

February 2011

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

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

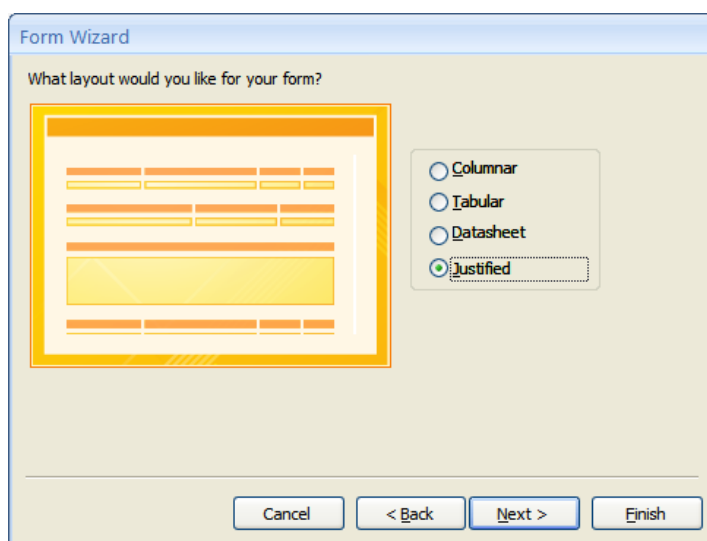
Contact: Alistair Wylie at Glasgow
Direct line: 0845 213 5488
alistair.wylie@sqa.org.uk

Dear Colleague

Important Subject Update — Higher Administration

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

It has come to our attention that there is a potential added difficulty for candidates using Microsoft Access 2007 when completing practical database tasks. This difficulty may arise when amending the design of a “form”. Where the Form Wizard is used to create a form, unless the “justified” layout option is chosen at the second stage (note that this is **not** the default setting) then all fields in the form will be “grouped” in design view.



Where the “justified” layout has been selected, all fields in the form appear “ungrouped” in design view and can be easily modified. If the “justified” layout is not selected then the form fields will require to be “ungrouped” prior to amendments being carried out.

Centres and their candidates who have worked through past papers using Access 2007 will be aware of this change from the set up in Access 2003 and will note that it has previously been assessed. We would ask that all centres using Access 2007 ensure their candidates are aware of this information and note that it is available for external examination.

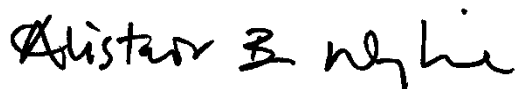
Should you require further information about the content of this letter please contact the staff listed below:

Alistair Wylie — Qualifications Manager, Business Education
0845 213 5488 or alistair.wylie@sqa.org.uk

Gordon Moffat — Qualifications Officer, Accounting and Business Management
0845 213 5487 or gordon.moffat@sqa.org.uk

Julie McCorkindale — Qualifications Officer, Administration and Economics
0845 213 5486 or julie.mccorkindale@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 small dot above the 'i' in Wylie.

Alistair Wylie
Qualifications Manager
Humanities, Arts and Business