

## Guidance on the use of past paper questions for National 5 Business Management

The new Courses at National 5 draw on the strengths of popular areas of study from Standard Grade and Intermediate 2 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 National 5 Course assessment. The advice in this document reflects questions selected from 2011 to 2013 [past papers](#). (If you click on the highlighted links in the columns below, this will take you to the relevant past paper.)

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 National 5 Specimen Question Paper.
- ◆ You may be able to use questions as published or with amendments as suggested in the columns below for Standard Grade and Intermediate 2.
- ◆ You must use questions that adhere to the National 5 General Marking Principles and reflect the form of detailed Marking Instructions as published in the National 5 Specimen Question Paper.

If any change to a Standard Grade/Intermediate 2 question is necessary, you must ensure that:

- ◆ The style and structure matches the Specimen Question Paper for National 5.
- ◆ Marking of the learner's response to the question adheres to the General Marking Principles in the National 5 Specimen Question Paper
- ◆ Marking Instructions are amended to reflect the style of the National 5 detailed Marking Instructions.

The details below for National 5 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 N3-N5 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.

<b>Information from the Course Assessment Specification</b>  Each Section of the question paper will be made up of restricted/extended response questions. Questions will <b>sample</b> the knowledge and understanding and apply skills described in the <b>Further mandatory information on Course coverage section</b> .	<b>The columns below identify additional support questions from Standard Grade and Intermediate 2 Past Papers 2011 to 2013.</b>					
	<b>Standard Grade Credit</b>			<b>Intermediate 2</b>		
	Use question as published	Amend question context/source	Amend question style/structure	Use question as published	Amend question context/source	Amend question style/structure
<b>Understanding Business</b>						
Role of business in society			<a href="#">2012 Q3a</a>			<a href="#">2013 S2 Q5a – Str</a>  <a href="#">2011 S2 Q1a - Str</a>
Customer satisfaction	<a href="#">2013 Q5b</a> <a href="#">2013 Q5c</a>  <a href="#">2012 Q1dii</a>  <a href="#">2011Q5d</a>					
Types of business organisations	<a href="#">2013 Q2e</a> <a href="#">2013 Q4a</a>  <a href="#">2011 Q4a</a>	<a href="#">2012 Q3b - C</a>	<a href="#">2013 Q1a - Str</a>	<a href="#">2012 S2 Q3c</a>		
Objectives				<a href="#">2013 S2 Q1c</a>  <a href="#">2011 S1 Q2</a>		
Internal factors				<a href="#">2012 S2 Q5ci</a>		
External factors			<a href="#">2012 Q2c - Str</a>	<a href="#">2011 S2 Q3e</a>	<a href="#">2013 S1 Q1 - C</a>	<a href="#">2013 S1 Q1 - Str</a>
Stakeholders	<a href="#">2013 Q3ci</a> <a href="#">2013 Q3cii</a>				<a href="#">2012 S1 Q1 – C</a>	<a href="#">2012 S1 Q1 - Str</a>

<b>Management of People and Finance</b>						
Recruitment and selection				<a href="#">2013S2Q4a</a> <a href="#">2011S2Q4di</a>		<a href="#">2012S2Q5d – Str</a> <a href="#">2011S2Q4dii - Str</a>
Training				<a href="#">2013S2Q2c</a> <a href="#">2011S2Q5bi</a>		<a href="#">2013S2Q1d</a>
Motivating and retaining	<a href="#">2013Q2b</a> <a href="#">2013Q2c</a> <a href="#">2011Q1bi</a>		<a href="#">2011Q1bii - Str</a>	<a href="#">2012S2Q2bi</a> <a href="#">2012S2Q2bii</a> <a href="#">2011S1Q7</a>		
Legislation				<a href="#">2013S2Q5fi</a> <a href="#">2013S2Q5fii</a> <a href="#">2011S2Q3ai</a>	<a href="#">2011S2Q3aiii - C</a>	
Sources of finance				<a href="#">2013S2Q3b</a> <a href="#">2011S2Q2ai</a> <a href="#">2011S2Q2aai</a>		
Break even						
Cash budgets	<a href="#">2012Q1di</a> <a href="#">2012Q5c</a>			<a href="#">2013S2Q4e</a> <a href="#">2012S2Q1c</a>		
Profit statement		<a href="#">2011Q4c - C</a>				
Technology	<a href="#">2011Q4d</a>		<a href="#">2013Q4d - Str</a>	<a href="#">2013S2Q2ei</a> <a href="#">2013S2Q2eii</a> <a href="#">2012S2Q5ai</a> <a href="#">2012S2Q5aai</a>		
<b>Management of Marketing and Operations</b>						
Customers			<a href="#">2013Q5a - Str</a>	<a href="#">2012S2Q3bi</a> <a href="#">2012S2Q3bii</a>		
Market research	<a href="#">2013Q3a</a> <a href="#">2012Q5a</a>		<a href="#">2011Q3b - Str</a>	<a href="#">2013S2Q1bi</a> <a href="#">2013 S2Q1bii</a>		<a href="#">2013S2Q4bi – Str</a> <a href="#">2013S2Q4bii – Str</a> <a href="#">2012S2Q2d - Str</a>
Marketing mix	<a href="#">2011Q3aii</a>		<a href="#">2012Q2aai - Str</a>			
Product	<a href="#">2012Q2ai</a>		<a href="#">2013Q1b – Str</a> <a href="#">2013Q1e - Str</a>		<a href="#">2013S1Q4 - C</a>	<a href="#">2013S2Q2b – Str</a> <a href="#">2011S2Q1e - Str</a>

Price				<a href="#">2013S2Q5e</a>		
Place	<a href="#">2013Q3b</a>					
Promotion			<a href="#">2013Q1d – Str</a> <a href="#">2012Q2d - Str</a>			<a href="#">2013S2Q3c – Str</a> <a href="#">2011S1Q4 - Str</a>
Suppliers	<a href="#">2012Q4c</a>			<a href="#">2011S2Q2di</a>		
Stock management				<a href="#">2011S2Q2dii</a>		
Methods of production				<a href="#">2013S2Q2d</a> <a href="#">2011S2Q4bi</a> <a href="#">2011S2Q4bii</a>	<a href="#">2013S1Q3 - C</a>	
Quality	<a href="#">2011Q5ci</a>	<a href="#">2012Q4d - C</a>				<a href="#">2013S2Q4d – Str</a> <a href="#">2011S2Q5bii - Str</a>
Ethical and environmental						
Technology				<a href="#">2013S2Q5c</a>	<a href="#">2011S2Q2c - C</a>	

## Resources

Additional National 5 assessment support material is available here:

Education Scotland  
[www.educationscotland.gov.uk/](http://www.educationscotland.gov.uk/)

Glow  
[www.educationscotland.gov.uk/usingglowandict/](http://www.educationscotland.gov.uk/usingglowandict/)

Glow Log-in  
<https://secure.glowscotland.org.uk/login/login.htm>

SQA past papers  
[www.sqa.org.uk/pastpapers/findpastpaper.htm](http://www.sqa.org.uk/pastpapers/findpastpaper.htm)