

MATRICULATION AND SECONDARY EDUCATION CERTIFICATE  
EXAMINATIONS BOARD**SECONDARY EDUCATION CERTIFICATE LEVEL  
2025 SUPPLEMENTARY SESSION**

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SUBJECT:	<b>Retail</b>
PAPER NUMBER:	Synoptic – Unit 2
DATE:	3 <sup>rd</sup> November 2025
TIME:	2:30 p.m. to 4:35 p.m.

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**THIS PAPER SHOULD BE RETURNED TO THE INVIGILATOR  
AFTER THE EXAMINATION.**

**For examiners' use only:**

<b>Question</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Total</b>
<b>Score</b>									
<b>Maximum</b>	<b>6</b>	<b>12</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>12</b>	<b>70</b>

Answer **ALL** questions in the space provided.

**Scenario**

- The 'Paper & Pen' outlet ensures a well-stocked range of notebooks, pens, and planners to meet student needs and preferences.
- The retail outlet frequently updates with new products and promotional offers.

**Question 1**

**K-2 (6 marks)**

a. List **FOUR** preliminary information for the receipt and processing of goods.

Preliminary Information 1: \_\_\_\_\_ (0.5)

Preliminary Information 2: \_\_\_\_\_ (0.5)

Preliminary Information 3: \_\_\_\_\_ (0.5)

Preliminary Information 4: \_\_\_\_\_ (0.5)

b. Identify the **TWO** given documents used for the receipt and processing of goods in Table 1. Use documents from the ones provided below, and write next to each statement.

<b>Documents</b>	
Requisitions and Issue Note	Invoice
Goods Received Note	Receipt
Purchase Order	Goods Returned Note

Table 1: The documents used for the receipt and processing of goods.

<b>Statements</b>	<b>Document used for the receipt and processing of goods</b>
i. A document used to confirm that goods delivered by a supplier have been received in the correct quantity and condition, as per the order. This document is issued by a buyer to a supplier.	
ii. A document issued by a buyer to a supplier. It specifies the products, quantities, and agreed prices for goods or services that the buyer intends to purchase.	

(2)



Way 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (2)

c. Marking stock and maintaining stable temperature are ways how stock should be handled before storing.  
Explain **TWO** other ways how stock should be handled before storing.

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\_\_\_\_\_  
\_\_\_\_\_ (4)

**Question 3**

**K-3 (8 marks)**

a. Define the term 'stock management'. The definition needs to include **TWO** elements of stock management.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (2)

b. State **TWO** reasons why a retail business retains stock.

Reason 1: \_\_\_\_\_ (1)

Reason 2: \_\_\_\_\_ (1)

c. Outline the following ways to maintain stock appropriately in a retail business:

Regular housekeeping	Regular stock-hold review
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (4)

8

**Question 4**

**K-4 (8 marks)**

a. Name **FOUR** methods used by retailers to maintain stock levels.

Method 1: \_\_\_\_\_ (0.5)

Method 2: \_\_\_\_\_ (0.5)

Method 3: \_\_\_\_\_ (0.5)

Method 4: \_\_\_\_\_ (0.5)

***This question continues on next page.***

b. Outline the following stock rotation methods.

First In First Out (FIFO)

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(1)

First In Last Out (FILO)

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(1)

c. Describe the following benefits of effective stock control.

Theft control:

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(2)

Product tracking:

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(2)







**Question 8**

**C-5 (12 marks)**

a. Describe the following ways how products are displayed for sales maximisation.

Proper labelling: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (2)

Maximising product exposure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (2)

b. Outline **TWO** features of retail space optimisation planning.

Feature 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (2)

Feature 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (2)

c. Discuss **TWO** benefits of retail space optimisation planning.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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