Common questions about National 3, National 4, National 5 and Higher Administration and IT

National 5 and Higher Course

Is there an exam at National 5?

No, there is no timetabled exam. The candidate will be assessed by a practical administration and IT based assignment, drawing on the knowledge, understanding and skills developed across the Course.

How long do candidates have to complete the National 5 assignment?

Candidates must undertake the assignment within 4 hours. Candidates may complete the assignment over several short blocks of time over a number of days, or may undertake the assignment over longer blocks of time, for example over two 2 hour blocks or one 4 hour block. This is a centre decision. This is a closed book assignment.

How long do candidates have to complete the Higher assignment?

Candidates have 2 hours to complete the assignment and this must be completed in one continuous sitting, under supervised conditions. It is expected that everyone in the centre will be completing the assignment on the same day. If that is not the case, we would require a letter of explanation to be submitted with the completed assignments.

Does the maximum time for the Course assignment include printing time?

No, additional time for printing is allowed for both the National 5 and Higher Course assignments.

When will the assignments be released to centres?

The assignments for both National 5 and Higher will be released mid-February each year. These will be available on SQA's secure site. Teachers/lecturers can access the assignments and electronic files through their SQA Co-ordinator.

When will the assignments be uplifted?

The assignments for both National 5 and Higher will be uplifted in April each year.

Do centres have to send in the e-files with the assignments?

No, there is no requirement to include the e-files with the National 5 and Higher assignments.

Where can I find past papers and e-files?

Past papers and e-files for National 5 and Higher can be found under 'Assessment support' on the subject pages on SQA's website. Additional, past papers and e-files can be found using the following links:

Administration — up to 2015
Administration & IT — from 2014

General questions

Is there a way of recognising positive achievement for a candidate who is changing level?

Yes, if a candidate has completed all Units at Higher and changes level to National 5, the National 5 Administrative Practices Unit and the National 5 assignment must be completed to gain the Course award.

If a candidate has completed all Units at National 5 and changes level to National 4, the Added Value Unit at National 4 must be completed to gain the Course award.

If a candidate has completed all Units at National 4 and changes level to National 3, the Administration in Action Unit at National 3 must be completed to gain the Course award.

Further information can be found here
http://www.sqa.org.uk/files_ccc/Recognising_Positive_Achievement_N4N5.pdf

Are there any new command words?

No, there are no new command words, although the application of some command words has changed slightly. See the general marking principles and Marking Instructions provided within the Higher Specimen Question Paper and Exemplar Question Paper.

How should candidates be re-assessed?

It would be acceptable to re-assess using different material from Unit assessment support packs or by producing your own questions which meet the assessment criteria. Oral re-assessment can also take place, where appropriate, but must be documented for verification purposes.

If the candidate's evidence does not satisfy all Outcomes or if it is incomplete for an individual Outcome, the candidate only needs to be re-assessed on the specific Outcome or Assessment Standard/s in which they have been unsuccessful.

Can teachers/lecturers produce their own assessment materials?

Yes, although if you are making significant changes to the Unit assessment support packs or writing your own assessments, it is advisable to get the materials prior verified before you use them. With your consent, the materials could then be made available on SQA's secure site.

http://www.sqa.org.uk/sqa/74666.6219.html

Are 'meetings' in the Higher Course?

Yes, questions have been identified from previous past papers relating to 'meetings'. Refer to the *Course and Unit Support Notes* for specific details.

What should be included for e-diary printouts?

The e-diary should be printed as specified in the task, eg daily or weekly. If there is truncation within the printout, the event should be printed so that keyboarding can be assessed.

Is keyboarding assessed in all Unit assessments?

No, it is not assessed in the Outcomes for National 4 and National 5 Administrative Practices or Higher Administrative Theory and Practice.

Keyboarding is part of the error tolerance for all other Outcomes. The error tolerance is:

National 3 — one error per 10 words
National 4 — one error per 15 words
National 5 — one error per 20 words
Higher — one error per 25 words

General Curriculum for Excellence questions and answers can be found on the frequently asked questions section of SQA's website.