

Accounting, Administration and IT, Business, Business Management and Economics

The Qualifications Team

Business Management, Economics

Jillian Hendry

Qualifications Manager

Aneta Morrison

Qualifications Officer

Karin Coltart

Subject Implementation Manager

Accounting, Administration and IT

Lindsay Thomson

Qualifications Manager

Kirstie Casson

Qualifications Officer

Diane Santana

Subject Implementation Manager

Diet 2018

Changes to documents following Diet 2018

National 5 Administration and IT

- Specimen coursework assessment task — updated to comply with current General Data Protection Regulations (GDPR) within the Data Protection Act.
- Course specification — further guidance provided regarding conditions of assessment for the question paper and assignment.

National 5 Business Management

- Coursework assessment task — minor changes to marking instructions, these are detailed in the history of changes table in the document.

Course reports

Please read the annual course reports for Accounting, Administration and IT, Business Management and Economics. We produce these reports following the exam diet and they provide information on how candidates performed in course assessment for National Qualifications.

The course reports include a summary of areas candidates performed well in and areas candidates found demanding. They also contain advice on preparing future candidates and

statistical data relating to grade boundaries. Course reports are available from the subject pages of our website at www.sqa.org.uk/nqssubjects.

Coursework

Conditions of assessment for coursework

To ensure fairness for all candidates, it is essential that you apply the specified assessment conditions for coursework. During the 2018 diet, we saw an increase in incidences of potential malpractice, where some centres had not followed the required conditions of assessment.

Please ensure you refer to the following documents when conducting coursework with your candidates. These documents detail the specific conditions of assessment that must be applied for each assessment:

- course specification (National 5 and Higher)
- course assessment specification (Advanced Higher)
- coursework assessment task

You must also refer to our [Guidance on conditions of assessment for coursework](#), which provides important information on the time and volume of assessment, the use of resources, and the supervision, control and authentication of assessment — including examples.

Submitting coursework

Please ensure your candidates use the current, published coursework assessment tasks.

Higher

Online resources to help you prepare for Higher assessment

As part of our Understanding Standards programme, we are providing a range of online resources to help you develop your understanding of the standards required in the revised course assessments for Higher. We have tailored this to each subject. Resources may include:

- **Presentations with audio** — a subject-specific presentation with an audio narration, to talk you through the requirements of the Higher assessment.
- **Webinar recordings** — recordings of recent online CPD webinar sessions delivered by our subject implementation managers, to guide you through the changes to assessment.
- **Candidate evidence and commentaries** — examples of candidate assessment evidence with a written commentary, to explain why the evidence has or has not met the required standards for the revised assessment.

You can access these materials via the 'Understanding Standards' tab on the Higher subject page.

Find out more about the Understanding Standards programme at www.sqa.org.uk/understandingstandards.

Units that were previously part of the Higher courses

The units that were previously part of the Higher courses are now available as freestanding units at SCQF level 6. These units no longer contribute to the Higher course.

We have removed references to Higher courses from the freestanding unit specifications, which are available from the freestanding units web page for each subject. There is a link to the freestanding units page from the 'see also' section on the subject landing page at www.sqa.org.uk/ngsubjects.

Advanced Higher

Changes to assessment in Advanced Higher courses from session 2019–20

We will remove units and unit assessments from Advanced Higher courses for session 2019–20. We have started our review of the Advanced Higher course assessments and we have been working closely with our National Qualifications Support Teams (NQSTs) to identify the appropriate changes for each subject. Our NQSTs include teachers and lecturers who currently deliver National Courses and representatives of professional associations.

New and revised Advanced Higher materials will be published as follows:

End of April 2019	Revised Advanced Higher course specifications
End of May to end of September 2019	Course support notes New and revised specimen question papers New and revised coursework assessment tasks

We will provide further information about the changes to Advanced Higher assessment by the end of January 2019.

Further information and guidance

Accounting and Administration and IT assignments

National 5 Accounting assignment

We released the National 5 [Accounting 2019 assignment topics](#) in September.

From session 2019–20 onwards, we will release the National 5 Accounting assignment topics to centres in January.

Higher Accounting assignment

We will release the topics for the 2019 Higher Accounting assignment in January 2019.

The topics will be available on the Higher Accounting subject page, and centres will be notified in Centre News.

National 5 and Higher Accounting, and Administration and IT assignments

The assignment tasks and associated e-files will be available on SQA secure on 21 February 2019.

Project and assignment templates

Advanced Higher Accounting, National 5 and Higher Business Management

From session 2018–19, candidates for the Advanced Higher Accounting project, and the National 5 and Higher Business Management assignments must use a template. The reason for this is that the project and assignments will be e-marked from Diet 2019. The template sets margins and includes space for the candidate's SCN. Candidates can type or paste text directly into the template. Alternatively, candidates may print the template and handwrite their project and/or assignment.

Appendices do not need to be included in the template.

For more information please see the 'Coursework' tab on the relevant subject pages.

Uplift dates for the coursework are:

National 5 — 21 March 2019

Accounting
Administration and IT
Business Management
Economics

Higher — 28 March 2019

Accounting
Administration and IT
Business Management
Economics

Advanced Higher — 24 April 2019

Accounting
Business Management
Economics

Understanding Standards

An event is scheduled on 7 November 2018 for Higher Accounting. To book a place please refer to <https://athena.sgameet.net/>

A webinar is planned for January 2019 for Advanced Higher Economics. Further information will be issued to centres in due course.

Candidate evidence and commentaries are being produced for all National 5 business education subjects to exemplify the marking of revised course assessments.

A webinar exemplifying theory in the Higher Administration and IT question paper is available at www.understandingstandards.org.uk/Subjects/Administration/Webinars.

Unit specifications

Thresholds and unit support notes have been added to relevant unit specifications. These units have been republished for this session.

Common questions for business education subjects

The common question documents for all subjects have been updated to reflect the introduction of revised courses at National 5 and Higher. The common question documents can be found on the [subject pages](#) of our website.

Ushare — Business and Economics

Ushare brings you links to open learning resources that have been recommended by lecturers, teachers, training providers and learners that support SQA's qualifications.

You can submit new resources, rate them and leave comments to help other users. Our user guide will help you get started and answer any queries that you have.

<https://ushare.education/Ushare/Home>

National Qualifications Support Team (NQST)

Ahead of the autumn meeting of the business education NQST, we would like to add to the existing membership.

NQSTs are subject-specific stakeholder consultation groups that feed back to SQA on the internal and external assessment of National Qualifications.

These groups communicate in secure online discussion forums as well as during an annual face-to-face meeting. For more information and to express an interest in joining the team, visit www.sqa.org.uk/nqst.

Stay informed

Subscribe to Centre News

Our weekly Centre News newsletter contains the latest news and updates for centres delivering SQA qualifications. The newsletter is sent to your SQA co-ordinator and you can also subscribe directly at <http://mailer.sqa.org.uk/centrenews/step1>.

Sign up to MyAlerts

To receive e-mail alerts when content you are interested in has been added to, or updated, on our website, subscribe to MyAlerts at www.sqa.org.uk/myalerts.

Follow us online

Twitter: [@sqanews](https://twitter.com/sqanews)

Facebook: [Scottish Qualifications Authority](https://www.facebook.com/ScottishQualificationsAuthority)

LinkedIn: [Scottish Qualifications Authority](https://www.linkedin.com/company/ScottishQualificationsAuthority)

YouTube: [SQAonline](https://www.youtube.com/SQAonline)

Contact us

Please contact our Customer Support Team:

Tel: 0303 333 0330

Fax: 0345 213 5000

E-mail: mycentre@sqa.org.uk
