



Assessment resources for Higher Administration and IT

The following table provides details of location and links for each resource. **Note:** you can find some documents in more than one location.

[SQA website](#)

Name and hyperlink	Details	Date published
National 5 and Higher Administration and IT assignments 2024-25	Details of assignment release dates and assessment arrangements procedures.	August 2024
Course specification	Detailed information about the course assessment and structure, along with the mandatory skills, knowledge and understanding required.	July 2024
Past papers and marking instructions	Past assignments and question papers, with teacher and lecturer instructions, associated e-files and marking instructions.	2019–2024
Past papers and marking instructions: <ul style="list-style-type: none">◆ Higher Administration and IT question paper◆ Higher Administration and IT marking instructions	2021 modified question paper and marking instructions.	January 2021

Name and hyperlink	Details	Date published
Past papers and marking instructions: <ul style="list-style-type: none"> ◆ Higher Administration and IT assignment ◆ Higher Administration and IT assignment electronic files ◆ Higher Administration and IT assignment marking instructions ◆ Higher Administration and IT assignment instructions for teachers 	Gadot Amateur Athletics Club — 2021 assignment, with teacher and lecturer instructions, associated e-files and marking instructions.	January 2021
Coursework: <ul style="list-style-type: none"> ◆ Specimen coursework assessment task for Higher Administration and IT ◆ Specimen coursework assessment task for Higher Administration and IT supplementary files 	Redruth Homes — a specimen assignment and marking instructions, and e-files.	March 2019
Course reports: <ul style="list-style-type: none"> ◆ 2022 ◆ 2023 ◆ 2024 	Information about the performance of candidates in assessments each year.	2022–2024
Common questions	A list of questions and responses about Administration and IT National Qualifications.	February 2023

[SQA Understanding Standards website](#)

Name and hyperlink	Details	Date published
Higher Administration and IT question paper 2022: ♦ Candidate evidence ♦ Annotated candidate evidence and commentaries	Candidate evidence and commentaries from the 2022 question paper.	2022
Higher Administration and IT question paper 2015: ♦ Candidate 1 ♦ Candidate 2 ♦ Candidate 3 ♦ Candidate 4 ♦ Marker's commentary	Candidate evidence and commentaries from the 2015 question paper.	2015
Higher Administration and IT assignment: ♦ Assignment 2022	Central College Scotland — candidate evidence and commentaries from the 2022 assignment.	2022
Higher Administration and IT assignment: ♦ Assignment 2021	Gadot Amateur Athletics Club — candidate evidence and commentaries from the 2021 assignment.	2021
Higher Administration and IT assignment: ♦ Assignment 2015	Island Secondary School — candidate evidence and commentaries from the 2015 assignment.	2015

Name and hyperlink	Details	Date published
Presentations: <ul style="list-style-type: none"> ◆ Higher assignment (ppsx) 	Starlight Musical Theatre — audio presentation about the marking principles, using the 2019 assignment.	2021
Presentations: <ul style="list-style-type: none"> ◆ Audio presentation — an overview of course assessment 	Audio presentation about the structure of the Higher Administration and IT Course.	May 2018
Webinar: <ul style="list-style-type: none"> ◆ Higher — webinar ◆ Higher question paper — candidate evidence 	Webinar exemplifying the standards required for Higher Administration and IT theory questions, using candidate responses from the 2017 question paper.	February 2018