Scottish Qualifications Authority

Ùghdarras Theisteanas Na H-Alba

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SQA Co-ordinator

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Dear Colleague

This content of this letter should be passed to members of staff responsible for delivery of

**HNC/D Administration and Information Technology**

**Administration and Information Technology: Graded Unit 1 (HH9M 34)**

Subsequent to discussion at the Network Support Event in February 2018, the following guidance provides clarification on the assessment support SQA will be provide to centres for *Administration and Information Technology: Graded Unit 1* (HH9M 34).

Four assessments will be provided to support delivery of the unit, consisting of one dynamically generated, and three “fixed” assessments. Centres have the choice of using any of the four assessments.

The dynamic assessments generate questions for Papers 1 and 2 from a bank, meaning the content of assessments will vary between candidates. Paper 1 will also be dynamically generated for the three “fixed” assessments.

Paper 2 in the “fixed” assessments will follow the same format as previous hard copy versions, meaning candidates all complete the same questions (with the exception of Paper 2: Part B, where two extended response questions from three are selected).

The bank of questions for the dynamic assessment are drawn from the content of the three “fixed” assessments. This means that if the dynamic assessment is used and re-assessment is required, there is the possibility that candidates may be presented with questions already completed in the first assessment.

In such cases centres must manage the re-assessment of Paper 2 to ensure candidates do not encounter any of the same questions as in the first assessment. In the case of “fixed” assessments it should be sufficient to use an alternative “fixed” assessment.

From session 2018/19, a dynamic assessment and one “fixed” assessment solely for use as a re-assessment will be provided. Centres will have the option to use the dynamic assessment or develop their own (prior-verification is recommended). The “fixed” assessment will only be for use as re-assessment. This will resolve the duplicate question issue with Paper 2 of the dynamic assessment.

**Formative Assessment**

A formative assessment for Graded Unit 1 has been provided to give students the opportunity to use the software prior to summative assessment. This is accessible on the *OpenAssess* section of SOLAR website. Please refer to the SOLAR Guidance document attached for guidance on how to access this.

**Guidance**

A guidance document entitled – *Administration and Information Technology: Graded Unit 1 (HH9M 34) Guidance on use of SOLAR assessments* – is attached with this letter and is available on the HN Administration and Information Technology subject web page.

**Contact**

Please contact the SOLAR team with any queries or for further information regarding assessment via SOLAR - solar@sqa.org.uk.

Yours faithfully



Sharon McDowall

Qualifications Manager

English, Languages, Business and Core Skills