

Our ref: MPOAE/SON  
14 January 2014

SQA Co-ordinator

Contact: Sharon O'Neil  
Direct line: 08452135465  
sharon.o'neil@sqa.org.uk

Dear Colleague

**Support Materials**  
**Higher National Unit: Assessment Exemplar**  
**Managing People and Organisations – F84T 34**

Publication date: October 2010  
Publication code: F84T 34/AEX001

It has come to our attention that there has been a breach of security in relation to the SQA publication indicated above. It has therefore been agreed that this document should now be removed from the SQA website with immediate effect and that this instrument of assessment should no longer be used by centres

The Unit Managing People and Organisations – F84T 34 has a value of 2 HN credits. The instrument of assessment – F84T 34/AEX001 is based on a fictitious case study (Scotia Airways) and candidate responses may be generated under open book conditions. Given these factors, and in order to ensure that no candidates are disadvantaged, any centre that has already issued the case study to current candidates, at the date of receipt of this letter, may continue to use this Assessment Exemplar. Where this scenario occurs centres must record this on the relevant candidate records which may be subject to External Verification.

In these circumstances it is vital that centres remain vigilant when assessing candidate responses and all necessary steps must be taken to ensure that the appropriate plagiarism checks have been carried out.

Any use of the Assessment Exemplar – F84T 34/AEX001 will only be acceptable until the end of the 2013/14 Academic Year, provided centres apply the guidance included within this letter. In all other circumstances and in any future delivery where centres elect to use the SQA produced Assessment Exemplar to assess this Unit Assessment Exemplar 2, noted below, must be used:

Publication date: July 2012  
Publication code: F84T 34/AEX002

2

14 January 2014

Centres are reminded that they must endeavour to maintain the security of all SQA produced Assessment Exemplars and Assessment Support Packs and your cooperation with this is requested.

Yours faithfully

A handwritten signature in black ink that reads "Sharon O'Neil". The signature is written in a cursive style with a large initial 'S'.

Sharon O'Neil  
Qualifications Manager  
Humanities, Arts and Business