COURSE ASSESSMENT SPECIFICATION

ADMINISTRATION–INTERMEDIATE 2

The purpose of this document is to provide:

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

Part 1

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

The Course assessment consists of two Question Papers.

Paper	Time Allocation	Mark Allocation
1	1 hour	40
2	1 hour 20 minutes	60

Paper 1

- This paper examines knowledge and understanding covering the Course content.
- This paper consists of two sections, A and B.
- Questions set in this paper will be based on the content of Administrative Services (Int 2) in the Course Specification.

Section A–Total Marks 20

- Consists of 100 - 200 words of stimulus material with questions.
- There will be five questions. Questions will be structured with two or three parts. The questions should test both knowledge and understanding and problem solving with the emphasis on problem solving.

Section B–Total Marks 20

- Comprises three questions.
- Candidates will be expected to choose and answer two questions from three.
- Questions will be structured with three or four parts.
- Coverage of the content of Administrative Services (Int 2) as set out in the Course. Specification should be as extensive as possible over both sections A and B.

Paper 2–Total Marks 60

- This paper will assess the use of IT for problem solving in business.
- Presentation software, e-mail, e-diary and the internet will not be tested in the external assessment.
- The paper consists of **three** mandatory tasks.
- Candidates must be provided with electronic files where appropriate to enable them to carry out the given tasks.

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 marks allocated to each task
- lists the electronic files provided for candidate use

Tasks 1 and 2–Total Marks 45

Tasks 1 and 2 test the use of a spreadsheet (linking worksheets), and a database to solve a business problem. These will be electronic files partially prepared for candidates. Candidates will be required to solve the business problem using the information given in the tasks.

Marks will be divided between Tasks 1 and 2 according to the nature and complexity of the tasks. The marking scheme applied should be consistent with the marking conventions applied to the Specimen Questions 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 outdoor activities as its theme and candidates could reasonably be expected to be familiar with this.

Task 3–Total Marks 15

Task 3 is a word processing task. The candidate will be required to create a word processing document from a printed or manuscript (or a combination of print and manuscript) copy with between four and six 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.

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

- letter (one or two pages)
- business report
- memo
- form
- itinerary

and could include the use of a table.

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

Mailmerge should only be used when the document to be produced is a letter or report.

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

Part 2

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

The Course assessment is based on two question papers.

Component	Mark Range
Paper 1	40
Paper 2	60
Total Marks	100

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

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 Papers turn out to be more demanding or raised if the Question Papers are 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.