Resources for Higher Administration and IT

The following table lists resources to support the Higher Administration and IT course and provides links to where you can find them.

Note: you can find some documents in more than one location.

Qualifications Scotland website	Details	Date published
2026 assignment	Information about the release dates for the 2026 assignments.	August 2025
Course specification	Detailed information about the course structure, the skills, knowledge and understanding developed, and the course assessment.	August 2024
Past papers and marking instructions	Assignments and question papers used in previous years, with instructions for teachers and lecturers, assignment e-files and marking instructions.	2020–2025

[Qualifications Scotland](#) website	Details	Date published
Past papers and marking instructions section [Higher Administration and IT specimen question paper](#)	A specimen question paper, including marking instructions.	July 2018
Additional question papers resources section: [Higher Administration and IT question paper](#) [Higher Administration and IT marking instructions](#)	The 2021 modified question paper and marking instructions. There were no exams in 2021. These documents reflect the modifications we put in place for session 2020-21.	January 2021
Additional question papers resources section: [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 modified assignment, including instructions for teachers and lecturers, marking instructions and e-files. There were no exams in 2021. These documents reflect the modifications we put in place for session 2020-21.	January 2021

Qualifications Scotland website	Details	Date published
Coursework section: Specimen coursework assessment task for Higher Administration and IT Specimen coursework assessment task for Higher Administration and IT supplementary files	Assessment task: **Redruth Homes** — a specimen assignment, including marking instructions and e-files.	March 2019
Course reports section: 2023 Higher Administration and IT course report 2024 Higher Administration and IT course report 2025 Higher Administration and IT course report	Information about course assessment and candidate performance each year. The reports also contain advice for preparing candidates for assessment.	2023–2025
Common questions	A list of questions and responses about Administration and IT National Qualifications.	February 2023

[Understanding Standards](#) website	Details	Date published
Question paper section: [Candidate evidence 2025](#) [Annotated candidate evidence 2025](#) [Commentaries 2025](#)	Candidate evidence, annotated evidence and commentaries from the 2025 question paper.	2025
Question paper section: [Candidate evidence 2022](#) [Annotated candidate evidence and commentaries 2022](#)	Candidate evidence, annotated evidence and commentaries from the 2022 question paper.	2022
Assignment section: [Candidate 1 evidence 2025](#) [Candidate 1 annotated evidence 2025](#) [Candidate 2 evidence 2025](#) [Candidate 2 annotated evidence 2025](#) [Commentaries 2025](#)	Assessment task: **Velocity Motors** — candidate evidence, annotated evidence and commentaries from the 2025 assignment.	2025

Understanding Standards website	**Details**	**Date published**
Assignment section: Candidate 1 evidence 2022 Candidate 1 annotated evidence 2022 Candidate 1 commentaries 2022 Candidate 2 evidence 2022 Candidate 2 annotated evidence 2022 Candidate 2 commentaries 2022 Candidate 3 evidence 2022 Candidate 3 annotated evidence 2022 Candidate 3 commentaries 2022 Candidate 4 evidence 2022 Candidate 4 annotated evidence 2022 Candidate 4 commentaries 2022	Assessment task: **Central College Scotland** — candidate evidence, annotated evidence and commentaries from the 2022 assignment.	2022

Understanding Standards website	Details	Date published
Presentations section: Higher assignment 2019	Assessment task: **Starlight Musical Theatre** — PowerPoint presentation with audio, covering the marking principles, using the 2019 assignment.	2021
Presentations section: Audio presentation — an overview of course assessment	PowerPoint presentation with audio, covering the structure of the Higher Administration and IT course assessment.	May 2018
Webinars section: Higher — webinar Higher question paper — candidate evidence	A webinar exemplifying the standards required for Higher Administration and IT theory questions, using candidate responses from the 2017 question paper.	February 2018