

QCF Examination Guidance for ABE Learners

The purpose of this guidance is to advise ABE learners on how to prepare for ABE QCF examinations so that you can maximise your potential in the exam.

Study and Revision Tips

ABE's QCF examinations are assessed by a three-hour examination.

Study Tips for individual units are available on the members area of the ABE website. Please make sure you look at these.

It is also important that you are fully prepared for the examination by following the additional tips below:

What do I need to revise?

Visit the ABE website and look at the **syllabus** for the unit you are taking. You will see that the syllabus is made up of learning outcomes (there are usually between four and eight learning outcomes). You will have to answer at least one question on each of these learning outcomes.

Each learning outcome is made up of several **assessment criteria** and the questions will draw on one or more of these assessment criteria.

The **indicative content** explains and expands on the assessment criteria.

You need to revise every part of the syllabus thoroughly as questions can be set on any part of the syllabus.

ABE also produces **lecture guides** that are intended for use by students and colleges. The lecture guides expand on the information in the syllabuses and also feature tips from the subject examiner (the person who writes the question paper) and often have details of further recommended reading.

In addition, ABE produces **study manuals** for many of its more popular units and these are available to download from the ABE website. These provide thorough coverage of all the areas of the syllabus and guide you through the various topics you will need to understand. It is important that you have access to the study manuals for your units as these

Finally, **examiners' reports** and **past question papers and markschemes** are available to download from the members area of the ABE website.

The examiners' reports are where the subject examiner reports back on learners' performance for the unit during an exam session, on a question by question basis, giving recommendations for the future.

The question papers show you the types of questions that have been asked before and which may come up again.

The markschemes show you how the answers were marked by the markers and how marks were allocated, as well as providing suggested answers.

It is vital that you spend some time, either with your tutor or on your own, studying these documents. Test yourself using the past papers from the Members Area. Then check the examiners' reports and markschemes to see where you did well and where you need to do further revision. Make sure you do this early enough to allow plenty time to develop any weaker areas.

All of the documents referred to above can be downloaded from the members area of the ABE website.

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