

Our ref: GS/FEP

August 2002

To: SQA Co-ordinators (all centres)

Action by Recipient	
	Response required
✓	Note and pass on
	None — update/information only

Contact Name: **see relevant subject update enclosed**

Dear Colleague

Business Education: immediate changes for August 2002 as a result of the NQ Review

As you know, a review of the initial implementation of National Qualifications has been carried out. The recommendation from the National Qualifications Task Group (NQTG)'s Subject Review is that the assessment load for candidates and teachers/lecturers should be reduced. Some immediate reductions in the volume of assessment in Business Education subjects have been made, and are enclosed. These changes affect the evidence requirements in some subjects, and recommend use of revised versions of NABs in others.

Teachers and lecturers who deliver these courses and units are asked to note these new assessment arrangements which are effective from August 2002.

Development work to further reduce the assessment load in Business Education subjects is now underway. We will inform you of any revised Course arrangements and their implementation date as they become available.

The enclosed documents as well as the full report on each subject are available on SQA's website (www.sqa.org.uk). Please do not hesitate to contact the relevant Qualifications Manager (contact numbers are enclosed with each subject) if you would like further information.

Yours sincerely



Gill Stewart
Head of NQ Review

Enc.

Results of initial review of internal assessment at Intermediate 1, 2 and Higher

The remit of the Administration Review Group was to review the internal assessment materials (NABs) for Administration at Intermediate 1, Intermediate 2 and Higher with a view to reducing the number, volume and complexity of assessment required while maintaining rigour and standards. As Administration is to be the subject of a full review with new Course arrangements and assessment requirements being issued subsequently, these interim measures were considered to meet the immediate need to reduce the volume of internal assessment.

Issues

The Review Group had to apply principles and criteria set by SQA for all subjects

- ◆ minimum disruption to teaching and learning
- ◆ elimination of duplication
- ◆ more efficient use of assessment evidence
- ◆ a reduction of the time required for internal assessment

Due to the short time scale for this interim review it was not possible to re-write the assessments nor would it have been appropriate given the full review about to be undertaken.

Actions

An audit of the existing NABs for all three levels was conducted using the assessment grids included with existing NAB items. Those assessments, which together cover all Unit outcomes, have been identified as mandatory for certification. Where achievement of one outcome could reasonably be inferred by completion of another outcome assessment then the requirement to complete that assessment has been removed. **Appendices 1–3** are a summary of the changes for Intermediate 1, Intermediate 2 and Higher.

This has resulted in a substantial reduction in the time required by candidates to complete Unit assessments. In order to further reduce time spent on assessment, changes to error allowances have been made.

In order to assist teachers new candidate checklists for all Units are enclosed for all levels showing the assessment evidence now required (**Appendix 4**). These checklists are suitable for all versions of previously issued NABs.

Procedures for reassessment of a task or an outcome remain unchanged.

European currency changes

Where tasks require the use of European currencies now replaced by the Euro, candidates may use either Euros or the previous currencies.


Contact: **Alistair Wylie, Qualifications Manager, 0845 213 5488**
Julie Scanlan, Qualifications Officer, 0845 213 5486

Changes to assessment evidence required

Administrative Support	Tasks							
	1	2a	2b	2c	2d			
	Ⓡ Case Studies	Ⓡ	✗	✗	✗			
	<ul style="list-style-type: none"> Priorities list not required 							
Word Processing 1	Outcome 1	Outcome 2		Outcome 3		Outcome 4		
	Task 1	Task1	Task 2	Task 3	Task 4	Task 5	Task 6	
	✗	Ⓡ	Ⓡ	Ⓡ	Ⓡ	Ⓡ	Ⓡ	
	Error allowances (first/final submission)							
		2 errors across the 2 documents/1 on final submission		4 errors in either letter or memo/2 on final submission		3 errors across the 2 documents/1 on final submission		
	<ul style="list-style-type: none"> Observational checklist not required Candidate log sheets no longer required 							
Information Technology: Office Applications	Outcome 1	Outcome 2	Outcome 3					
	Tasks 1-5	Tasks 1-2	Task 1					
	Ⓡ	Ⓡ	✗					
	<ul style="list-style-type: none"> Candidate log sheets no longer required Error allowance for Outcome 1 – 3 on first submission, 1 on final 							

Ⓡ tasks retained

✗ evidence of assessment no longer required

 not applicable

Administration — Intermediate 2

Appendix 2

Changes to assessment evidence required

Administrative Support	Tasks						
	1	2	3	4	5		
	✗	✗	Ⓡ	✗	Ⓡ		
	<ul style="list-style-type: none"> Priorities list not required 						
Word Processing 2	Outcome 1	Outcome 2	Outcome 3		Outcome 4		Outcome 5
	Obs Checklist	Task 1	Task 2	Task 3	Task 4	Task 5	Tasks 6a,6b,6c
	✗	Ⓡ	Ⓡ	Ⓡ	Ⓡ	Ⓡ	✗
	Error allowances (first/final submission)						
		2/1	3/1	2/1	2/1	2/1	
	<ul style="list-style-type: none"> Observational checklist not required Candidate log sheets no longer required 						
Information Technology: Office Applications	Outcome 1	Outcome 2		Outcome 3			
	Tasks 1-6	Task 1	Task 2	Quest/Obs Checklist			
	Ⓡ	Ⓡ	✗	✗			
	<ul style="list-style-type: none"> Candidate log sheets no longer required Error allowance for Outcome 1 – 3 on first submission, 1 on final 						



tasks retained



evidence of assessment no longer required



not applicable