



## Resources for Higher Administration and IT

The following table provides details of location and links for each resource. **Note:** you can find some documents in more than one location.

### [SQA website](#)

Name and hyperlink	Details	Date published
<a href="#">Course specification</a>	Detailed information about the course assessment and structure, along with the mandatory skills, knowledge and understanding required.	June 2021
<a href="#">Past papers and marking instructions</a>	Past assignments and question papers, with teacher and lecturer instructions, associated e-files and marking instructions.	2018–2023
Past papers and marking instructions: <ul style="list-style-type: none"><li>◆ <a href="#">Higher Administration and IT question paper</a></li><li>◆ <a href="#">Higher Administration and IT marking instructions</a></li></ul>	2021 modified question paper and marking instructions.	January 2021

Name and hyperlink	Details	Date published
Past papers and marking instructions: <ul style="list-style-type: none"> <li>◆ <a href="#">Higher Administration and IT assignment</a></li> <li>◆ <a href="#">Higher Administration and IT assignment electronic files</a></li> <li>◆ <a href="#">Higher Administration and IT assignment marking instructions</a></li> <li>◆ <a href="#">Higher Administration and IT assignment instructions for teachers</a></li> </ul>	<b>Gadot Amateur Athletics Club</b> — 2021 assignment, with teacher and lecturer instructions, associated e-files and marking instructions.	January 2021
Coursework: <ul style="list-style-type: none"> <li>◆ <a href="#">Specimen coursework assessment task for Higher Administration and IT</a></li> <li>◆ <a href="#">Specimen coursework assessment task for Higher Administration and IT supplementary files</a></li> </ul>	<b>Redruth Homes</b> — a specimen assignment and marking instructions, and e-files.	March 2019
Course reports: <ul style="list-style-type: none"> <li>◆ <a href="#">2019</a></li> <li>◆ <a href="#">2022</a></li> <li>◆ <a href="#">2023</a></li> </ul>	Information about the performance of candidates in assessments each year.	2019–2023
<a href="#">Common questions</a>	A list of questions and responses about Administration and IT National Qualifications.	February 2023

## [SQA Understanding Standards website](#)

Name and hyperlink	Details	Date published
Higher Administration and IT question paper 2022:  ♦ <a href="#">Candidate evidence</a> ♦ <a href="#">Annotated candidate evidence and commentaries</a>	Candidate evidence and commentaries from the 2022 question paper.	2022
Higher Administration and IT question paper 2015:  ♦ <a href="#">Candidate 1</a> ♦ <a href="#">Candidate 2</a> ♦ <a href="#">Candidate 3</a> ♦ <a href="#">Candidate 4</a> ♦ <a href="#">Marker's commentary</a>	Candidate evidence and commentaries from the 2015 question paper.	2015
<a href="#">Higher Administration and IT assignment:</a>  ♦ Assignment 2022	<b>Central College Scotland</b> — candidate evidence and commentaries from the 2022 assignment.	2022
<a href="#">Higher Administration and IT assignment:</a>  ♦ Assignment 2021	<b>Gadot Amateur Athletics Club</b> — candidate evidence and commentaries from the 2021 assignment.	2021
<a href="#">Higher Administration and IT assignment:</a>  ♦ Assignment 2015	<b>Island Secondary School</b> — candidate evidence and commentaries from the 2015 assignment.	2015

Name and hyperlink	Details	Date published
Presentations: <ul style="list-style-type: none"> <li>◆ <a href="#">Higher Assignment (ppsx)</a></li> </ul>	<b>Starlight Musical Theatre</b> — audio presentation about the marking principles, using the 2019 assignment.	2021
Presentations: <ul style="list-style-type: none"> <li>◆ <a href="#">Audio presentation — An overview of course assessment</a></li> </ul>	Audio presentation about the structure of the Higher Administration and IT National Course.	May 2018
Webinar: <ul style="list-style-type: none"> <li>◆ <a href="#">Higher — webinar</a></li> <li>◆ <a href="#">Higher question paper — candidate evidence</a></li> </ul>	Webinar exemplifying the standards required for Higher Administration and IT theory questions, using candidate responses from the 2017 question paper.	February 2018