

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

The Qualifications Team

Business, Business Management, Economics

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Diet 2019

Changes to documents following Diet 2019

National 5 Administration and IT

- ◆ We have added the general marking principles to the marking instructions documents of both the specimen coursework assessment task and specimen question paper.
- ◆ We have updated the course specification to clarify the ICT theory that can be assessed.

National 5 and Higher Business

- ◆ We have updated the 'Instructions for candidates' section in the course assessment task document to confirm that candidates must use SQA's template to produce their assignment.

National 5 Economics

- ◆ We have provided clarification and/or exemplification in the detailed marking instructions in the coursework assessment task document for the following sections: introduction, research sources, and findings, analysis and interpretation.
- ◆ We have updated the 'Instructions for candidates' section in the course assessment task document to confirm that candidates must use SQA's template to produce their assignment.

Higher Economics

- ◆ We have made minor amendments to the 'Instructions for candidates' section in the course assessment task document to ensure consistency with the updated National 5 document.

Advanced Higher Accounting

We have updated the Advanced Higher Accounting formulae sheet to include further information. Please ensure that you and your candidates are using the version dated October 2019. The formulae sheets for all levels can be found under 'related information' on the [Accounting subject page](#).

Please ensure candidates use the current, published coursework assessment tasks and specimen question papers.

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.

Course reports include a summary of areas candidates performed well in and areas candidates found demanding. They also contain advice on preparing candidates for future assessment, and statistical data relating to grade boundaries. Course reports are available from the subject pages of our website at www.sqa.org.uk/nqsubjects.

Coursework

Accounting assignment topics

The following information was released in September 2019 and is available from the updates and announcements tab in the subject level pages of our website.

The 2020 assignments will assess the following topics:

National 5 <ul style="list-style-type: none">◆ Preparing ledger accounts◆ Break even◆ Job costing	Higher <ul style="list-style-type: none">◆ Manufacturing Accounts◆ Period-end financial statements◆ Overhead analysis
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Candidates must use the templates provided for each assessment. Please ensure that your candidates are familiar with the spreadsheet requirements outlined in the course specification.

Coursework release dates

National 5 Administration and IT — we will make the assignment tasks and associated e-files available on SQA's secure website from 20 February 2020.

Higher Administration and IT — we will make the assignment tasks and associated e-files available on SQA's secure website from 12 March 2020.

National 5 and Higher Accounting — for session 2019–20, both assignments will be invigilated. The key dates are:

- ◆ late February 2020 — we will print assignment tasks and send them directly to presenting centres
- ◆ 20 February 2020 — e-files will be available to SQA co-ordinators
- ◆ 24 February 2020 — the assessment window opens

Submitting coursework

Uplift dates for coursework for session 2019–20 are:

National 5 18 March 2020 Accounting Administration and IT Business Management Economics	Higher 23 April 2020 Accounting Administration and IT Business Management Economics	Advanced Higher 23 April 2020 Accounting Business Management Economics
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Information and guidance

Invigilation of Accounting coursework

During session 2019–20, we will pilot coursework invigilation for National 5 and Higher Accounting assignments. Candidates undertaking these assignments will complete their coursework with an SQA appointed invigilator. This will ensure consistency and a best practice approach for this coursework assessment.

Centres will still be able to organise a suitable day and time within the assessment period for their invigilator(s) to attend. The course specifications for National 5 and Higher Accounting have been updated to reflect the conditions of assessment for this pilot.

We provided detailed information about this to SQA co-ordinators at the end of September 2019.

Given that the assignments will be invigilated, we released the topic for both National 5 and Higher 2020 Accounting assignments in September 2019, in order to help with planning and teaching.

We will release further information throughout session 2019–20. In the meantime, should you have any questions, please contact mycentre@sqa.org.uk.

Project and assignment templates

Candidates must use the SQA template when submitting coursework for the following:

- ◆ National 5 Business Management assignment
- ◆ National 5 Economics assignment
- ◆ Higher Business Management assignment
- ◆ Advanced Higher Accounting project

As the coursework is electronically marked, the template ensures accuracy when scanning. The template sets margins and includes space for the candidate's SCN. Candidates can type or paste text into the template, or they can print the template and handwrite their project or assignment.

Please refer to the 'Instructions for submitting...' document on the coursework tab for the relevant subject/level.

National 5 and Higher Accounting and Administration and IT coursework

We plan on changing the marking model to mark assessments on screen. As well as their name and task number, candidates now need to include their SCN on each printout. They can either key-in their SCN on the file before printing or handwrite their SCN on the printed copy before submitting.

Common questions for business education subjects

We have updated the common questions documents for all business education subjects and you can find them on the subject pages of our website.

- ◆ [Accounting common questions](#)
- ◆ [Administration and IT common questions](#)
- ◆ [Business and Business Management common questions](#)
- ◆ [Economics common questions](#)

Ushare — Economics

Ushare is a website that 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)

We are looking for additional members for the Business Education NQST. This is a subject-specific stakeholder consultation group that provides feedback to SQA on assessment of National Qualifications. The group communicates using secure online discussion forums, as well as annual face-to-face meetings.

You can find out more information on our website about [National Qualifications Support Teams](#), where you can express an interest in joining the team.

Understanding Standards

There is a webinar recording exemplifying theory in Higher Accounting course assessment.

We are producing candidate evidence and commentaries for the Higher Business Management and Economics assessments.

Candidate evidence and commentaries are also available for all National 5 business education subjects.

You can access Understanding Standards materials via the 'Understanding Standards' tab on the subject pages of our website at www.sqa.org.uk/nqsubjects.

Advanced Higher

Online resources to help you prepare for Advanced Higher assessment

As part of our Understanding Standards programme, we have provided the following support to help you develop your understanding of the standards required in the revised course assessments for Advanced Higher:

- ◆ Advanced Higher Accounting — 26 September 2019 (event)
- ◆ Advanced Higher Economics — 01 October 2019 (webinar)
- ◆ Advanced Higher Business Management — 30 October 2019 (event)

Audio presentations are available for all Advanced Higher business education subjects and are tailored to meet the needs of each subject.

Units that were previously part of the Advanced Higher courses

The units that were previously part of the Advanced Higher courses are now available as freestanding units at SCQF level 7. These units no longer contribute to the Advanced Higher courses. We have removed references to Advanced 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.

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