

# Subject guidance for internally assessed qualifications in 2020-21

Please read this document in conjunction with [guidance for the assessment of internally assessed qualifications issued to centres in August 2020](#).

<b>Group Award title(s):</b>	HND Business with Information Technology
<b>Group Award code(s):</b>	GE81 16

## Units and/or outcomes where conditions of assessment can or cannot be altered

**Business: Graded Unit 1 H0J5 34**

**Business: Graded Unit 2 H0J6 35**

Further information regarding the graded unit assessment for 2020-21 will be published in due course.

### Other units

Closed-book and supervised assessments in units not listed above may be adapted for delivery in open-book conditions.

SQA ASPs with closed-book conditions must **not** be used for assessment in open-book conditions.

A pre-verification service is available to support centres develop assessment instruments adapted from closed-book to open-book conditions at [operationshmvq@sqa.org.uk](mailto:operationshmvq@sqa.org.uk).

## Adaptations to evidence requirements to help manage assessment

Where assessment is adapted from closed-book to open-book conditions, error tolerances must also be adapted as follows:

### Business Accounting F84M 34

	Errors of Arithmetic	Errors of Principle
Outcome 1	2	2
Outcome 2	2	2
Outcome 3		
Outcome 4		
Outcome 5	2	2

### Preparing Financial Forecasts F84R 35

	Errors of Arithmetic	Errors of Principle
Outcome 1	2	2
Outcome 2	2	2
Outcome 3	4	2
Outcome 4	4	2

### Other units

Adaptations should not be made to evidence requirements other than to assessment conditions.

## Rationale

### Adaptations to assessment conditions

#### Business: Graded Unit 1 H0J5 34

Further information regarding the graded unit assessment for 2020-21 will be published in due course.

### Adaptations to evidence requirements

#### Business Accounting F84M 34

#### Preparing Financial Forecasts F84R 35

Where closed-book conditions are adapted to open-book, error tolerances have been adjusted to preserve integrity of assessment standards, particularly in relation to maintenance of exemptions from components of professional body qualifications

### **Other units**

Further adaptations to evidence requirements are not warranted due to the low proportion of closed-book and supervised conditions, existing integrated assessment guidance, support materials available and absence of supervised practical assessments. The adaptations permitted are intended to provide a proportionate response to COVID-19 restrictions that may constrain contact time between teaching staff and learners whilst preserving integrity of the HN Business qualifications.

### **Other adaptations**

Where assessment conditions are adapted from closed to open-book, use of a single assessment across all outcomes may reduce the time for assessment rather than assessing outcomes separately.

## **Additional guidance and information**

### **Guidance on integration of assessment and available resources**

Refer to course tutor guide *Assessment Strategy* for guidance.

<b>HND Business Assessment conditions 2020-21</b>	<b>Key</b>	<b>* Note: refer to error tolerance information in subject-specific guidance</b>			
	<b>Outcome 1</b>	<b>Outcome 2</b>	<b>Outcome 3</b>	<b>Outcome 4</b>	<b>Outcome 5</b>
<b>Economic Issues: Introduction F7J8 34</b>	Supervised - may be adapted	Supervised - may be adapted	Open-book		
<b>Managing People and Organisations F84T 34</b>	Open-book	Open-book	Open-book	Open-book	
<b>Marketing: An Introduction F7BX 34</b>	Open-book	Open-book			
<b>IT in Business: Spreadsheets HH83 34</b>	Open-book	Open-book	Open-book		
<b>IT Applications Software 1 D75X 34</b>	Open-book	Open-book			
<b>Business Accounting F84M 34*</b>	Closed-book - may be adapted	Closed-book - may be adapted	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted
<b>Communication: Business Communication H7TK 34</b>	Open-book	Open-book	Open-book		
<b>Business: Graded Unit 1 F8LD 34</b>	<b>To be confirmed</b>				

<b>Additional units</b>					
<b>Workplace Communication in English H8T2 33</b>	Open-book	Open-book	Open-book		
<b>Research Skills F60A 34</b>	Open-book	Open-book	Open-book		
<b>Research Skills J1NC 34</b>	Open-book	Open-book	Open-book		

<b>HND Business Assessment conditions 2020-21</b>	<b>Key</b>	<b>* Note: refer to error tolerance information in subject-specific guidance</b>			
	<b>Outcome 1</b>	<b>Outcome 2</b>	<b>Outcome 3</b>	<b>Outcome 4</b>	<b>Outcome 5</b>
<b>Business Culture and Strategy F7J7 35</b>	Open-book	Open-book	Open-book	Open-book	Open-book
<b>Behavioural Skills for Business J1BW 35</b>	Open-book	Open-book	Open-book		
<b>Behavioural Skills for Business F84L 35</b>	Open-book	Open-book	Open-book		
<b>Business Law: An Introduction F84P 34</b>	Open-book	Open-book	Open-book		
<b>Business Contractual Relationships F84N 34</b>	Supervised - may be adapted	Supervised - may be adapted	Open-book		
<b>Economics 1: Micro and Macro Theory and Application F7J6 35</b>	Open-book	Supervised - may be adapted	Supervised - may be adapted		
<b>Economics 2: The World Economy F86E 35</b>	Open-book	Open-book	Open-book		
<b>Preparing Financial Forecasts F84N 35 *</b>	Closed-book - may be adapted	Closed-book - may be adapted	Open-book	Open-book	
<b>ICT in Business HH87 35</b>	Open-book	Open-book	Open-book	Open-book	Open-book
<b>Statistics for Business J45X 34</b>	Supervised - may be adapted	Closed-book - may be adapted	Closed-book - may be adapted		
<b>Statistics for Business F84K 35</b>	Closed-book - may be adapted	Supervised - may be adapted	Supervised - may be adapted		
<b>Business: Graded Unit 2 F8LE 35</b>	<b>To be confirmed</b>				