

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](#).

Group Award title(s):	Advanced Diploma in Business with Information Technology
Group Award code(s):	GM55 48

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

Business: Graded Unit 1 HP0K 47

Business: Graded Unit 2 HP0L 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.

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.

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 HP7K 47

	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

	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 HP0K 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 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 group award Specification *Assessment Strategy* for guidance.

Assessment conditions 2021/22	Key	* Refer to Error Tolerance information in subject-specific guidance			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Economic Issues: Introduction J461 47	Closed-book no adaptations				
Economic Issues: Introduction HP6T 47	Supervised - may be adapted	Supervised - may be adapted	Open-book		
Managing People and Organisations J4DK 47	Open-book	Open-book	Open-book		
Managing People and Organisations HP71 47	Open-book	Open-book	Open-book	Open-book	
Marketing: An Introduction HP6N 47	Open-book	Open-book			
IT in Business: Spreadsheets HP78 47	Open-book	Open-book	Open-book		
Business Accounting HP7K 47 *	Closed-book - may be adapted	Closed-book - may be adapted	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted
Communication: Business Communication HP75 47	Open-book	Open-book	Open-book		
Business: Graded Unit 1 HP7C 47	To be confirmed				

Assessment conditions 2021-22	Key	* Note: refer to error tolerance information in subject-specific guidance			
		Outcome 1	Outcome 2	Outcome 3	Outcome 4
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	
Digital Technologies for Administrators HH82 34	Open-book	Open-book	Open-book		
Presentation Skills HH84 35	Open-book	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	To be confirmed				

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		