



National
Qualifications

Administration and IT Assignment General assessment information

This pack contains general assessment information for centres preparing candidates for the assignment Component of Higher Administration and IT Course assessment.

It must be read in conjunction with the specific assessment task for this Component of Course assessment which may only be downloaded from SQA's designated secure website by authorised personnel.

Valid from session 2014/15 and until further notice

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Introduction

This is the general assessment information for the Higher Administration and IT assignment.

This assignment is worth 70 marks out of a total of 100 marks for the Course assessment. The Course will be graded A-D.

Marks for all Course Components are added up to give a total Course assessment mark which is then used as the basis for grading decisions.

This is one of two Components of Course assessment. The other Component is a question paper.

This document describes the general requirements for the assessment of the assignment Component for this Course. It gives general information and instructions for assessors.

It must be read in conjunction with the assessment task for this Component of Course assessment.

Equality and inclusion

This Course assessment has been designed to ensure that there are no unnecessary barriers to assessment. Assessments have been designed to promote equal opportunities while maintaining the integrity of the qualification.

For guidance on assessment arrangements for disabled candidates and/or those with additional support needs, please follow the link to the assessment arrangements web page: www.sqa.org.uk/sqa/14977.html

Guidance on inclusive approaches to delivery and assessment in this Course is provided in the *Course Support Notes*.

What this assessment covers

This assessment contributes 70% of the total marks for the Course.

The assessment will assess the skills, knowledge and understanding specified in the *Course Assessment Specification*. These are:

- ◆ use of complex IT functions in word processing, spreadsheets, databases, desktop publishing and presentation software, to produce, process and manage information, and solve problems in unfamiliar contexts
- ◆ skills in electronic research to source complex information
- ◆ skills in effective communication, taking account of its context, purpose and audience
- ◆ a wide range of administrative skills related to planning and organising
- ◆ skills in problem-solving

Assessment

Purpose

The purpose of this assessment is to generate evidence for the assignment Component of added value of this Course.

Candidates will be given the opportunity to apply their problem solving and advanced IT skills in the context of a scenario.

The assignment requires candidates to apply skills and knowledge from the *IT Solutions for Administrators and Communication in Administration Units* in response to information and electronic files provided. It also provides challenge by requiring candidates to use the information provided to problem solve, plan, analyse information and make decisions in the context of supporting an event.

Assessment overview

Candidates will work through a series of planning, support and follow-up stages, to support an event, as detailed in the assessment task. The assignment will allow candidates to demonstrate application of skills and knowledge and understanding gained through the Units of the Course in an integrated way. This assesses consolidation of their learning.

The assignment will aim to ensure a relatively even emphasis is placed upon the different IT applications used to complete the stages contained in the assessment task.

Marks will be awarded for demonstrating skills in the use of the different IT applications and knowledge and understanding of administration in the workplace. Problem-solving skills are an integral part of the tasks.

The following overview shows the distribution and variances that will be applied within the tasks when allocating marks from year to year:

Skill	Mark Allocation
Spreadsheet	20 marks will be allocated to each of these areas, with a variance of up to +/-4 marks in each area.
Database	
Word processing	
Communication (eg presentation, e-mail, e-diary, internet).	10 +/-2 marks
TOTAL	70 marks

Assessment conditions

Assessors must exercise their professional responsibility in ensuring that evidence submitted by a candidate is the candidate's own work.

Candidates must undertake the assessment within the period of time specified by SQA. Evidence which meets the requirements of this assignment should be produced in no more than two hours and should take place under supervision within the centre. Additional time for printing is permitted.

Candidates must complete the assignment in a single two-hour time period. It is advisable that this is undertaken towards the end of the Course. Assessors must ensure that the two-hour time limit is not exceeded and that candidate evidence is submitted by the due date in the year in which the assignment is undertaken.

During this assessment, candidates should have access to the following resources:

- ◆ Electronic files supplied by SQA to support the assignment.
- ◆ A personal computer with internet access.
- ◆ E-mail and e-diary facilities.
- ◆ Software to allow use of word processing, spreadsheet, database, presentation and desktop publishing functions.

This is a closed-book assessment. Candidates should not have access to reference materials.

Once work on the assessment has begun, the candidate should be working independently. Clarification may be sought by candidates regarding the wording of instructions for the assessment if they find them unclear. In this case, the clarification should normally be given to the whole class.

The assignment will be conducted under a high degree of supervision. This means that candidates must be in direct sight of the assessor (or other responsible person) during the period of the assessment and candidates must not communicate with each other.

Evidence to be gathered

The following candidate evidence is required for this assessment:

- ◆ Original printouts of candidates' IT tasks that show the candidates' name, centre and task clearly displayed on each printout.

General Marking Instructions

In line with SQA's normal practice, the following general marking instructions are addressed to the marker. They will also be helpful for those preparing candidates for Course assessment.

Evidence will be submitted to SQA for external marking.

All marking will be quality assured by SQA.

General Marking Principles for assignment

This information is provided to help you understand the general principles you must apply when marking candidate responses to this assignment. These principles must be read in conjunction with the detailed marking instructions, which identify the key features required in candidate responses.

- (a) Marks for each candidate response must always be assigned in line with these General Marking Principles and the Detailed Marking Instructions for this assessment.
- (b) Marking should always be positive. This means that, for each candidate response, marks are accumulated for the demonstration of relevant skills, knowledge and understanding: they are not deducted from a maximum on the basis of errors or omissions.
- (c) These general principles should be applied when marking the candidates' assignment printouts.

Candidates will be awarded marks for specific skills and knowledge and understanding in the use of different functions and features of a variety of IT applications.

Spreadsheet – 20 marks (+/- 4 marks)

- ◆ using a range of simple, complex and advanced formulae to perform calculations and summarise information
- ◆ using a range of simple, complex and advanced functions to manipulate and analyse information

Database – 20 marks (+/- 4 marks)

- ◆ searching and sorting information using a range of criteria
- ◆ presenting information

Word Processing – 20 marks (+/- 4 marks)

- ◆ layout and presentation of information
- ◆ integration of information from other IT applications

Communication – 10 marks (+/- 2 marks)

- ◆ presenting/disseminating information to different audiences

Layouts

Marks will be awarded for a wide variety of layouts used in word processing and desktop publishing tasks. Candidates will not be penalised for applying a layout to a document that is different to one that has been supplied in the detailed Marking Instructions. The over-riding principle is that a document must be 'fit-for-purpose'.

Formulae

It is possible for candidates to use a variety of different formulae to resolve the problem and provide the information needed in the spreadsheet. Marks will be awarded where a formula has been used that provides the correct answer; the formula provided in the Marking Instructions is not the only correct answer.

Printouts

Candidates are clearly directed, within the instructions, as to the printing requirements. Where a printout for a task is missing, marks will be awarded on any available alternative printout.

Keying-in

Marks will be awarded for every block of text that is accurately keyed in. This will be for approximately every 25 words. Flags may be included where appropriate to identify where marks are awarded.

Marking codes

Marking codes will be provided in the Marking Instructions for markers to use to identify what they are awarding marks for, eg F - formula, L - layout, to help with the quality assurance of marking.

Administrative information

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History of changes

Version	Description of change	Authorised by	Date

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