

# Arrangements for National 3 and National 4 Administration and IT in session 2020–21



As a result of the modifications to the Higher course assessments for session 2020–21, we have been exploring the implications for National 3 and National 4 courses.

We are making the following modifications to National 3 and National 4 assessments for session 2020–21 to support the delivery of learning, teaching and assessment.

We are removing the practical assessment of databases for session 2020–21. Although you are not required to assess this, we recommend you continue to deliver the entire course. You can decide timing, depth of delivery and any internal assessment of databases.

## National 3

Unit assessment	Changes
<b>IT Solutions for Administrators</b>	Outcome 2 'Use basic database functions' does not need to be assessed to pass this unit.
<b>Administration in Action</b>	<p>There is no change to this unit:</p> <ul style="list-style-type: none"> <li>◆ There is existing flexibility for centres to be able to choose between database and spreadsheet tasks to meet the outcome.</li> <li>◆ Unit Assessment Support (UAS) package 2 exemplifies an assessment which allows candidates to achieve the outcome using a spreadsheet.</li> </ul>
<b>Combined UAS package 3</b>	<p>We have published an amended combined UAS package 3 to use in session 2020–21:</p> <ul style="list-style-type: none"> <li>◆ This provides an assessment for <i>Administration in Action</i> assessment standard 1.3, which is based on a spreadsheet rather than a database. This means task 3 has been amended.</li> <li>◆ Task 2, which gathers evidence for <i>IT Solutions for Administrators</i> outcome 2, does not need to be assessed to pass this unit.</li> </ul>

## National 4

Unit assessment	Changes
<b>IT Solutions for Administrators</b>	<p>Outcome 2 'Use functions of a flat database in line with a given task' does not need to be assessed to pass this unit.</p> <p>If candidates <b>are not</b> assessed on outcome 2, the threshold statement does not apply, and they must achieve the other 6 assessment standards.</p> <p>If candidates <b>are</b> assessed on outcome 2, the current thresholds of 8 out of 10 assessment standards does apply.</p>
<b>Administrative Practices</b>	<p>There is no change to this unit:</p> <ul style="list-style-type: none"> <li>◆ There is existing flexibility for centres to be able to choose between database and spreadsheet tasks to meet outcome 2.</li> <li>◆ UAS package 2 exemplifies an assessment which allows candidates to achieve outcome 2 using a spreadsheet.</li> </ul>
<b>Combined UAS package 3</b>	<p>We have published an amended combined UAS package 3 to use in session 2020–21:</p> <ul style="list-style-type: none"> <li>◆ This provides an assessment for <i>Administrative Practices</i> outcome 2, which is based on spreadsheet rather than a database. We have provided a new task (task 4b) that contributes to <i>Administrative Practices</i> assessment standard 2.1.</li> <li>◆ Tasks 2 and 3, which gather evidence for <i>IT Solutions for Administrators</i> outcome 2, do not need to be assessed to pass this unit.</li> </ul>
<b>Added value unit assessment</b>	<p>We have published amended added value unit assessments for Eagle Eye, School Fun Day and Youth Beat to use in 2021. These assessments meet the outcomes but do not feature database tasks.</p>

If you have any questions about these changes, please email [NQ2020@sqa.org.uk](mailto:NQ2020@sqa.org.uk).