Administration and IT

Assignment

General assessment information

This pack contains general assessment information for centres preparing candidates for the assignment Component of National 5 Administration and IT Course assessment.

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

Valid from session 2013/14 and until further notice

This edition: March 2013 (version 1.0)

Contents

Introduction

This is the general assessment information for the National 5 Administration and IT assignment.

This assignment is worth 100 marks. The marks contribute 100% of the overall marks for the Course assessment. The Course will be graded A–D.

The Course assessment has no other Components.

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 100% of the total marks for the Course.

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

♦ Using advanced IT functions in word processing, spreadsheets, databases, presentations and desktop publishing to produce and process information in familiar contexts
♦ Skills in using technology for investigation
♦ Skills in using technology for electronic communication, taking account of the context, audience and purpose of communication
♦ Administrative skills related to organising and supporting an event
♦ Skills in problem-solving

Assessment

Purpose

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

The assignment will assess candidates' ability to apply their administrative and IT skills, developed and acquired during the Course, in the context of organising and supporting an event.

Candidates will be assessed by working through a series of planning, support and follow-up stages for a specific event. This will allow candidates to draw on their knowledge and understanding, problem-solving and practical IT skills.

Assessment overview

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

Candidates will create and edit documents, manage, manipulate and communicate information and draw upon their knowledge and understanding of administration in the workplace, whilst making use of the functions and features of a range of IT applications commonly used in a business environment.

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 some of the IT tasks.

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

Skill	Mark Allocation
Spreadsheet	18 marks will be allocated to each of these areas, with a variance of up to +/-3 marks in each area
Database	
Word processing	
Desktop publishing	
Communication (presentation, e-mail, e-diary, internet)	
Knowledge and understanding	15 — with a variance of up to +/-5 marks
TOTAL	100

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 four hours and should take place under supervision within the centre (additional time for printing is permitted).

Assessors must ensure that the four-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. Candidates may complete the assignment over several short blocks of time over a number of days, or may undertake the assignment over longer blocks of time, for example over two x two-hour blocks or one x four-hour block. This is a centre decision.

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 number clearly displayed on each printout

General Marking Instructions

Marking principles for National 5 Administration and IT assignment

These general principles should be applied when marking the candidates' assignment printouts. These principles must be read in conjunction with the specific Marking Instructions provided for the assignment.

Marks for the assignment must always be awarded in line with these general marking principles and any specific Marking Instructions for the sections.

Marking should always be positive.

Candidates will be awarded marks for specific skills, knowledge and understanding.

Marks will be awarded for demonstrating skills in the use of the different IT application, in the following areas:

Spreadsheet — 18 marks (+/-3 marks)
♦ entering and editing text
♦ using formulae and functions to perform calculations and summarise information
♦ using functions to manipulate information

Database — 18 marks (+/-3 marks)
♦ entering and editing text
♦ displaying information as a form and/or report
♦ manipulating information

Word Processing — 18 marks (+/-3 marks)
♦ entering and editing text
♦ layout and presentation of information

Desktop publishing — 18 marks (+/-3 marks)
♦ entering and editing text
♦ presentation and layout of information
♦ key information included

Communication — 18 marks (+/-3 marks)
♦ entering text
♦ key information included

Knowledge and understanding — 15 marks (+/- 5)
♦ marks will be awarded for providing responses as part of an integrated IT task

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 specific Marking Instructions. The over-riding principle is that a document must be 'fit-for-purpose'.

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 20 words. Flags may be included where appropriate to identify where marks are awarded.

Administrative information

Published: March 2013 (version 1.0)

History of changes

Version	Description of change	Authorised by	Date

Security and confidentiality

This document can be used by practitioners in SQA approved centres for the assessment of National Courses and not for any other purpose.

Copyright

This document may be reproduced in whole or in part for assessment purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged. If it needs to be reproduced for any purpose other than assessment, it is the centre's responsibility to obtain copyright clearance.

Re-use for alternative purposes without the necessary copyright clearance may constitute copyright infringement.

© Scottish Qualifications Authority 2013