

Dear Student

The upcoming examination is on 30 May 2018. This announcement serves as guidance/scope for the examination, but remember everything is important and examinable. Approach your studies with the mind-set to acquire knowledge so as to assist you in developing into an informed citizen. That is ultimately why you are at university. Although passing an examination is important to you, what should be more important is what you take from the module and implement in your working environment. Learn with the view to construct meaning.

The examination consists of four main sections.

The first section (24 marks) comprises of multiple choice questions spread over all the learning units. Read the questions carefully. Have a sort of a *personal* debate with *yourself* substantiating why your selection of an alternative A, B, C or D is the most appropriate to answer the question.

The second section is all about Auditing concepts (Topic 4) and something from the Audit Process (Topic 5) adding up to 15 marks. You will be provided with a statement and you will be required to add the word(s) to complete the statement and a “describe” something question.

The third section examines your ability to identify the correct documents (16 marks). In your study guide you were directed as to the purpose is for each document in the cycles. This question will give a description of the document and you must just name it.

The fourth section examines the cycles (45 marks). You need to focus on the **revenue and receipts cycle** and the **acquisition and payments cycle**. You will be asked to identify the **risks** and to formulate the **controls** for a specific function in the cycle. The study guide sets out the exact format for the questions that will be asked. When answering this question, you must ask yourself, is this a risk or a control question. Then, very importantly, identify what section or function of the cycle is the focus. For example, is the question referring to the “receiving customer orders function” or “despatch function”, etc. Included in this question a bank reconciliation question.

The exam is overall very reasonable if you followed the study guide and completed diligently completed the activities.

Good luck

Ms Ferreira