

COURSE ASSESSMENT SPECIFICATION

ADMINISTRATION–INTERMEDIATE 1

The purpose of this document is to provide:

- details of the structure of the Question Paper in this Course
- guidance to centres on how to use information gathered from the Question Paper in this Course to estimate candidate performance

Part 1

This part of the Course Assessment Specification details the structure of the Question Paper in this Course.

The Course assessment consists of one Question Paper.

Paper	Time Allocation	Mark Allocation
1	1 hour 45 minutes	100

- This paper examines both skills in information technology and knowledge and understanding.
- This paper consists of **4** mandatory tasks.
- Candidates must be provided with electronic files where appropriate to enable them to carry out the given tasks.

Tasks 1 and 2–Total Marks 60

The **instructions/information for candidates** section sets the scene for the candidate as follows:

- briefly describes the organisation
- states the name and designation of the member of staff setting the tasks
- states the time allowed and the conditions under which the assessment must be carried out
- provides a grid with the task number, a brief description of the task, the amount of printouts required and the marks allocated to each task
- lists the electronic files provided for candidate use

Tasks 1 and 2 test the use of a spreadsheet and a database to carry out an administrative task as instructed. Candidates will be required to create and complete one file and amend and complete another. For example, in one paper the candidate may be asked to create and complete a spreadsheet and amend and complete a database, and in another paper to create and complete a database and amend and complete a spreadsheet.

Marks will be divided between Tasks 1 and 2 according to the relative nature of the tasks. The marking scheme applied should be consistent with the marking conventions applied to the Specimen Question Paper.

The tasks should be contextualised in an area within the candidates' experience to give them confidence to apply their skills in the use of information technology. The Specimen Question Paper has driving lessons/tests as its theme and candidates could reasonably be expected to be familiar with this.

Task 3–Total Marks 20

Task 3 is a word processing task. The candidate will be required to create a word processing document from a manuscript copy with between three and five manuscript corrections to be carried out. It will require integration of data from the spreadsheet and/or the database created in Tasks 1 and 2. Candidates will also be required to follow instructions to extract and insert appropriate information into the word processed document from paper based information provided in order to complete the task.

The word processing document could be any one from the Course Specification as follows:

- letter
- memo
- form
- itinerary

and could include the use of a table.

Where the word processing document used is a letter, memorandum or form, a template will be provided for the candidate.

Candidates will be expected to present work in accordance with organisational house style or accepted convention.

Task 4–Total Marks 20

Task 4 tests knowledge and understanding (based on the content of Administrative Services (Int 1)) in the Course Specification. A worksheet is provided for written responses. Candidates may key in their responses if preferred.

Questions in this task are restricted response questions based on stimulus material, and comprise knowledge and understanding and problem-solving questions. The questions should sample the content of all four Outcomes. There are 20 marks allocated to this task. The testing of each Outcome need not carry equal weighting in terms of mark allocation.

Although responses can be keyed in, candidates may find it easier to complete the worksheet for questions where information has to be completed, as in Question 4 of the Specimen Question Paper. This could be indicated by the candidate at the appropriate point when keying in responses, eg Question 4–see worksheet.

Part 2

This part of the Course Assessment Specification provides guidance on how to use assessment information gathered from the Question Paper to estimate candidate performance.

The Course award is based on the total mark gained out of 100 in the Question Paper.

In National Qualifications, cut-off scores should be set at approximately 70% for grade A and 50% for grade C with grade B falling midway.

For the total mark range of 0 - 100, the following gives an indication of the cut-off scores:

Grade	Band	Mark Range
A	1	85-100
A	2	70-84
B	3	65-69
B	4	60-64
C	5	55-59
C	6	50-54
D	7	45-49
NA	8	40-44
NA	9	0-39

These cut-off scores may be lowered if the Question Paper turns out to be more demanding or raised if the Question Paper is less demanding.

Worked Example

- In centre's own prelim, a candidate scores 61/100.
- The centre's view is that their prelim is slightly less demanding than SQA examination.
- Using the mark range, a realistic estimate may be **band 5** rather than band 4.