and rulers

Relevant references

The following resources should be referred to in relation to the VCE VET Business examination:

- *VCE VET Business Program Booklet*
- *VCE VET Scored Assessment Guide* (published February 2021)
- *VCAA Bulletin*

Advice

A separate document containing sample questions has been published on the VCE VET Business [‘Examination specifications, past examinations and examination reports’](#) page on the VCAA website.

The sample questions relate to the following unit of competency:

- BSBXCM301 Engage in workplace communication

Answers to multiple-choice questions are provided on page 3 of the sample questions document.

Answers to other questions are not provided.

Teachers and students should refer to the sample questions and past examinations for an indication of the types of questions that can be expected.

Past examinations have examples of questions from units of competency that are equivalent to the following:

- BSBINS302 Organise workplace information
- BSBOPS304 Deliver and monitor a service to customers
- BSBPEF301 Organise personal work priorities
- BSBTEC301 Design and produce business documents