



**National Qualifications 2013  
Internal Assessment Report  
Accounting and Finance**

The purpose of this report is to provide feedback to centres on verification in National Qualifications in this subject.

# National Qualifications (NQ) Units

Titles/levels of NQ Units verified:

Financial Accounting (DF47 10, DF47 11, DF47 12, DF47 13)

Management Accounting (DF4T 12)

## General comments

In general, verifiers found that the evidence submitted was of a good standard and indicated that centres had a clear and accurate understanding of the requirements of the national standard and applied these to the marking of the NABs.

## Unit specifications, instruments of assessment and exemplification materials

The evidence presented by centres clearly showed that they were familiar with the Unit specifications, instruments of assessment and exemplification materials.

## Evidence Requirements

In general, centres demonstrated that they had a clear understanding of the Evidence Requirements for the computational aspects of the NABs. However, with regard to the theory aspect, some centres were very lenient in their marking. This applied across all levels of Units.

One particular aspect with which centres found difficulty in marking theory was the advantages and disadvantages of fundraising methods for clubs. Answers should relate to the *financial* advantages and not social advantages.

Centres are reminded that they should be applying the marking conventions given at the start of Section 2 of the NAB. Some centres are still failing to apply penalties for extraneous items, arithmetic errors or allowing for consequentiality.

When selecting candidates for cross-marking it would be more appropriate if centres chose candidates whose scripts were close to the pass mark.

## Administration of assessments

All centres used either the original or revised SQA NABs in their assessment and generally applied the Marking Scheme given at the appropriate standard.

The majority of centres showed evidence of internal verification procedures and in some cases the procedure used was of a very high standard.

For example, a form was added to the front of the script which showed the original mark and the verifier's mark. Details of discussion between marker and verifier were given regarding the marks and consensus was agreed. Verification

was carried out using a different coloured pen and all questions were totalled and arithmetically checked. The form was signed by both marker and verifier.

### **Areas of good practice**

It was noted by verifiers during verification that in general, centres showing good practice:

- ◆ presented all documents required for verification in an orderly manner
- ◆ submitted annotated NAB solutions showing additional answers accepted
- ◆ completed marks grids accurately
- ◆ provided details of their verification procedures and applied these rigorously. Scripts generally showed clear evidence of cross-marking usually by using a different coloured pen
- ◆ added helpful comments to scripts giving candidates valuable feedback on how to improve their accounting knowledge
- ◆ used square brackets around theory answers where the marks were to be awarded

### **Specific areas for improvement**

Centres are reminded that all NABs should be undertaken only after the Unit has been completed. NABs are holistic and candidates should sit these either in a single one-and-a-half hour sitting or via two consecutive sittings of forty-five minutes, and **not** undertaken after each topic is completed.

Centres are again reminded that actual marks and not ticks should be used in the marking of the NABs.

Centres must apply the marking conventions given in Section 2.

When marking theory, marks should only be awarded for correct answers clearly expressed and not for vague, poorly expressed answers.

Centres should ensure that the total for each question is transferred to the front marks grid and accurately totalled.