



Business Management

Guidance on National 5, Higher and Advanced Higher coursework for session 2021–22

November 2021

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What are the conditions of assessment for Business Management coursework?

Coursework is completed under some supervision and control, and then submitted to SQA for external marking.

What is different for the National 5 and Higher assignments for session 2021–22?

Previously candidates were expected to carry out desk research in class time.

For session 2021–22, it is possible for candidates to complete desk research and field research outwith the learning and teaching setting. This change allows more flexibility, and potentially frees up learning and teaching time.

How long do candidates have to complete the assignment?

Candidates should be able to complete the assignment in a notional 5 hours for National 5, and a notional 8 hours for Higher.

As there are no discrete research and write-up phases, candidates can produce their report over time. This means that they can complete the initial stages of the report outwith the classroom.

Those candidates who choose to carry out field research may need additional time to complete this.

How do you ensure authentication of evidence?

We recommend that candidates complete their final report within the learning and teaching setting; this helps ensure that the work presented is their own.

You must put in place ways to authenticate candidate evidence and/or research not completed within the classroom setting.

Are there any changes to the conditions of assessment for the Advanced Higher project?

No. Candidates should continue to carry out the project on an individual basis. Research, data collection, analysis and report preparation must be completed independently.

As candidates can complete work outwith the learning and teaching setting, you must put in place ways to authenticate evidence.

Do candidates need to use SQA's assignment or project template?

Yes, candidates must use the templates for all three levels.

We will scan assignments and projects so they can be electronically marked. To ensure complete accuracy in the scanning process, candidates **must** use the template when submitting their Business Management assignment or project, including any appendices.

You can find the template, and more detailed guidance for submitting the assignment or project, on the relevant subject level page under the 'Coursework' tab.

Note: the templates are set up to allow the use of footnotes. For Advanced Higher, candidates **must** use footnotes, rather than endnotes. This ensures that the information appears on the page that the reference has been made.