

Guidance on the use of past paper questions for Advanced Higher Business Management

The Curriculum for Excellence Advanced Higher Courses draw on the strengths of popular areas of study from existing Advanced Higher with the introduction of some new content. The purpose of this support document is to help centres and departments to identify suitable past paper questions/items that could be used, or possibly amended, to support learners in their preparation for sitting question papers (exams) as part of the Advanced Higher Course assessment. The advice in this document reflects questions selected from **2012, 2013 and 2014** [past papers](#).

When utilising any past paper questions, you need to take into account the following:

- ◆ You must select questions that provide the learners with the same level of challenge as those in the Advanced Higher Specimen Question Paper.
- ◆ You may be able to use questions as published or with amendments as suggested in the columns below.
- ◆ You must use questions that adhere to the Advanced Higher General Marking Principles and reflect the form of Detailed Marking Instructions as published in the Advanced Higher Specimen Question Paper.

If any change to a question/items is necessary, you must ensure that:

- ◆ The style and structure matches the Specimen Question Paper for Advanced Higher.
- ◆ Marking of the learner's response to the question adheres to the General Marking Principles in the Advanced Higher Specimen Question Paper.
- ◆ Marking Instructions are amended to reflect the style of the Advanced Higher Detailed Marking Instructions.

The details below should be read in conjunction with the relevant:

Mandatory documentation:

- ◆ Course Specification
- ◆ Unit Specifications
- ◆ Course Assessment Specification

Advice and guidance:

- ◆ Course and Unit Support Notes

Assessment:

- ◆ Question Paper Component:
 - general assessment information
 - general marking principles and detailed marking instructions

Related Information as provided in the relevant N5-Advanced Higher Course Comparison Document.

Key for the section below:

- C — amend context as required
- S — amend source as required
- St — amend question style
- Str — amend structure of the question

Not all topic/areas of study will appear every year due to the sampling techniques used in producing question papers.

<p>Information from the Course Assessment Specification</p> <p>The question paper will have 80 marks.</p> <p>This question paper has two Sections.</p> <p>Section 1, titled 'Case study', will have 40 marks and will consist of a set of mandatory questions based on a business case study stimulus. The questions will be drawn from across the Course. Learners will be required to demonstrate application of skills and knowledge and understanding within the context of the case study.</p> <p>Section 2 will have 40 marks and will consist of 4 mandatory questions, of 10 marks each, drawn from across the Course.</p>	<p>The columns below identify additional support questions from Advanced Higher Past Papers 2012 to 2014</p> <p>Section 1 questions are all context based, so it is important that any questions used or adapted from this section to a different context <i>must</i> refer to the new context.</p>		
<p>Advanced Higher</p>			
<p>Use question as published</p>	<p>Amend question context/source</p>	<p>Amend question style/structure</p>	
<p>The External Business Environment</p>			
<p>Global business</p>		<p>2012 S1 Q1 2012 S1 Q7 2013 S1 Q3 2014 S1 Q3 2014 S1 Q6</p>	<p>2012 S1 Q1 2012 S1 Q7 2012 S2 Q9a (marks) 2012 S2 Q12a (command word and marks) 2013 S1 Q3 2013 S2 Q9a 2013 S2 Q10a 2013 S2 Q11B 2014 S1 Q3 2014 S2 Q9a 2014 S2 Q10a</p>
<p>Current issues</p>		<p>2012 S1 Q5 2013 S1 Q6 2013 S1 Q2 2014 S1 Q5A 2014 S1 Q5b</p>	<p>2012 S1 Q5 2012 S2 Q10B 2013 S1 Q2 2013 S2 Q12b 2014 S2 Q8a</p>
<p>The Internal Business Environment</p>			
<p>Management</p>		<p>2012 S1 Q2 2012 S1 Q4</p>	<p>2012 S1 Q4 2012 S2 Q9B</p>

		2012 S1 Q8 2013 S1 Q1 2013 S1 Q4 2013 S1 Q8 2014 S1 Q2 2014 S1 Q4 2014 S1 Q7	2012 S2 Q10A 2013 S2 Q10B 2013 S2 Q12a 2014 S2 Q9b
Leadership			2012 S2 Q12b
Equality and diversity	This is a new topic therefore there is no past paper question coverage.		
Teams			2013 S2 Q11a 2014 S2 Q10b
Time and task management	This topic has not appeared in recent past papers due to sampling requirements.		
Managing change		2012 S1 Q5	2014 S2 Q11a
Evaluating Business Information			
Research	This is a new topic therefore there is no past paper question coverage.		
Analytical techniques		2013 S1 Q5 2014 S1 Q1	2012 S2 Q11b (marks)
Evaluating financial information		2012 S1 Q3 2013 S1 Q7	
Resources			
SQA past papers www.sqa.org.uk/pastpapers/findpastpaper.htm	Additional assessment support material is available here: Education Scotland www.educationscotland.gov.uk/ Glow www.educationscotland.gov.uk/usingglowandict/ Glow Log-in https://secure.glowscotland.org.uk/login/login.htm		