

# Subject guidance for internally assessed qualifications in 2021-22

Please read this document in conjunction with [guidance for the assessment of internally assessed qualifications issued to centres in August 2021](#).

<b>Group Award title(s):</b>	Advanced Certificate in Business Advanced Diploma in Business
<b>Group Award code(s):</b>	GM8A 47 GM51 48 GM8Y 48

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

**Business: Graded Unit 1 HP7C 47 / HR2V 47**

**Business: Graded Unit 2 HP7D 48 / HR63 48**

Further information regarding the graded unit assessment for 2021-22 will be published in due course.

**Economic Issues: An Introduction J461 47**

Centres may deliver *Economic Issues: An introduction* **HP6T 47** if an open-book assessment is desired. Where this option is taken, centres may adapt outcomes 1 and 2 to open-book conditions

### Other units

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

Where optional units are used from a different subject area, please refer to the subject-specific guidance for that subject Group Award, if available. If no further guidance is available please contact [operationshmvq@sqa.org.uk](mailto:operationshmvq@sqa.org.uk).

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. To utilise, please contact [operationshmvq@sqa.org.uk](mailto:operationshmvq@sqa.org.uk)

# Adaptations to evidence requirements to help manage assessment

## Business Accounting HP7K 47

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

	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 HP70 48

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

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

## Other units

No adaptations may be made to evidence requirements other than to assessment conditions.

# Rationale

## Adaptations to assessment conditions

### Business: Graded Unit 1 HP7C 47

Further information regarding the graded unit assessment for 2021-22 will be published in due course.

### Economic Issues: An Introduction J461 47

This new unit has been designed specifically to contribute to academic aims linked to articulation and provides important examination preparation for Business: Graded Unit 1.

Altering the evidence requirements (including assessment conditions) would effectively involve re-writing the unit in its entirety. A more practical approach is to use the previous unit (**HP6T 47**) which is more amenable to adaptation.

### **Adaptations to evidence requirements**

#### **Business Accounting HP7K 47**

#### **Preparing Financial Forecasts HP70 48**

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 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>ASSESSMENT CONDITIONS 2021-22</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 J461 47</b>	<b>Closed-book – no adaptations</b>				
<b>Economic Issues: Introduction HP6T 47</b>	Supervised – may be adapted	Supervised – may be adapted	Open-book		
<b>Managing People and Organisations J4DK 47</b>	Open-book	Open-book	Open-book		
<b>Managing People and Organisations HP71 47</b>	Open-book	Open-book	Open-book	Open-book	
<b>Marketing: An Introduction HP6N 47</b>	Open-book	Open-book			
<b>IT in Business: Spreadsheets HP78 47</b>	Open-book	Open-book	Open-book		
<b>Business Accounting HP7K 47 *</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 HP75 47</b>	Open-book	Open-book	Open-book		
<b>Business: Graded Unit 1 HP7C 47 / H2RV 47</b>	<b>To be confirmed</b>				

ASSESSMENT CONDITIONS 2021-22	Key	Note: refer to error tolerance information in subject-specific guidance			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Business Culture and Strategy HP6R 48	Open-book	Open-book	Open-book	Open-book	Open-book
Business Law: An Introduction HP6Y 47	Open-book	Open-book	Open-book		
Business Contractual Relationships HP6X 47	Supervised – may be adapted	Supervised – may be adapted	Open-book		
Economics 1: Micro and Macro Theory and Application HP6P 48	Open-book	Supervised – may be adapted	Supervised – may be adapted		
Economics 2: The World Economy HP72 48	Open-book	Open-book	Open-book		
Preparing Financial Forecasts HP70 48 *	Closed-book – may be adapted	Closed-book – may be adapted	Open-book	Open-book	
Statistics for Business J45Y 47	Supervised – may be adapted	Closed-book – may be adapted	Closed-book – may be adapted		
Statistics for Business HP6V 48	Closed-book – may be adapted	Supervised – may be adapted	Supervised – may be adapted		
Business: Graded Unit 2 HP7D 48 / HR63 48	<b>To be confirmed</b>				

ADDITIONAL UNITS					
Workplace Communication in English HR1C 46	Open-book	Open-book	Open-book		
Research Skills HR0Y 47	Open-book	Open-book	Open-book		
Research Skills J1NB 47	Open-book	Open-book	Open-book		