

# Equality Review Summary



<b>Qualification</b>	Administration and IT
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<b>Level</b>	National 5
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## REVIEW OF NATIONAL QUALIFICATIONS EQUALITY REVIEW

<b>Date of review</b>	17/08/2017
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### Coursework and/ or Question Paper revisions

The assignment will remain an integrated exercise. It will be similar to the current assignment but will no longer include spreadsheet and database tasks as these will now be assessed in the new question paper component. To reflect this, the number of available marks for the assignment will reduce from 100 marks to 70 marks and the time for completing the tasks will reduce from 4 hours to 3 hours.

A new question paper will be introduced that combines spreadsheet, database and theory tasks. It will take place during the examination diet and candidates will complete all tasks in the question paper using ICT equipment. The question paper will be worth 50 marks and will last 2 hours.

The adjustments to the existing assignment, and the introduction of a new practical-based question paper, will add breadth to the course assessment in a way that is manageable for candidates. This approach will facilitate the sampling of a greater amount of knowledge and skills.

### Equality & inclusion issues

The introduction of a question paper in subjects where Course work had previously comprised 100% of the external assessment could have potential adverse impacts for some disabled candidates, for example the necessary constraints of the controlled conditions of an external examination may place them at a substantial disadvantage.

We have not identified anything in the introduction of a new question paper that would have a negative impact on students because of any of the other protected characteristics.

### Actions that will mitigate any adverse impact outlined above

While it is not possible to exempt disabled learners from the external QP at National 5 where this is an integral assessment component the provision of appropriate assessment arrangements and other supportive practices will mitigate the adverse impact for many candidates.

SQA will also continue to ensure that individual requests for reasonable adjustments are considered where appropriate.

## ORIGINAL NATIONAL QUALIFICATION DEVELOPMENT EQUALITY REVIEW

<b>Date of review</b>	07/01/2013
<b>Summary of Conclusion and recommendation</b>	
<p>The aims of this Course include developing practical skills in using IT in an administrative context. Exemption from this requirement is not possible. However, it may be possible to allow greater use of adapted ICT if this would help a learner to meet the assessment standards. The use of practical helpers and/or technologies may be allowed to support learners in demonstrating these practical skills.</p>	