

Spring 2013

To: SQA Co-ordinator  
BDMs  
Local Education Authorities  
Directors of Education  
All centres  
HMIE

Action by Recipient	
<input type="checkbox"/>	Response required
<input checked="" type="checkbox"/>	Note and pass on
<input type="checkbox"/>	None — update/information only

Contact: Alistair Wylie  
Direct line: 0345 213 5488  
alistair.wylie@sqa.org.uk

Dear Colleague

### **Subject update — Business Education**

The contents of this letter should be passed to the member of staff responsible for Business Education subjects.

### **Appeals**

When generating estimates and compiling evidence for absentee consideration and appeals, you should refer to:

- ◆ SQA's Guidance on Estimates and Appeals
- ◆ Course Arrangements documents, which include Course Grade Descriptions
- ◆ Course Assessment specifications
- ◆ SQA question papers, including specimen question papers
- ◆ SQA Marking Instructions
- ◆ External Assessment Reports, which include information on grade boundaries
- ◆ exemplification materials
- ◆ any other relevant information (eg Course reports, subject update letters)

These materials, and more, are available on the subject-specific pages of SQA's website:  
<http://www.sqa.org.uk/sqa/41276.html#resultstable>

All centres should also note that if SQA past papers are used to construct a prelim, questions must be carefully selected from a **minimum of three** papers, preferably adapted and must be checked to ensure that they meet the current standard of the external examination paper.

A well-designed commercially-produced question paper can, as long as it is checked to ensure that it meets the national standard, provide valid and reliable evidence for estimates of

a candidate's expected performance in a Course assessment. It can also provide full or partial evidence to support an external assessment appeal. The use of these question papers is both convenient to centres and acceptable to SQA — provided that centres adhere to SQA's guidance on validity, reliability and security.

Commercial question paper producers make considerable effort to meet Course requirements with regard to validity and reliability. However, SQA does not prior-verify commercially-produced question papers, and there is **no guarantee** that these question papers meet all Course requirements. Centres are responsible for the validity and reliability of the assessment evidence submitted to support external assessment appeals, and therefore **must** evaluate these papers in the same way as centre-devised papers.

**Only the current year's commercial papers can be considered in their entirety for external assessment appeals.** Past papers cannot be accepted in their entirety to support external assessment appeals because they may find their way into the public domain. The security of these papers cannot be guaranteed.

Centres are also reminded that Diet 2013 will be the final time that examination appeals will be considered in their current format. For more information on SQA's new appeals service please go to [www.sqa.org.uk/appeals](http://www.sqa.org.uk/appeals) and click on the Results Services 2014 tab.

#### **Curriculum for Excellence Appointee Opportunities**

Teachers are reminded that there are on-going recruitment opportunities to become an appointee to SQA and be involved in the delivery of the new CfE qualifications. Full details are available on the SQA Appointee Management website – [www.sqa.org.uk/am](http://www.sqa.org.uk/am)

#### **New SQA contact**

Kirstie Casson is now in post and will be the first point of contact for the subjects of Administration and Economics for the next nine months, providing maternity cover for Julie McCorkindale.

Further subject-specific information is contained in the following appendices:

- Appendix 1 — Accounting and Finance
- Appendix 2 — Administration
- Appendix 3 — Business Management
- Appendix 4 — Economics

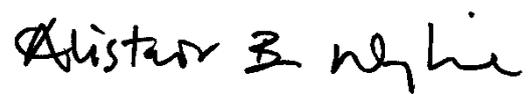
Should you require further information about the content of this letter or any other matter relating to Business Education subjects, please contact the staff listed below:

Alistair Wylie — Qualifications Manager, Business Education  
0345 213 5488 or [alistair.wylie@sqa.org.uk](mailto:alistair.wylie@sqa.org.uk)

Brian Raghoobur – Qualifications Officer, Accounting and Business Management  
0345 213 5487 or [brian.raghoobur@sqa.org.uk](mailto:brian.raghoobur@sqa.org.uk)

Kirstie Casson – Qualifications Officer, Administration and Economics  
0345 213 5486 or [kirstie.casson@sqa.org.uk](mailto:kirstie.casson@sqa.org.uk)

Yours faithfully

A handwritten signature in black ink that reads "Alistair Wylie". The signature is written in a cursive style with a prominent 'A' and 'W'.

Alistair Wylie  
Qualifications Manager  
Humanities, Arts and Business

# **Appendix 1: Subject update — Accounting**

## **Updated NABs – Intermediate 1, Intermediate 2, Higher and Advanced Higher**

All NABs have now been updated and uploaded to SQA Secure. Changes were made to reflect VAT at 20%, correct previously identified errors and anomalies and adjust the layout of questions and answer grids where appropriate.

Centres are encouraged to view these updated NABs now, as from this session only the revised NABs should be used.

For Session 2013-14, unless NABs have previously been completed in Session 2012-13, only the revised NABs will be accepted for the purposes of verification. Centres which present for verification in Session 2013-14 and do not use the revised NABs will be subject to an automatic “not accepted” decision.

## **Appendix 2: Subject update — Administration**

### **E-files support for Intermediate 1, Intermediate 2 and Higher Examinations 2013**

Centres are reminded that e-files will be supplied for the above examinations for the forthcoming diet. Initial emails were sent to SQA Co-ordinators at all presenting centres in February and March 2013. There was a 3rd reminder email sent out on 11 April (subject: NQ Administration 2013 – Reminder email Intermediate 1, Intermediate 2 and Higher electronic files secure access details). Please pass this information on to Business Education staff.

Centres using Filemaker should note that database files are no longer being supplied in this file format, from Examination Diet 2013 onwards. Centres using Filemaker or older versions of Access should import the data from the Excel spreadsheet files supplied and then set up database relationships (Higher only), according to the information provided in the Instructions to Teachers/Lecturers document.

## **Appendix 3: Subject update — Business Management**

### **Intermediate 1 NABs**

Centres are reminded that NABs at Intermediate 1 level were revised in 2012 to correct errors and inconsistencies and update the marking information. The use of previous versions of these NABs will not be accepted. All centres must make use of the revised NABs dated August 2012. All previous versions have been removed from SQA Secure.

The NABs affected are:

DV4G 10	Business Enterprise – NABs 001/2/3
DV4H 10	Business Decision Areas – NABs 001/2/3
DV4J 10	Business Information and ICT – NABs 001/2/3

### **Equality Act 2010**

The Equality Act 2010 is in force. Candidates at Intermediate 2, Higher and Advanced Higher level will be expected to have an awareness of the main provisions and coverage of the Act.

The individual Acts covered by the umbrella of the Equality Act 2010 have not been removed from statute but have instead been codified by the creation of the new Act. We encourage all teachers to ensure candidates have an awareness of all new and relevant legislation, however, we will not penalise candidates where resources that they continue to use refer to the individual Acts.

*This information is a reminder and was first intimated in the Autumn 2011 subject update letter.*

## **Appendix 4: Subject update — Economics**

### **Advanced Higher Dissertation Topics**

A list of suggested dissertation topics is available on the SQA website Economics subject page. Whilst the list is not meant to be exhaustive, it will act as a guide to centres and candidates. Centres should note that candidates are not obliged to pick a topic from the SQA list. Candidates are still free to choose their own topic in discussion with their class teacher.

Centres and candidates are also reminded that it is pivotal to the success, or otherwise, of the dissertation submitted that it contains sufficient *economic* content. Attention is drawn to the marking criteria which are published on the Advanced Higher Economics page of the website: <http://www.sqa.org.uk/sqa/39186.html>