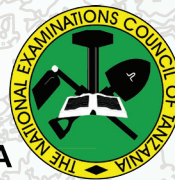




THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA



CANDIDATES' ITEM RESPONSE ANALYSIS
REPORT ON THE CERTIFICATE OF SECONDARY
EDUCATION EXAMINATION (CSEE), 2023

BOOK KEEPING



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062 BOOK KEEPING

Published by
The National Examinations Council of Tanzania,
P.O. Box 2624,
Dar es Salaam, Tanzania.

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FOREWORD

This report presents Candidates' Item Response Analysis (CIRA) on the Certificate of Secondary Education Examination (CSEE) which was conducted in November 2023. The report aims to provide feedback to all education stakeholders and the general public on the factors that contributed to the candidates' performance in the Book Keeping subject.

This report is dedicated to secondary school students, teachers, education specialists, education policy makers and researchers in education related topics. The examiners analysed the candidates' responses for each question and identified some of the factors that contributed to candidates' good, average and poor performances. The factors that contributed to the candidates' poor performance include inability to interpret the requirement of the questions and lack of knowledge and skills on the topics examined. The candidates who performed well in this examination adhered to the demands of the questions, demonstrated adequate knowledge and skills in the examined topics, and had relatively good command of the English language.

The Certificate of Secondary Education Examination (CSEE) marks the end of four years of secondary education. This summative evaluation, among other things, shows the efficiency of the education system in general, and specifically the means of education delivery in secondary schools in the country. The candidates' responses in the examination questions strongly indicate what the education system was able or unable to offer to the candidates in their four years of secondary education.

The National Examinations Council of Tanzania believes that the feedback provided in this report will enable stakeholders in public and private sectors to take proper measures in improving general candidates' performance. The report provides recommendations that are expected to be useful to teachers and students in improving the teaching and learning process of the Book Keeping subject.

Finally, the National Examinations Council of Tanzania remains thankful to all examinations officers, subject examiners and other individuals for their valuable contribution in preparation of this report.



Dr. Said Ally Mohamed
EXECUTIVE SECRETARY

1.0 INTRODUCTION

This report presents the analysis of candidates' performance in CSEE 2023 in Book Keeping subject. The examination was set in accordance with the 2016 Book Keeping Syllabus for Ordinary Secondary Schools and the 2022 examination format.

The examination was three hours long and consisted of nine questions. The questions were organized in three sections; A, B and C. Candidates were required to answer all questions. Section A had two objective questions. Question one was composed of 10 Multiple Choice Items and question two had five Matching Items. Question one carried 10 marks whereas question two carried 5 marks. Section B comprised of four short answer questions each carrying 10 marks. Section C had three structured questions each carrying 15 marks. The paper weighed a total of 100 marks.

The statistics indicated that 13,233 candidates sat for the CSEE 2023 Book Keeping subject. The results for 13,203 (99.77%) were published, out of these 10,380 (78.62%) passed. This indicates that the performance was good. In 2022, the number of candidates who sat for CSEE were 12,110, the results for 12,060 (99.59%) candidates were published of which 10,484 (86.93%) passed. In comparison with the year 2022, the pass rate of the candidates in 2023 has decreased by 8.31 per cent. The performance of candidates by grades in CSEE 2023 is shown in Table 1.

Table 1: CSEE 2023 Candidates' Performance by Grades

Grades	A	B	C	D	F	Withheld	Total
Male	102	328	1,848	1,891	1,055	15	5,239
Female	119	342	2,388	3,362	1,768	15	7,994
Total	221	670	4,236	5,253	2,823	30	13,233

As shown in Table 1, the candidates' results in this examination are categorized into five grades; namely, A, B, C, D and F. Each grade had a unique score interval of remarks as follows: Grade A had a score interval of 75 - 100 marks (Excellent); Grade B had a score interval of 65 - 74 marks (Very good); Grade C had a score interval of 45 - 64 marks (Good); Grade D had a score interval of 30 - 44 marks (Satisfactory) and Grade F had a score interval of 0 - 29 marks (Fail).

In this report, the candidates' performance in each question is regarded as weak, average or good if the number of candidates who scored 30 per cent or above of the total marks of the question falls in the range of 0 – 29 per cent, 30 – 64 per cent and 65 – 100 per cent of the candidates who attempted that question respectively. In the charts and figures the performance categories are distinguished by colours whereby the weak, average and good performances are represented by red, yellow and green colours respectively.

The report analysed the requirement for each question and explained the nature of the responses from candidates with high, average and low marks. Moreover, this report highlights the strengths and weaknesses of the candidates' responses. Thus, both good and poor samples of candidates' responses have been presented to authenticate the cases. Additionally, the report includes sections for conclusion, recommendations and appendices which show the summary of candidates' performance topic-wise and the trend of candidates' performance in CSEE across 2022 and 2023. The following sections present the analysis of the candidates' performance in each question and topic.

2.0 ANALYSIS OF CANDIDATES' PERFORMANCE ON EACH QUESTION

2.1 Question 1: Multiple Choice Items

This question included ten multiple choice items (i) - (x) with a weight of 1 mark each. The candidates were required to choose the correct answer from the given alternatives and write its letter beside the item number in the answer booklet provided. The question items were set from nine (9) topics, namely: *Adjustments, Government Accounting and Budgeting, Accounting for Departmental Stores, Columnar Cash Books, Elementary Financial Statements, Books of Prime Entry, Accounting for Joint Businesses, Accounting for Single Entry and Incomplete Records, and Consignments.*

The question was attempted by 13,233 (100%) candidates, out of these, 4,791 (36.20%) scored from 0 to 2 marks while 7,943 (60.03%) scored from 3 to 6 marks and 499 (3.77%) scored from 7 to 10 marks. The performance of the candidates was average since 8,442 (63.80%) of candidates scored from 3 to 10 marks. Figure 1 shows the distribution of the candidates' scores in question 1.

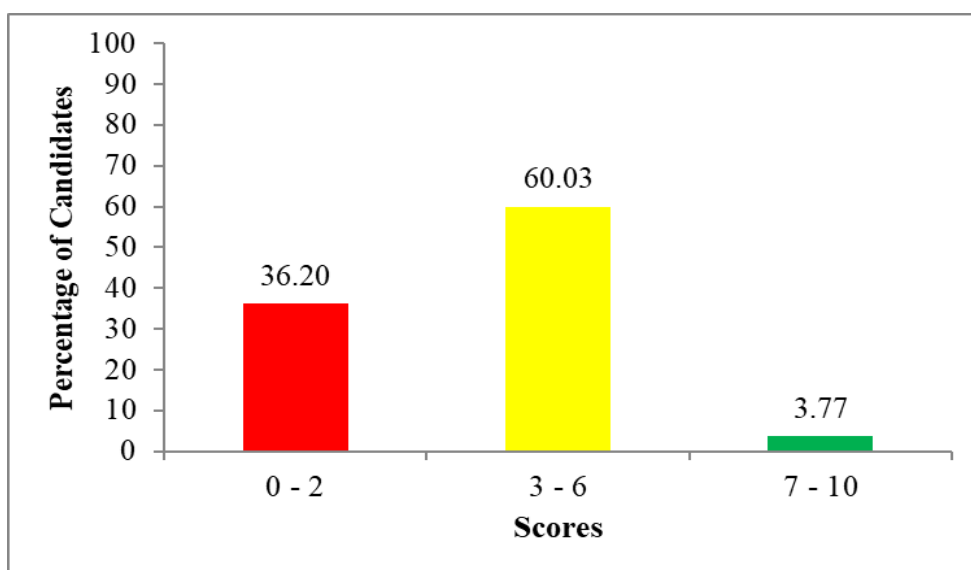


Figure 1: *Distribution of the Candidates' Scores on Question 1*

The analysis of candidates' responses in the items in question 1 is presented in the following paragraphs: In item (i), the candidates were required to choose a response which represent what is meant by the term depreciation. The correct response was C *The cost of fixed assets used up by the firm.*

The candidates who had mastered the common terms used in accounting for depreciation chose C. In accounting, depreciation is a revenue expenditure. The term is used to mean the difference between the acquisition cost of an asset and its current book value which represent the cost of the asset consumed by the entity through use, lapse of time or the asset becoming obsolete because of new technology.

Candidates who opted for alternatives A *The amount spent to buy fixed assets* and D *The amount of money spent in replacing assets* lacked knowledge about revenue and capital expenditures. While depreciation is a revenue expenditure, alternatives A and D represent capital expenditure. Candidates who selected B *The salvage value of fixed assets* lacked the understanding that salvage value of an asset is the value of the asset after its useful life. On the other hand, those who selected E *The amount of money invested into business* lacked the knowledge that the alternative represented capital of the business.

Item (ii) required the candidates to choose a response which represent what is meant by the term working capital. The correct response was D *The excess of current assets over current liabilities*. This response was selected by candidates who had sufficient knowledge and understanding of various forms of capital. The candidates who chose other alternatives; A *capital less drawings*, B *Total of fixed assets less current assets*, C *Amount of capital invested by the owner of business* and E *The excess of current liabilities over current assets* had limited knowledge of various forms of capital.

In item (iii) candidates were required to select a response which represent what a budget can be considered. The correct response was D *a plan in monetary terms over a specified period of time*. Candidates who chose the correct response had adequate knowledge about the process of government budgeting; specifically, the meaning of the term budget.

In contrast, candidates who selected alternative A *a plan expressed in monetary value over unspecified period of time* were not aware of the fact that, a budget is prepared for a specific period of time. Additionally, candidates who chose B *a way of deciding development over a specified period*, C *a process of planning business in a short period of time* and E *a design to help the government in longer period of time* lacked comprehension of the term budget.

Item (iv) required the candidates to identify a response which represent the best method of apportioning expenses in departmental accounts. The correct response was *C to charge all expenses between the departments*. Candidates who selected the correct response had mastered the basis for apportioning overhead expenses among departments.

On the other hand, those who selected the distractors *A to allocate expenses in proportion to sales*, *B to charge controllable costs against departments*, *D to allocate expenses in proportion to purchases* and *E to allocate revenue and expenses* lacked the knowledge of the difference between apportionment and allocation of revenue and expenses. In accounting, the term apportionment of revenue and expenses refer to the act of distributing revenue earned and expenses or costs incurred by the entity for the period and the benefit of those revenues or costs are shared by all the departments. In contrast, allocation refers to the act of assigning or charging each department with its respective revenue or costs. Alternatives A, B, D and E relate to allocation; hence, they did not meet the demands of the question.

Item (v), required the candidates to select a response which describe where the total of discounts allowed column in the cash book is posted in the general ledger. The correct response was *A to the debit of discounts allowed account*. Candidates who selected the correct response had mastered the preparation of columnar cash books and posting of accounting entries from the cash book to the ledger accounts. However, candidates who selected the distractors *B to the debit of discounts received account*, *C to the credit of discounts allowed account*, *D to the credit of discounts received account* and *E to the credit of the bank account* had limited knowledge and skills in preparation of columnar cash books and posting of accounting entries from the cash book to the ledger accounts.

In item (vi), candidates were required to select a response which represent attributes that make information provided in the financial statements useful to users of accounting information. The correct response was *D Reliability, comparability and relevance*. Candidates who chose the correct response demonstrated sufficient competence about the qualitative characteristics of accounting information. However, candidates who missed the correct

answer by selecting alternatives other than D, demonstrated their incompetence in qualitative features of accounting information.

In item (vii), candidates were required to choose a response which represent nominal accounts. The correct response was D *Insurance and Rates*. Candidates who had adequate knowledge about classification of accounts selected D. This suggests that the candidates had the ability to differentiate nominal from real and personal accounts. However, candidates who chose alternatives other than D failed to realise that each of the alternatives A, *Premises and rent received*, B *Wages and Machinery*, C *Debtors and stationery* and E *Sales and Cash at bank* included either a real or personal account.

Likewise, item (viii) required candidates to choose a response which describe how the distribution of partnership profits among the partners would be treated if they decided to maintain fluctuating capital accounts. The correct response was E *Credit to partners' capital accounts*. The candidates who chose E demonstrated their competence in accounting for joint businesses, specifically the treatment of share of profit or loss in the accounts and income statement.

Conversely, candidates who opted for the distractors A *credit to partners' current accounts*, B *debit to partners' current accounts*, C *credit to partners' drawings accounts* and D *debit to partners' capital accounts*, lacked the required knowledge and skills in accounting for joint businesses. Specifically, they lacked the skills on application of the principle of double entry in recording the partners' share of profit or loss.

In item (ix), candidates were provided with the following information: *Given opening capital of TZS 16,500, closing capital of TZS 11,350, and drawings for the year of TZS 3,300; what would be the profit or loss for the year?* The correct response was B *Loss for the year is TZS 1,850*. The candidates who were competent in accounting for single entry and incomplete records selected B. By selecting the correct response, the candidates demonstrated their competence in determination of missing figures from incomplete records. The candidates who missed the correct response demonstrated contrary attributes.

Item (x) required the candidates to identify a response which describe the double entry for expenses for goods sent to a consignee if the consignor pays all expenses. The correct answer was E *Dr Consignment account, Cr*

cash book. The candidates who chose the correct response were competent in accounting for consignments. By choosing the correct answer, these candidates demonstrated not only knowledge of accounts used to record consignment transactions but also their skills in applying the principle of double entry in recording the transactions. The other candidates chose incorrect alternatives because of limited knowledge and skills in accounting for consignments.

2.2 Question 2: Bank Reconciliation

This question consisted of five matching items (i) – (v) with 1 mark each. For each of the items, candidates were required to match the descriptions of the terms used in bank reconciliation in List A with their corresponding names in List B, by writing the letter of the correct response beside the item number in the answer booklet provided. The items were set from the topic of *Bank Reconciliation*.

Item response analysis showed that the question was attempted by 13,233 (100%) candidates, among them, 3,636 (27.48%) scored from 0 to 1 mark, 5,126 (38.73%) scored from 2 to 3 marks and 4,471 (33.79%) scored from 4 to 5 marks. The general performance of the candidates was good since 9,597 (72.52%) candidates scored from 2 to 5 marks on this question. The distribution of the candidates' scores in this question is shown in figure 2.

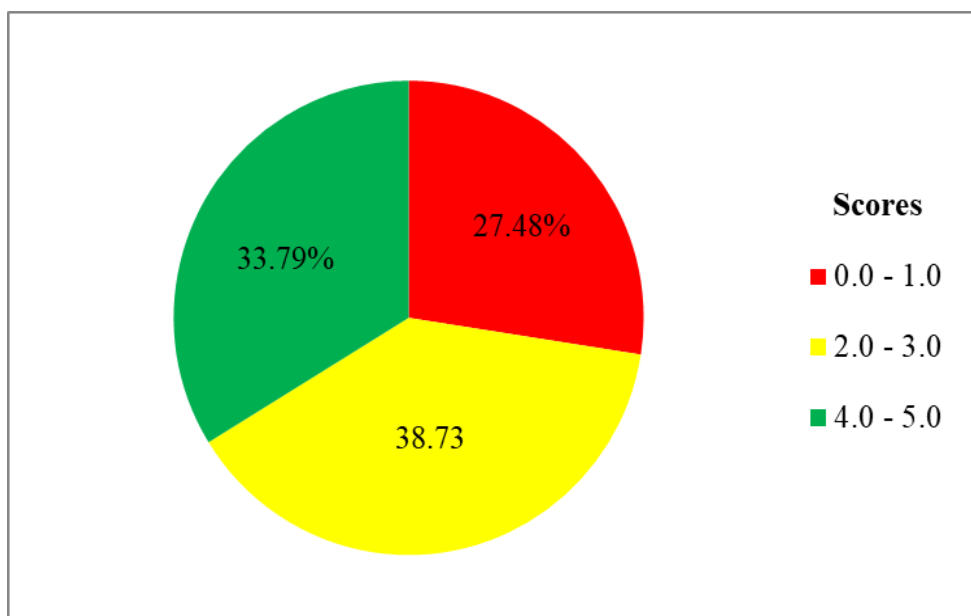


Figure 2: *Distribution of Candidates' Scores on Question 2*

The analysis of the candidates' responses on the items in question 2 is presented in the following paragraphs: Item (i) required the candidates to select a response which matched correctly with a cheque drawn and entered in the cash book but not presented at bank for payment. The correct response was F *outstanding cheque*. This response was selected by candidates who had good knowledge of the terms used in bank reconciliation. However, those who selected A *Direct deposits* failed to distinguish between *outstanding cheques* and *direct deposits*. In bank reconciliation, the term direct deposit is used to mean lodgment of cheques by credit customers without notification to the account holder. Likewise, those who chose B *Direct debits* lacked the knowledge about *outstanding cheques* which means cheques drawn and entered in the cash book but not presented at the bank for payment while *direct debits* mean charges or transfer of funds by bank from an account without notification to the account holder. Similarly, those who matched the item with other responses they revealed that they had limited knowledge of various terms used in bank reconciliation.

Item (ii) required the candidates to select a response which matched correctly with a cheque received and entered in the cash book but not recorded by the bank. The correct response was E *Uncredited cheque* which was chosen by competent candidates. However, candidates who matched the item with other responses like F *Outstanding cheque*, lacked knowledge of difference between uncredited cheques and outstanding cheques. Those who matched the item with D *Payment order*, could not differentiate payment order from uncredited cheques. The term payment order means an instruction from a sender to a receiving bank which is transmitted orally, electronically, or in writing to pay, or to cause another bank to pay a fixed and determinable amount of money to a beneficiary. Likewise, the candidates who matched the item with other alternatives missed the correct response because of limited comprehension of various terminologies used in bank reconciliation.

In item (iii), candidates were asked to choose a response which matched correctly with cheque refused for payment by bank. The correct response was C *Dishonoured cheque*. Candidates who matched the item with the correct response demonstrated competence in understanding the tested concepts. However, candidates who selected incorrect responses like H *Standing order* failed to distinguish between dishonoured cheques and

standing orders. The term standing order is used to refer to an instruction given by account holder to his/her bank to make specific payment within specified period of time. Candidates who matched the item with D *Honoured cheque* were not conversant with the difference between dishonoured and honoured cheques. Likewise, those who matched the item with responses other than C, lacked comprehension of the terminologies in question.

In item (iv), candidates were instructed to select a response which matched correctly with instruction given by account holder to his/her bank to make specific payment within specified period of time. The correct response was H *Standing order*. By selecting this response, it implies that candidates were able to comprehend well the terminologies used in bank reconciliation. However, those who matched the item with incorrect responses indicated limited comprehension about the terminologies used in the topic of bank reconciliation.

For item (v), candidates were required to select a response which matched correctly with amount deposited in bank account by a customer but not entered in the cash book up to the date of bank statement. The correct response was A *Direct deposit*. Candidates who were well informed about the terminologies selected A. However, candidates who missed the correct response by selecting incorrect responses like B *Direct debits*, C *Dishonoured cheques*, D *Honoured cheques* and others in list B failed to differentiate direct deposits from the rest of the terminologies. Generally, failure to differentiate between the terminologies used in the given topic indicated lack of competence.

2.3 Question 3: Principle of Double Entry

In this question, candidates were required to analyze each of the following transactions by identifying the accounts affected by each of them:

- (a) Jisena started her business with cash at bank
- (b) Purchased furniture for cash
- (c) Purchased goods for cash
- (d) Purchased goods from Kokugonza on credit
- (e) Received a cheque from Dina for settlement of her debt

Item response analysis showed that the question was attempted by 13,233 (100%) candidates, out of whom, 4,069 (30.75%) scored from 0 to 2 marks, 3,428 (25.90%) scored from 3 to 6 marks and 5,736 (43.35%) scored from

7 to 10 marks. The general performance of candidates in this question was good since 9,164 (69.25%) candidates were able to score from 3 to 10 marks. The distribution of the candidates' scores in this question is presented in Figure 3.

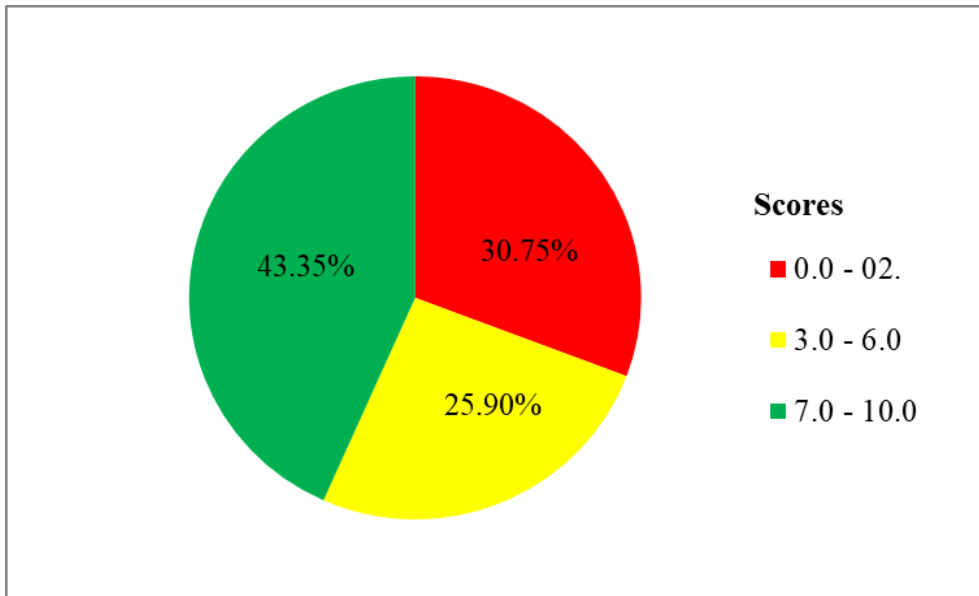


Figure 3: *Distribution of Candidates' Scores on Question 3*

The analysis of the candidates' item responses indicated that, 5,736 (43.35%) of candidates produced the expected responses to the question. Most of the candidates under this category correctly analyzed and identified the affected accounts to four or all the given five transactions. A few candidates included two or one incorrect accounts in their responses. Their scores ranged from 7 to 10 marks. These good responses suggest that the candidates had sufficient knowledge and skills in analysing financial business transactions. Extract 1.1 is a sample of the correct responses to question 3.

3a	The amount in the bank a/c. will increase so, DR: Bank A/c CR: Capital A/c
⑥	The value of furniture will increase and amount in cash will decrease so, DR: Furniture A/c CR: Cash A/c
⑦	The value of purchases will increase and amount in cash will decrease so, DR: Purchases A/c CR: Cash A/c
⑧	The value of purchases will increase and the value of goods of Kokugonza will decrease so, DR: Purchases A/c CR: Kokugonza A/c
⑨	Amount of money in the bank a/c will increase and the value of Debtor will decrease DR: Bank A/c CR: Dina. (Debtors) A/c

Extract 1.1: A sample of the correct responses to question 3

Most of the 3,428 (25.90%) candidates who scored from 3 to 6 marks analysed and identified the affected accounts to two or three of the given five transactions. A considerable minority of candidates under this category included four or five incorrect accounts out of the ten required accounts in their responses. However, these responses suggest that candidates had satisfactory knowledge and skills in analysing financial business transactions.

The analysis of item responses showed that 4,069 (30.75%) candidates scored from 0 to 2 marks. Further analysis of the candidates' item responses showed that some candidates under this category described types of accounts instead of analysing the accounts affected by the given transactions. These candidates responded by describing or listing types of accounts such as real, nominal, personal, and impersonal. This sort of

response implies that candidates failed to interpret the requirement of the question.

Likewise, some candidates opened the ledger accounts and recorded the given transactions by assigning amounts of money which actually were not provided in the question contrary to the demand of the question. These responses suggest that candidates lacked the skills in determining the task of the question.

Similarly, some candidates prepared journal entries to record the given transactions. Other candidates used the general journal to correct accounting errors which actually did not exist in the given transactions. These responses indicate that, candidates lacked not only the skills in analysing financial business transactions but also the skills in using of general journal as a book of prime entry.

The analysis also revealed that, some candidates produced incomplete responses to the question. There were candidates under this category who responded by listing a single account instead of two accounts and for one or two of the given five transactions. These responses suggest that the candidates lacked not only the skills in analysing business transactions but also the application of the principle of double entry in recording business transactions. Extract 1.2 is a sample of the incorrect responses from one of the candidates.

3.	a)	Personal account
	b)	Real account
	c)	Real account
	d)	Real account
	e)	Nominal account

Extract 1.2: A sample of the incorrect responses to question 3

In Extract 1.2, the candidate listed types of accounts contrary to the requirement of the question.

2.4 Question 4: Introduction to Book Keeping

This question required the candidates to briefly explain the following terms: *Petty cash book*, *Consignment*, *Business entity concept*, *Periodicity concept* and *value for money audit*.

The question was attempted by 13,233 (100%) candidates, out of these, 7,615 (57.55%) scored from 0 to 2.5 marks, 4,747 (35.87%) scored from 3 to 6 marks and 871 (6.58%) scored from 6.5 to 10 marks. The performance of the candidates in this question was average as 5,618 (42.45%) candidates scored from 3 to 10 marks. Figure 4 illustrates the distribution of the candidates' scores in question 4.

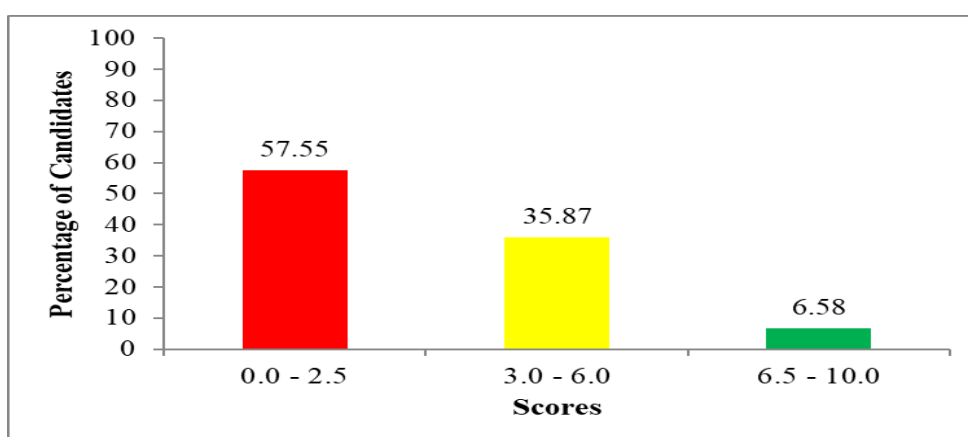


Figure 4: Distribution of the Candidates' Scores on Question 4

The analysis of candidates' responses showed that 7,615 (57.55%) candidates lacked comprehension of the given accounting terminologies. Many of these candidates provided explanations which are not relevant to the given accounting terms. For example, one candidate scored zero by providing the following responses:

***Petty cash book** is the book which record single cash book and other expenses which are recorded such as telephone, voucher, e.tc; **Consignment** is the recording of business information and transactions from goods sent on consignment accounting to consignors account then to consignee account; **Business entity concept** is the concept which deals with knowing on how to conduct the business, controlling the business up to get profit of the business, also shows on how much amount of capital is needed in the business above; **Periodicity concept** is the concept which periodise the business in time; and **Value for money audit** this is the audit which shows the value for money to the business.*

It was also noted that other candidates under this category lacked proficiency in the English language. These candidates either listed the accounting terms in question without explanations or their explanations lacked clarity as they were characterized by omissions of some words from their sentences, misspelled words and incorrect use of tenses.

Moreover, some candidates under this category produced incomplete responses by not providing explanations to all the five accounting terms in question. These responses reflect the candidates' incompetence about the asked accounting terminologies.

Nevertheless, some candidates managed to provide reasonable explanations to one or two of the given accounting terminologies and scored from 1 to 2.5 marks; hence, their scores ranged from 0 to 2.5 marks. These poor responses by candidates to the question suggest that the candidates lacked the knowledge and comprehension of the given accounting terminologies. Extract 2.1 is a sample of the incorrect responses from one of the candidates.

4	g. Petty Cash book is the book of journal entry that the amount of money their Considered through Voucher number and total amount of money in a book.
	b. Consignment is the period of two people Create a joint partnership in a business for aim of getting profit in a business activities
	c. Business entity Concept is the entity that Can formed for the purpose of business man or woman record the business information.
	e. Value of money audit is the amount of money that the audit their given when their doing an auditing in a specific place or Company.
	d. Periodicity Concept; Is the Concept of the audit that Consider the period of time that the Accountant they doing a work to determine the profit or loss of the a Company or Government Sector

Extract 2.1: A sample of the incorrect responses to question 4

In Extract 2.1, the candidate provided explanations which was not related to the asked accounting terminologies.

On the other hand, 4,747 (35.87%) candidates had average performance. These candidates were able to provide relevant explanations about two or three of the given accounting terms.

However, further analysis of the candidates' item responses showed that other candidates under this category failed to score high marks because of omissions or misspellings of some words. Also, some candidates lacked clarity on their explanations on one or two of the accounting terminologies; hence, their scores ranged from 3 to 6 marks. Despite the typos observed, these responses indicated that the candidates had satisfactory comprehension about the accounting terms in question.

The analysis of the data on candidates' performance to this question showed that 871 (6.58%) candidates had good performance. Majority of these candidates were able to provide relevant and clear explanations about four or all of the five accounting terminologies. These candidates also demonstrated high level of competence and writing skills in English language by producing well spelled words in their sentences.

However, minimum omissions of some words, misspelled words in their sentences, and omission of one or two of the accounting terms in their responses were observed. This caused the variation of marks from 6.5 to 10 marks. Provision of good responses indicated that the candidates had good knowledge and comprehension about the accounting terms in question. Extract 2.2 is a sample of the correct responses from a candidate.

4.	a. Petty cash book
	This is a cash book that is kept and maintained by the petty cashier who records minor or petty expenses of the business in the petty cash book for example bus fares, postage etc. The petty cash book is important since it saves time and reduces work load to the chief cashier
	b. Consignment
	This is the process whereby a consignor sends goods to a consignee who might be in another place so that he/she can sell goods on his/her behalf at an agreement of timely payment of commission or del credere commission. Consignment helps to expand the business and reduces expenses for the consignor.
4.	c. Business entity concept
	This is a type of accounting principle that requires the proprietor who is the owner of the business and the business itself to be treated separately such that the proprietor's personal matters should not intervene with the operation of the business and the proprietor's family should be treated as customers when it comes to business.
	d. Periodicity concept
	This is a type of accounting principle that requires a business to choose a specific accounting period for conducting various activities and for the preparation of financial statements at the end of each year for example the government's accounting year starts at 1 st July and ends at 30 th June each year
	e. Value for money audit
	This is a type of audit whereby the value of the opio opinion that is given out by the auditor should be given out in terms of money or should provide the value of money that is held in the business and hence it will prove if the opio opinion given is true or not true

Extract 2.2: A sample of the correct responses to question 4

In Extract 2.2, the candidate provided relatively correct explanations about *Petty cash book*, *Consignment*, *Business entity concept* and *Periodicity concept*. However, their explanations about *value for money audit* are not relevant.

2.5 Question 5: Control Accounts

In this question candidates were provided with the following business information that were extracted from the books of D & D Shop for the month of December 2018:

1 st December 2018: Sales ledger - debit balance	26,000
Purchases ledger-credit balance	280,600
Transaction for the month:	
Credits sales	84,200
Credit purchases	260,200
Cash received	25,500
Payment to creditors	317,500
Discount allowed	1,400
Returns to creditors	14,000
Sales returns	400
Bad debts	500
Interest charged by creditors	500
Carriage charged to creditors	400
31 st December 2018:	
Purchases ledger - debit balance	2,700

Use the information provided to prepare the Sales and Purchases ledger control accounts for the Month of December, 2018.

This question was attempted by 13,233 (100%) candidates, out of these, 1,794 (13.56%) scored from 0 to 2.5 marks, while 7,354 (55.57%) scored from 3 to 6 marks and 4,085 (30.87%) scored from 6.5 to 10 marks. The general performance of the candidates was good since 11,439 (86.44%) candidates scored from 3 to 10 marks. Figure 5 shows the distribution of the candidates' scores in question 5.

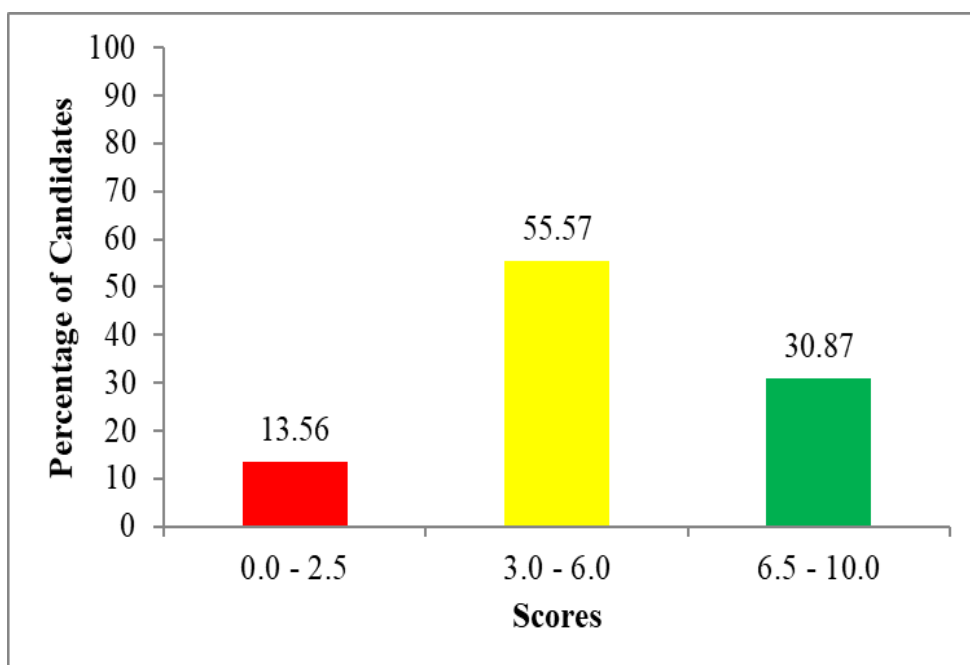


Figure 5: *Distribution of Candidates' Scores on Question 5*

The analysis of the candidates' item responses showed that, 4,085 (30.87%) of candidates who attempted this question had good performance. These candidates were able to prepare the sales and purchases ledger control accounts and balance them as on 31st December, 2018. Most of the candidates under this group opened the accounts, analysed the transactions and recorded them on the appropriate sides of the accounts. However, some candidates had their answers containing errors like omissions of some transactions, entering some items on a wrong side of the control accounts and casting errors. Despite the errors and omissions observed in the candidates' responses. Candidates managed to score from 6.5 to 10 out of the 10 marks of the question. These good responses indicate that the candidates had mastered the preparation of control accounts. Extract 3.1 is a sample of the correct responses from one of the candidates.

05.	DR	SALES LEDGER CONTROL ACCOUNT		CR	
		1 st .12.2018 Balance b/d	26,000	Cash received	25,500
		Credit sales	84,200	Discount allowed	1400
				Return Inwards	400.
				Bad debts	500
				Balance c/d	82400.
				110200	110200
		Balance c/d	82400		
	DR	PURCHASES LEDGER CONTROL ACCOUNT		CR	
		Payment to creditors	317,500	1 st .12.2018 Balance b/d	280,600.
		Return Outwards	14,000.	Credit purchases	260,200.
		Balance c/d	212,900.	Interest charged	500
				Carriage charged	400.
				Balance c/d	2700
				544,400.	544,400.
		Balance b/d	2700	Balance b/d	212,900.

Extract 3.1: A sample of the correct responses to question 5

Further analysis of candidates' item responses showed that 7,354 (55.57%) candidates had average performance as they scored 3 to 6 marks. Majority of the candidates under this category were able to prepare the sales and purchases ledger control accounts.

However, their analyses of the information provided in the question were not accurate for some of the items; hence, they recorded a mixture of correct and incorrect entries on the debit and credit sides of the control accounts. Despite these mistakes in their responses, their average performance indicates that, they had satisfactory knowledge and skills in preparation of control accounts.

On the other hand, 1,794 (13.56%) candidates showed to have weak performance as they scored 0 to 2.5 marks. The candidates failed to score high marks in the questions because they lacked the knowledge and skills in analysing and recording entries in the control accounts. For instance, some candidates reversed the entries, and others recorded some entries on the wrong side of the accounts. These responses indicate that, most of these candidates lacked skills in using the principle of double entry in recording financial business transactions.

Similarly, other candidates did not record some of the items in the accounts and a few candidates left the accounts without balancing them. These responses imply that, the candidates had limited knowledge and skills in analysing business transactions, recording accounting entries in the control accounts and the procedures for balancing off accounts.

Likewise, there were candidates who prepared sales and purchases accounts instead of the sales and purchases ledger control accounts while others opened the control accounts but failed to make any entry. These responses suggest that, the candidates lacked the competences in analysing and recording business transactions in the control accounts as they failed to differentiate ledger accounts and control accounts.

Failure to interpret the requirement of the question was another challenge which contributed to the candidates' weak performance in this question. The analysis of item responses revealed that, some candidates prepared a trial balance instead of the required control accounts. This means that, the candidates failed to distinguish between control accounts and trial balance.

Furthermore, other candidates prepared a trading, profit or loss account instead of the required control accounts. These misconceptions suggest that the candidates lacked the knowledge and skills in preparation of sales and purchases ledger control accounts. Extract 3.2 is a sample of the incorrect responses from one of the candidates.

5.	1 st December 2018: Sales ledger- debit balance	26,000
	Purchases ledger- Credit balance	280,000
	Transaction for the month:	
	Credits Sales	84,200
	Credit purchases	260,200
	Cash received	26,500
	Payment to Creditors	317,500
	Discount allowed	1,400
	Returns to Creditors	14,000
	Sales returns	400
	Bad debts	500
	Interest charged by Creditors	500
	Carriage charged to Creditors	400
	31 st December 2018: Purchases ledger- debit balance	2700

Extract 3.2: A sample of the incorrect responses to question 5

In Extract 3.2, the candidate reproduced the information provided from the question paper.

2.6 Question 6: Adjustments

In this question, candidates were provided with the following information for rent and rates extracted from the books of Mohammed Estates Ltd for the year ending 30th April 2019:

Details	1 st May 2018 (TZS)	30 th April 2019 (TZS)
Rent owing	30,000	30,000
Rates owing	4,000	7,000
Rent prepaid	10,000	50,000
Rates prepaid	20,000	40,000

During the year to 30th April 2019 the following amounts were paid:

Details	Cash (TZS)	Bank (TZS)
Rent	200,000	450,000
Rates	80,000	240,000

The amount of TZS 200,000 paid for rent by cash includes TZS 15,000 which relates to Insurance.

Use the information provided to prepare a combined Rent and Rates Account for the year ending 30th April, 2019.

This question was attempted by 13,233 (100%) candidates, among them, 8,619 (65.13%) scored from 0 to 2.5 marks, while 3,307 (24.99%) scored from 3 to 6 marks, and 1,307 (9.88%) scored from 6.5 to 10 marks. The general performance of the candidates in this question was average since 4,614 (34.87%) scored from 3 to 10 marks. Figure 6 shows the distribution of the candidates' scores in question 6.

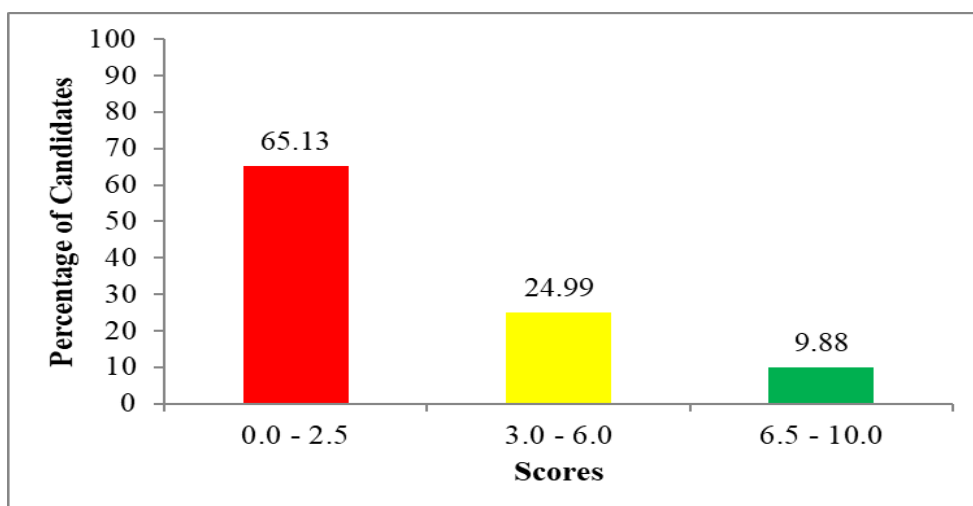


Figure 6: *Distribution of candidates' Scores on Question 6*

The analysis of candidates' item responses on this question showed that 8,619 (65.13%) of candidates were not able to prepare the required account. Majority of them prepared separate rent and rates accounts. This indicates a failure by the candidates to distinguish the combined rent and rates account from the separate rent and rates accounts. It also suggests lack of skills in preparation of the combined account.

Likewise, other candidates failed to analyse the information provided that could help them to identify the parts which relate to rent and those which relate to rates. Consequently, they recorded in the account amounts relating to rent as relating to rates and vice versa. These responses suggest that the candidates lacked knowledge and skills in analysing business transactions.

Furthermore, it was noticed that some candidates reversed the entries in the combined account. This indicates that the candidates lacked knowledge and application skills of the principle of double entry in recording business transactions. Moreover, item response analysis showed that some candidates could not record all the information provided for rent and rates. They omitted part of it which rendered their records incomplete as they could not satisfy the demand of the question. This response means that the candidates failed to adhere to the requirements of the question.

Furthermore, item response analysis revealed that some candidates failed to make appropriate adjustments for accruals and prepayments to the amounts of rent and rates paid during the year; hence, they recorded unadjusted amounts of rent and rates expenses in the account. These responses indicate

that the candidates lacked the knowledge and skills in applying the matching principle.

Nevertheless, there were some candidates who opened the required account but failed to make even a single entry. Also, a considerable proportion of the candidates reproduced the information provided from the question paper. These poor responses to the question suggest that the candidates lacked knowledge and skills in analysing business transactions, recording and closing off the ledger accounts of expenses and revenues. Extract 4.1 is a sample of the incorrect responses from one of the candidates.

6		<u>Mohammed Estate Ltd</u>	
		<u>for the year ending 30th April 2019</u>	
DR	RENT A/C		CR
1 st May/2018 Bal b/d (Adv)	10,000	1 st May/2018 Bal b/d (Closing)	39,000
CASH	200,000		
Bank	450,000	Income statement	610,000/-
Balance c/d (Closing)	30,000	Balance e/d (Adv)	50,000
	690,000		690,000
DR	RATES A/C		CR
1 st May/2018 Bal b/d (Adv)	20,000	1 st May/2018 Bal b/d (Closing)	4,000
CASH	80,000		
BANK	240,000	Income statement	307,000
Balance c/d (Closing)	7,000	30 th April/2019 Bal e/d (Adv)	40,000
	351,000		351,000
Balance b/d (Adv)	40,000/-	Balance c/d (Closing)	70,000

Extract 4.1: A sample of the incorrect responses to question 6

In Extract 4.1, the candidate prepared separate rent and rates accounts instead of the combined rent and rates account as demanded by the question.

The candidates with average performance in this question were 3,307 (24.99%) and they showed to have adhered to the requirement of the question. However, it was noted that some candidates under this category

produced incomplete responses by not recording some of the transactions. Moreover, some candidates reversed some of the entries in the account. Other candidates posted some entries to the wrong side of the account and a few candidates failed to balance the account. Despite the errors and omissions observed in the candidates' responses, their scores ranged from 3 to 6 marks. These responses suggest that the candidates had satisfactory knowledge and skills in analysing business transactions, recording and closing off the ledger accounts of revenues and expenses.

Candidates who scored from 6.5 to 10 marks were 1,307 (9.88%). These were able to prepare the combined rent and rates account for the year ending 30th April, 2019. Most of the candidates under this group opened the required account, analysed the information provided, recorded and closed off the account as required. However, some candidates made minor omissions of some of the entries in the account which led to incorrect computation of amounts of balances and transfers to income statement. The variations of their scores ranged from 6.5 to 10 marks. These good responses to the question suggest that the candidates had sufficient knowledge and skills in analysing business transactions, recording and closing off the ledger accounts for revenues and expenses. Extract 4.2 is a sample of the correct responses from one of the candidates.

Cash in hand	83,600	
Trade accounts payable		689,000
Sales		12,760,000
Returns inwards		243,800
Discount received	141,900	
Business expenses	320,400	
Purchases	7,210,000	
Total	10,730,400	17,985,500

In addition to the mistakes in the Trial Balance, the following errors were also discovered:

- (i) A payment of TZS 31,500 made to a creditor had not been posted from the cash book into the purchases ledger.
- (ii) A cheque of TZS 18,800 received from a customer had been correctly entered in the cash book but posted to the customer's account as TZS 18,000.
- (iii) A purchase of fittings TZS 40,700 had been included in the purchases account.
- (iv) The total of discounts allowed column in the cash book of TZS 4,200 had not been posted into the general ledger.

Using the information provided, prepare the Furniture and Fittings, Trade Accounts Payable, Trade Accounts Receivable, Discounts Allowed, Purchases Accounts to correct the errors and Mrs. Amanda's corrected Trial balance at 31st January, 2018.

Item response analysis indicated that the question was attempted by 13,233 (100%) candidates, out of these, 9,298 (70.26%) scored from 0 to 4 marks, while 3,570 (26.98%) scored from 4.5 to 9.5 marks and 365 (2.76%) scored from 10 to 15 marks. The general performance of candidates in this question was weak as only 3,935 (29.74%) candidates scored from 4.5 to 15 marks. The distribution of the candidates' scores is presented in figure 7.

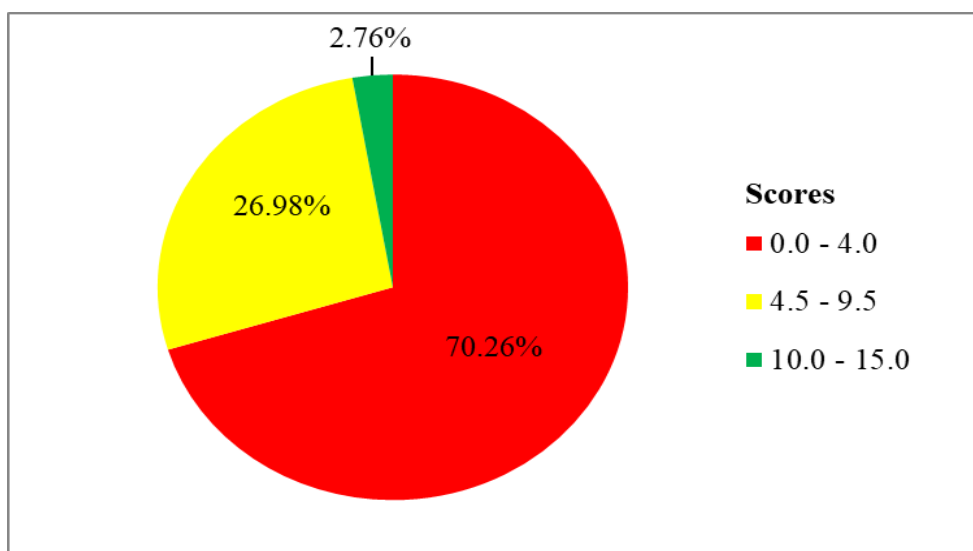


Figure 7: *Distribution of Candidates' Scores on Question 7*

The 365 (2.76%) candidates who scored from 10 to 15 marks were able to correct the accounting errors. They analysed the accounts balances listed in the trial balance in relation to the reported accounting errors and made appropriate adjustments to amounts affected by the accounting errors. Moreover, they opened the required accounts and made appropriate entries to rectify the errors.

Additionally, most of the candidates under this category opened the corrected trial balance and in it they accurately listed the adjusted accounts balances by placing them in the appropriate debit and credit columns of the trial balance. They also summed up the columns and the trial balance agreed by the total of TZS 14,343,900.

However, a minimum of errors, omissions, miscalculations and reversal of some entries committed by a few candidates under this category made their scores to vary from 10 to 15 marks. These responses to the question suggest that, the candidates had sufficient knowledge and skills in correction of accounting errors. The responses also demonstrate the candidates' ability to use the principle of double entry in recording business transactions. Extract 5.1 is a sample of the correct responses from one of the candidates.

Mike Amandas Trial Balance as at 31/1/2018			
S/N	Details	DR	CR
1	Capital		784500
2	Drawings	1,950,000	
3	Inventory	841,000	
4	Trade account receivable	3450,900	
5	Fixture & fittings	280700	
6	Cash in hand	83,800	
7	Trade account payable		657,500
8	Sales		12,760,000
9	Return inwards	243,800	
10	Discount received		141900
11	Business expenses	320,400	
12	Purchases	7,169,300	
13	Discount allowed	4,200	
		14,343,900	14,343,900

7	DR	Total Account Payable		CR	
		Cash Suspense	31,500	Balance b/d	689,000
		Bal y/d	657,500		
			689,000		689,000
				Bal b/d	657,500
	DR	Total Account Receivable		CR	
		Balance b/d	3,451,700	Suspense	800
				Bal y/d	3,450,900
			3,451,700		3,451,200
		Bal b/d	3,450,900		
	DR	Purchases y/c		CR	
		Bal b/d	7,210,000	Fittings	40,700
				Bal y/d	7,169,300
			7,210,000		7,210,000
		Bal b/d	7,169,300		
	DR	Fixture & Fittings y/c		CR	
		Bal b/d	240,000	Bal y/d	280,700
		Purchases	40,700		
			280,700		280,700
		Bal b/d	280,700		
	DR	Discount allowed y/c		CR	
		Suspense	4200	Bal y/d	4200
		Bal b/d	4200		

Extract 5.1: A sample of the correct responses to question 7

The 3,570 (26.98%) candidates who scored from 4.5 to 9.5 marks were able to address the demands of the question. They managed to analyse the accounts balances provided in the trial balance in relation to the reported accounting errors and adjusted the amounts thereof. They also managed to open the required accounts and make a reasonable amount of correct entries in the accounts and prepared the corrected trial balance.

However, a considerable amount of errors, omission and miscalculation of accounts balances and miss presentation of the accounts balances in the corrected trial balance led to average scores to range from 4.5 to 9.5 marks. This average performance indicates that the candidates had satisfactory knowledge and skills in correction of accounting errors.

From the analysis of candidates' item responses, it was learned that out of 13,233 candidates who answered the question, 3,961 (29.93%) candidates scored 0. The major problem with these candidates was noted to be a failure to interpret the requirement of the question. For example, many of them responded by preparing journal entries instead of the required ledger accounts and corrected trial balance.

Likewise, 5,337 (40.33%) of candidates scored from 0.5 to 4 marks. These candidates faced a number of challenges in answering the question. Among them include candidates' failure to respond to all the required accounts and others prepared one or two out of the five required accounts but most of their entries were incorrect.

Additionally, some candidates were able to open all the five accounts but they failed to analyse the accounts balances listed in the trial balance in relation to the reported accounting errors and they could not make any adjustments to the amounts of the accounts balances due to lack of analytical and arithmetical skills.

Moreover, some candidates opened the required accounts correctly but they reversed all the entries. In their responses, the account to be debited was credited and vice versa. Nevertheless, some candidates used wrong accounts to correct the given accounting errors. In their responses, the accounts to be debited and the ones to be credited were not the ones actually affected by the accounting errors.

It was also noted that, some candidates reproduced the information provided in the question paper instead of opening the required accounts and

corrected trial balance. These responses indicate that the candidates lacked the knowledge and skills in correction of accounting errors. Extract 5.2 is a sample of the incorrect responses from one of the candidates.

7.					
	a/ purchases Account to correct the errors				
	JOURNAL ENTRIES 1/2				
	S/N	particular	Dr	Cr	
	a.	Creditor	31,500		
		purchases ledger		31,500	
	b.	Chèque	800		
		customer account		800	
	c.	purchases	40,700		
		purchases account		40,700	
	d.	discount allowed	4,200		
		general ledger		4,200	
	Dr	Trade Accounts payable	Cr		
	Bal b/d payable	6,89,000	Bal c/d	13,449,000	
	Sales	12,760,000			
		<u>13,449,000</u>		<u>13,449,000</u>	
	Dr	Trade Account Receivable	Cr		
	Bal b/d	7,210,000	Bal b/d	3,451,700	
			Credit purchases	3,758,300	
		<u>7,210,000</u>		<u>7,210,000</u>	
			Bal b/d	7,210,000	

Extract 5.2: A sample of the incorrect responses to question 7

In extract 5.2, the candidate prepared the journal entries instead of the corrected trial balance and reversed all the entries in the trade accounts payable and trade accounts receivable.

2.8 Question 8: Accounts for Manufacturing Firms

In this question, candidates were provided with the following Trial Balance extracted from the books of Vipuli Manufacturing Ltd for the year ending 31st December 2017:

Vipuli Manufacturing Ltd.'s Trial Balance as at 31st December 2017

Details	Dr	Cr
Stock of finished goods	38,900	
Stock of partly finished goods	13,500	
Stock of raw materials	21,000	
Royalties	187,000	
Indirect wages	145,000	
Purchases of raw materials	373,500	
Productive machinery (Cost TZS 280,000)	230,000	
General factory expenses	44,700	
Administration computers (Cost TZS 20,000)	12,000	
General administration expenses	111,900	
Sales		1,000,000
Debtors and Creditors	160,600	64,000
Drawings	60,000	
Capital account		334,100
Total	1,398,100	1,398,100

Notes at 31st December 2017:

- (a) Stock of partly finished goods TZS 15,000, stock of finished goods TZS 40,000 and stock of raw materials TZS 24,000.
- (b) Depreciation of productive machinery and administration computers is 10 percent per annum on cost.
- (c) Goods transferred to the warehouse at production cost plus 10 percent manufacturing profit.

Use the information provided to prepare the statement of manufacturing cost and income statement of Vipuli Manufacturing Ltd for the year ending 31st December 2017.

This question was attempted by 13,233 (100%) candidates, out of whom, 4,124 (31.16%) scored from 0 to 4 marks, while 8,058 (60.90%) scored from 4.5 to 9.5 marks and 1,051 (7.94%) scored from 10 to 15 marks. The general performance of the candidates in this question was good as 9,109 (68.84%) candidates scored from 4.5 to 15 marks. The distribution of the candidates' scores in this question is presented in figure 8.

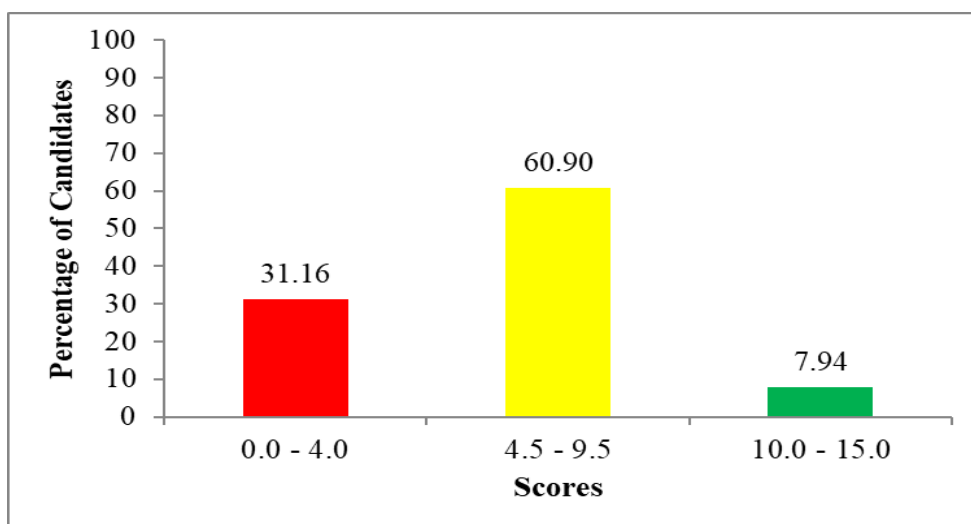


Figure 8: *Distribution of Candidates' Scores on Question 8*

Candidates who scored from 10 to 15 marks were 1,051 (7.94%). These candidates accurately prepared the statement of manufacturing cost and the income statement. They were able to draw the specimens of the statement of manufacturing cost and that of the income statement in their proper formats. Moreover, they analysed the elements of cost into direct and factory overheads and the elements of income statement into revenues and expenses. Analysis also showed that most of their adjustments for accruals and prepayments were correct.

However, other candidates made minor omissions of some items in the statements and others misclassified some of the items in the income statement which led their scores to vary from 10 to 15 marks. These good responses to the question suggest that the candidates had sufficient knowledge and skills in preparation of statements of manufacturing cost and income statements of manufacturing firms. Extract 6.1 is a sample of the correct responses from a candidate who accurately prepared the statement of manufacturing cost for the year ending 31st December, 2017 and the income statement of Vipuli Ltd for the year ending 31st December, 2017.

08.	STATEMENT OF MANUFACTURING COST FOR THE YEAR ENDING 2017		
	Opening stock of raw materials	21,000.	
	Add: Purchases of raw materials	<u>373,500</u>	
	Cost of raw materials available for use		394,500
	Less: Closing stock of raw materials		<u>(24,000)</u>
	Cost of raw materials consumed.		370,500
	Add: Direct cost (Royalties)		187,000
	PRIME COST		<u>557,500</u>
	Add: Indirect cost / Factory expenses.		
	Indirect wages	145,000.	
	General factory expenses	44,700	
	Productive machinery.	<u>28,000.</u>	217,700
			775,200.
	Add: Opening stock of partly finished goods		<u>13,500</u>
			788,700
	Less: Closing stock of partly finished goods		<u>(15,000)</u>
	Production cost of finished goods.		773,700
	Manufacturing profit		<u>77,370</u>
	Market value.		851,070

	INCOME STATEMENT OF VIPULI MANUFACTURING LTD FOR THE YEAR ENDING 2017		
	Sales		1,000,000.
	Less: Cost of goods sold.		
	Opening stock of finished goods	38,900.	
	Add: Market value	851,070.	
	Cost of goods available for sale	889,970.	
	Less: Closing stock of finished goods	<u>(40,000)</u>	849,970
	GROSS PROFIT		150,030
	Add: Income (Manufacturing profit)		77,370
	GROSS INCOME		<u>227,400</u>
	Less: Operating expenses.		
	Administration computers	2,000	
	General administration expenses	111,900	113,900.
	NET PROFIT		<u>113,500.</u>

Extract 6.1: A sample of the correct responses to question 8

The analysis of item response showed that 8,058 (60.90%) of candidates had average performance. These candidates were able to prepare the statement of manufacturing cost and the income statement. However, it was noted that some of them omitted some of the items from the statement of manufacturing cost and in the income statement. Nevertheless, other candidates included some items of revenue and expenses in the statement of manufacturing cost and some cost elements in the income statement. Despite the errors and omissions observed in the candidates' responses, their average performance indicates that they had satisfactory knowledge and skills in preparation of statement of manufacturing cost and income statement of a manufacturing firm.

The 4,124 (31.16%) of candidates with weak performance in this question were not able to prepare the statement of manufacturing cost and the income statement. Majority of them prepared a trading, profit or loss statement instead of the statement of manufacturing cost and did not prepare the income statement. These responses indicate that the candidates failed to distinguish the trading, profit or loss statement from the statement of manufacturing cost and they lacked the skills in preparation of the required statements.

Likewise, there were candidates who could not analyse the elements of cost into direct and factory overhead expenses. They included indirect expenses with direct costs which led to inaccurate computation of prime cost. This implies that there was lack of analytical skills among the candidates.

Furthermore, it was observed that some candidates failed to make appropriate adjustments for accruals and prepayments to the values of the given transactions. They recorded unadjusted values of expenditures in the statement of manufacturing cost and unadjusted values of revenues and expenses in the income statement. These responses indicate that the candidates lacked knowledge and skills in applying the matching concept and treatment of accruals and prepayments in the statement of manufacturing cost and income statement.

The analysis of candidates' item responses further showed that a considerable minority of the candidates produced incomplete responses which resulted into loss of marks. The incomplete responses implied that the candidates lacked the knowledge and skills in the subject matter.

Dr.	Manufacturing A/c		Cr.
Date	Particulars	foln	Amount.
31 st December 2017.	purchased of raw Materials		373,500
	Stock of finished goods		38900
	Stock of partly finished goods		13,500
	Indirect wages		145,000
	Royalties	Bal b/d	187,000
	Stock of raw materials		24,000
	Salaries		4,000,000
	Debitors and Creditors		100,600
	Drawings		834,100
	Capital Account.		60,000
31 st December 2017	closing stock	Bal b/d	1398,100

Extract 6.2: A sample of the incorrect responses to question 8

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2.9 Question 9: Accounts of Non Profit Making Organisations

In this question, candidates were provided with the following statement of affairs drawn up by the treasurer of Bright Star Social club on 30th September 2017:

Bright Star Social Club Statement of Affairs as at 30th September 2017

Liabilities	TZS	Assets	TZS
Accumulated Fund	600,000	Buildings	400,000
Bar creditors	58,000	Furniture and Fittings	75,000
Wages owing	11,000	Sports equipment	100,000
Rates due	6,000	Bar stock	57,000
		Subscriptions due	13,000
		Cash in hand	1,000
		Bar debtors	<u>29,000</u>
	<u>675,000</u>		<u>675,000</u>

The club made the following receipts and payments during the year to 30th September 2018:

Details	TZS
Receipts: Subscriptions	428,000
Bar takings	691,000
Sale of old sports equipment	28,000
Payments: Bar creditors	447,000
Sports supplies	123,000
Wages	136,000
Rates and insurance	45,000
Office expenses	39,000
General expenses	111,000
New sports equipment	150,000

Additional information:

- Half of the sports equipment was sold on 1st October 2017 by auction and new sports equipment bought.
- Depreciation on sports equipment is charged at 30% on cost at 30th September 2018.
- Half of the wages relate to bar staff and the remainder to sports grounds men.
- The following estimates were made on 30th September 2018:
Furniture and fittings was valued at TZS 63,000, unused sports supplies at TZS11,000, bar stock at TZS 51,000, bar creditors TZS

57,000, bar debtors TZS 31,000, subscriptions due TZS 19,000, prepaid insurance TZS 6,000 and accrued wages TZS 15,000.

Use the information provided to prepare the receipts and payments account, bar income statement and the Club's statement of income and expenditure for the year ending 30th September, 2018.

This question was attempted by 13,233 (100%) candidates, out of these, 5,723 (43.25%) of candidates scored from 0 to 4 marks, while 7,063 (53.37%) scored from 4.5 to 9.5 marks and 447 (3.38%) scored from 10 to 15 marks. The general performance of the candidates was average since 7,510 (56.75%) of candidates scored from 4.5 to 15 marks. Figure 9 shows the distribution of the candidates' scores in question 9.

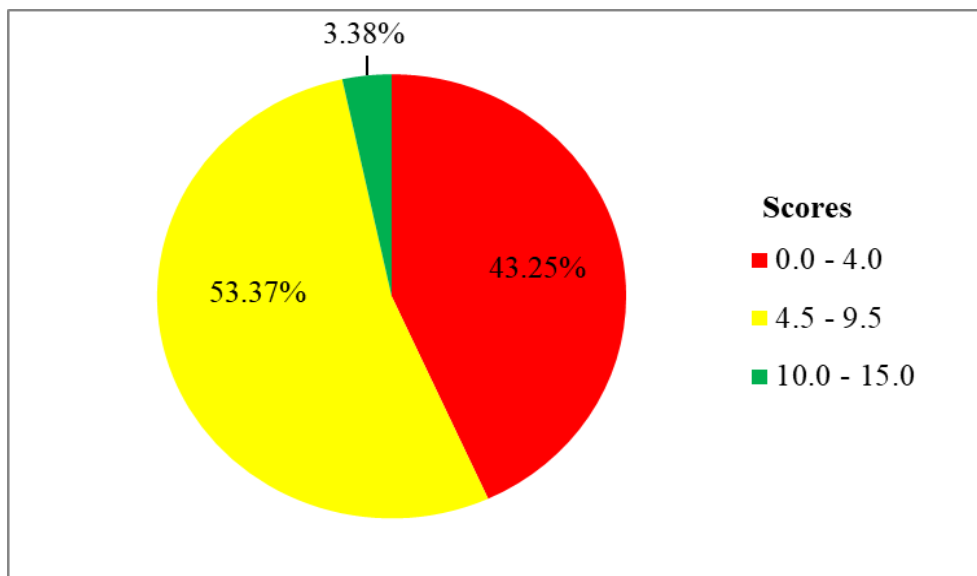


Figure 9: *Distribution of candidates' Scores on Question 9*

The 447 (3.38%) of candidates who scored from 10 to 15 marks demonstrated adequate knowledge and practical skills in preparation of accounts of non-profit making organizations. These candidates were able to draw the specimen of the receipts and payments account, bar income statement, and statement of income and expenditure in their proper format. They also used correct titles for the required account and statements. They made appropriate entries in the account and proper presentation of the elements of income statement.

However, minimum errors, omission, misclassification and miscalculations were observed in the candidates' responses. As a result, their scores varied from 10 to 15 marks. All the same, the good responses to the question suggest that, the candidates had mastered the skills in preparation of the accounts of non-profit making organizations. Extract 7.1 is a sample of the correct responses from one of the candidates.

09.	DR RECEIPTS AND PAYMENTS ACCOUNT		CR	
	Subscriptions	428,000	Bar creditors	447,000
	Bar takings	691,000	Sports supplies	123,000
	Sales of old sports eqpt	28,000	Wages	136,000
	Balance b/d	1000	Rates and insurance	45,000
			Office expenses	39,000
			General expenses	111,000
			New sport equipment	150,000
			Balance c/d.	97,000
		<u>1,148,000</u>		<u>1,148,000</u>
	Balance b/d	97,000		
BAR INCOME STATEMENT FOR THE YEAR ENDING 30 th .9.2018				
	Sales			691,000
	Less: Cost of goods sold.			
	Opening stock	57,000.		
	Add: Purchases.	<u>446,000.</u>		
	Cost of goods available for sale.	503,000		
	Less: Closing stock.	<u>(51,000)</u>		452,000
	GROSS PROFIT			<u>239,000</u>
	Less: Operating expenses.			
	Bar staff ($\frac{1}{2} \times 140,000$)			<u>(70,000)</u>
	NET PROFIT			<u>169,000</u>

CLUB'S STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDING 2018.			
Add: Income			
Subscriptions	434,000		
Bar profit	169,000	603,000	
Less: Expenditures			
Sport supplies	112,000		
Wages	70,000		
Rent and Insurance	33,000		
Office expenses	39,000		
General expenses	111,000		
Depreciation on sport equipments	60,000		
Loss on disposal	22,000		
Depreciation on furniture	12,000	459,000	
SURPLUS		144,000	

Extract 7.1: A sample of the correct responses to question 9

In Extract 7.1, the candidate accurately prepared the receipts and payments account, bar income statement, and the club's statement of income and expenditure. However, the amount of gross profit of TZS 239,000 in the bar income statement is incorrect.

Further item response analysis indicated that 7,063 (53.37%) of candidates who scored averagely, that is from 4.5 to 9.5 marks, were able to draw the specimens of the receipts and payments account, bar income statement, and statement of income and expenditure.

However, some of the candidates failed to analyse the transactions and elements of income statement as to which should be recorded in the mentioned account and statements. Therefore, their records in the account and income statements were a mixture of correct and incorrect entries. Their scores varied from 4.5 to 9.5 marks which are considered as average performance. The average performance is an indication that, the candidates

had satisfactory knowledge and competence in preparation of the accounts of non-profit making organizations.

The item response analysis showed that 5,723 (43.25%) of candidates who scored from 0 to 4.5 marks failed to produce the expected response to the question. Some candidates under this category lacked the competence required in the preparation of the receipts and payments account. Large samples of the candidates' scripts showed some candidates who recorded entries on a wrong side of the account, while others reversed some of the entries and others did not record some of the entries in the account. These responses indicate that the candidates had limited analytical skills and lacked the skills in applying the principle of double entry in recording business transactions.

In a different sample of scripts, it was observed that some candidates prepared the receipts and payments account and gave it a title 'Statement of Income and Expenditure' instead of preparing the statement of income and expenditure. This shows that these candidates lacked not only the knowledge and competence in preparation of statement of income and expenditure, but also the ability to distinguish between statement of income and expenditure and receipts and payments account.

Moreover, some candidates opened the specimen of statement of income and expenditure and recorded in it a mixture of bar revenue and expenses, and the general club income and expenses. These responses indicate that the candidates could not differentiate between the bar income statement and the club's statement of income and expenditure.

Likewise, other candidates opened the club's statement of income and expenditure and presented in it a mixture of assets, liabilities and the general club income and expenses. Another observation showed that, other candidates opened the bar income statement and listed in it a mixture of the club assets, income and expenses together with the bar assets, revenue and expenses. These responses suggest that the candidates lacked not only the competence in preparation of the statement of income and expenditure but also the ability to distinguish between the elements of income statement and those of statement of financial position.

Nevertheless, a considerable number of candidates produced incomplete responses to the question by not preparing all the required account and statements; consequently, they missed some marks. These responses

provide an evidence that the candidates lacked relevant knowledge and competence in preparation of accounts of non-profit making organizations. Extract 7.2 is a sample of the incorrect responses from one of the candidates.

9	Receipts and Payments A/c		CR
Bar creditors	447,000	Subscriptions	428,000
Sports supplies	123,000	Bar takings	691,000
wages	136,000	Sale of old Sports equipment	25,000
Rent and Insurance	45,000		
Office expenses	39,000		
General expenses	111,000		
New Sports equipment	150,000		
	<u>1147,000</u>		<u>1147,000</u>
Income and expenditure	96,000		
	<u>1147,000</u>		<u>1147,000</u>
Dr = 1051,000			
CR = 1147,000			
Deficient = <u>96,000</u>			

Bar Income Statement for the year ended 30th September 2018		
Sales		534,000
less: Cost of good sold		57,000
Opening stock	57,000	
Add: Purchases	58,000	
Costs of materials for use	115,000	
less: closing stock	51,000	
Cost of good sold		61,000
Gross profit		470,000
less:		
Wages	136,000	
Add Accured	11,000	
Rent	147,000	
Add Accured	45,000	
	6,000	
	31,000	198,000
Net profit =		272,000

Extract 7.2: A sample of the incorrect responses to question 9

In Extract 7.2, the candidate prepared the receipts and payments account and bar income statement with incorrect entries and failed to prepare the club's statement of income and expenditure.

3.0 CANDIDATES' PERFORMANCE IN EACH TOPIC

This section presents the analysis of candidates' performance in all the topics assessed. The analysis of the candidates' item responses in this examination showed that 16 (88.89%) out of the 18 topics in the 2016 Book Keeping Syllabus for Ordinary Secondary Education were assessed in CSEE 2023. Questions in which the candidates' performance was good were 2, 3, 5 and 8 with 72.52, 69.25, 86.44, and 68.84 per cents respectively. Question 2 was derived from the topic of *Bank Reconciliation*, question 3 was derived from the topic of *Principle of Double Entry*, whereas question 5 was set from the topic of *Control Accounts*, and question 8 was extracted from the topic of *Accounts for Manufacturing Firms*.

Questions number 1, 4, 6 and 9 had average performances of 63.80, 42.45, 34.87 and 56.75 per cents respectively. Question number 1 was derived from 9 different topics, question 4 was derived from the topic of *Introduction to Book Keeping*, whereas question 6 was set from the topic of *Adjustments* and question 9 was extracted from the topic of *Accounts of Non-profit Making Organisations*.

The candidates' weak performance was observed in question 7 with a performance rate of 29.74 per cent. The question was set from the topic of *Correction of Errors*. The weak performance of the candidates on this question was attributed to the candidates' lack of knowledge of the tested subject matter, misinterpretation of the task demanded by the question, inability to apply the principle of double entry in recording business transactions and limited analytical and arithmetical skills. The analysis of candidates' performance in each topic is summarised in Appendix A.

4.0 CONCLUSION

The analysis of candidates' item responses indicated that the general candidates' performance in CSEE 2023 was good since 10,380 (78.62%) candidates passed. The analysis further showed that, the candidates' pass rate had decreased by 8.31 per cent in 2023, from 86.93 per cent in 2022 to 78.62 per cent in 2023. However, the 78.62 per cent pass rate still indicates

good performance as it tells us that 78.62 per cent of the candidates who sat for the Book Keeping examination in 2023 passed.

A close scrutiny on the candidates with good performance revealed that, good understanding of the subject matter, ability to identify the demands of the questions, ability to apply the principle of double entry in recording business transactions, and good proficiency in English language were fundamental attributes for their good performance. On the other hand, the candidates' weak performance was due to lack of knowledge of the tested subject matter, misinterpretation of the task demanded by the questions, poor command of the English language, inability to apply the principle of double entry in recording business transactions and very limited analytical and arithmetical skills. The comparison of the candidates' performance by grades between 2022 and 2023 is summarized in Appendix B.

Generally, the report highlighted the key areas where the candidates demonstrated their strengths and weaknesses. The National Examinations Council of Tanzania expects that, this report will be useful to education stakeholders in taking appropriate measures towards improving the teaching and learning of Book Keeping Subject.

5.0 RECOMMENDATIONS

Although the general candidates' performance in this year's examination was good, the analysis revealed that some candidates' performance was weak in some topics. Thus in order to improve the performance in those topics, the following are recommended:

- (a) Teachers should regularly assess their students through class exercises, assignments, weekly tests, monthly tests, terminal and annual examinations. This should be used to spot the students' areas of weaknesses and offer them with appropriate help in interpreting the requirement of the tests and examinations questions.
- (b) Teachers should use student-centered pedagogy approach to enable students engage actively in the learning process, enhance their motivation as well as to facilitate better retention of knowledge and skills among the learners.
- (c) Teachers should use various sources of information such as Library and Internet and guide students in groups to search for information,

knowledge and skills in the topics with weak performance like *Correction of Errors*.

- (d) Teachers should demonstrate to students how to correct accounting errors through journal entries, ledger accounts, suspense account, preparation of corrected trial balance and statements of corrected profits. Teachers should mark students' class work and assignments to check the correctness of their responses and help them to make correction of incorrect responses.
- (e) Students should create a habit of reading extensively to ensure a thorough coverage of the topics which showed to have weak performance. They should also do a lot of practice to improve their mastery of the topics.
- (f) Good command of English language should be emphasized through reading, listening, watching, writing and speaking. Reading widely will expose students to a variety of written materials which in turn will enable them to expand their vocabulary. Speaking can be done through participating in debates and morning talks. Listening to English programmes on radio and TV and practicing speaking English as the medium of communication within and outside the classes.

Appendix A

The Summary of Candidates' Performance Per Topic

S/N	Topic	CSEE 2023		
		Question Number	Percentage of Candidates who Scored 30% or Above	Remarks
1	Control Accounts	5	86.44	Good
2	Bank Reconciliation	2	72.52	Good
3	Principle of Double Entry	3	69.25	Good
4	Accounts for Manufacturing Firms	8	68.84	Good
5	Adjustments, Government Accounting and Budgeting, Accounting for Departmental Stores, Columnar Cash Books, Elementary Financial Statements, Books of Prime Entry, Accounting for Joint Businesses, Accounting for Single Entry and Incomplete Records, and Consignments	1	63.80	Average
6	Accounts of Non Profit Making Organisations	9	56.75	Average
7	Introduction to Book Keeping	4	42.45	Average
8	Adjustments	6	34.87	Average
9	Correction of Errors	7	29.74	Weak

The Comparison of Candidates' Performance Between 2022 and 2023

