Command words

The use of certain command words will give learners clear guidance on what assessment objective is being assessed. In the examples above command words are underlined to show what is expected.

A small set of command words will be used to give clarity on what AO is being assessed:

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| --- | --- | --- |
| **AO1** | State  Identify  Name  Suggest  Label | Used to assess knowledge |
| Define  Describe  Outline  What is | Used to assess understanding |
| **AO2** | Calculate  Select  With reference to Using the information | Specific reference made to the business/context/scenario |
| **AO3** | Analyse  Explain  Why is it | Used to asses analysis |
| Discuss  Assess  Recommend  Evaluate  Justify  Consider  To what extent  Advise | Used to assess analysis and evaluation |

Centres are encouraged to use these command words when asking questions in class, setting written work and practice tests and exams.

It is recommended that the focus when questioning learners throughout the two year study should be AO2 and AO3. Knowledge and understanding are always contained within AO2 and AO3 – learners can't apply or analyse or evaluate if they don’t know the content.