

# Circular S/IF/38/24

July 2024

To: The Principals of Post-primary Schools and Directors of Further and Higher Education

For circulation to: All Heads of Department for Professional Business Services and Examination Officers

## GCE Professional Business Services Updates to Specimen Assessment Materials

The revised specification for GCE Professional Business Services (first teaching AS from September 2023 and first teaching A2 from September 2024) is now supported by two Specimen Assessment Materials (SAMs) documents, replacing the original single SAMs. There is now one SAMs booklet for the externally examined AS Units 1 and 3 and A2 Units 1 and 2 and one for the internally assessed AS Unit 2 and A2 Unit 3.

The two new booklets support the revised specification and include the following updates for clarification:

1. Externally Examined Units (AS1 and AS3):

From Summer 2024 and onwards, the GCE Professional Business Services A2 Unit 2 (APB21) examination papers will require responses in a question-and-answer booklet.

2. Internally Assessed Units (AS2 and A23):

The word count guidelines for AS Unit 2 have increased.

Clarification of requirements for the Unit A23 portfolios are as follows:

- Task 1: A user guide is **not** required.
- Task 2.2: The PowerPoint and speaker notes are **not** required for the Business Case.

If you have any queries regarding the content of this circular, please contact:

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