

Report on Monitoring Standards 2004

HND Business Administration (G25S 16)

A scrutiny panel consisting of two experienced members of SQA's moderating team and one external specialist in the field of Business Administration judged assessment material and candidate evidence against the standards of the Units:

- A6GX 04 *Micro-Economic Environment*
- A6GE 04 *Using Information Technology in Business: Spreadsheet and Word Processing Applications*
- A6GV 04 *Working with People and Teams*
- A6GF 04 *Business Information Management*
- A6GA 04 *Office Management*

Centres were asked to provide evidence for two candidates. There were a total number of 200 judgements for assessment instruments and decisions in 2004. Detailed comments for each Unit are summarised in the appendix.

Quality of collected material

As can be seen in the detailed comments in the appendix, the quality of presentation ranged from satisfactory to excellent, with most of the material falling into the latter category.

Assessment instruments

All of the assessment instruments are valid, reliable and fit for purpose. Their level of demand was considered to be on the standard. Most centres have developed checklists, for example, to show the coverage of performance criteria and the range. These will be a great help to both candidates and assessors. While all performance criteria and range were fully covered, there was a variable amount of guidance on the criteria for a pass. Similarly conditions of assessment were not specified in the majority of cases.

Evidence of candidate performance

Generally the assessment evidence does show good practice with evidence of integration across Outcomes taking place for three out of the five Units. There was also some evidence of Candidate Feedback forms — which are very helpful to candidates. The Scrutiny Panels were generally very satisfied with the standard of evidence. Many centres had changed existing Colleges Open Learning Exchange Group (COLEG) material and adapted it to a local theme.

The standards for the Units as a whole have been applied consistently across and within centres.

Assessment decisions

There was total agreement with the assessment decisions taken in the centres. The standards for this Unit as a whole have been applied consistently across and within centres.

Comparing standards over time

There was evidence from 1999 for the following two Units:

A6GF 04 Business Information

In 2004, the specifications for this Unit were just as rigorous and were being applied as rigorously as in 1999. The 2004 evidence was of a very good standard.

A6GA 04 Office Management

In 2004, the specifications for this Unit were just as rigorous and were being applied as rigorously as in 1999. There is evidence that centres are now using more up-to-date software. As above, the 2004 evidence is of a very good quality.

General comments on the Units

These Units have been modified recently during the Higher National Review