

HN 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):	PDA Book-keeping
Group Award code(s):	G8XN 47

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

Where assessment is adapted from closed-book to open-book conditions, Error Tolerances **must** be adapted as follows:

Recording Financial Information F7JV 34

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

Recording Financial Transactions HH81 33

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

Using Financial Accounting Software F7JP 34

Outcome 1	Errors of Principle	1
Outcome 2	Errors of Principle	4
Outcome 3	Errors of Principle	2
Outcome 4	Errors of Principle	0

Payroll H4J9 34

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

Adaptations to evidence requirements to help manage assessment

None

Rationale

Adaptations to Evidence Requirements are not warranted due to ability to adapt all assessments to open-book conditions.

Additional guidance and information

Subject Network

HN Accounting has a well-established subject network, galvanised by the annual SQA Network Events. Some centre colleagues have expressed intent to establish a network group to facilitate support networks across centres, particularly in the area of developing and sharing assessments.

Centre colleagues who wish to help establish and participate in such a network should make use of their network contacts to do so. If unable to make contact with the group (if and when up and running) then information may be available by contacting operationshqv@sqa.org.uk.

PDA Book-keeping G8XN 47

Assessment conditions 2021–22

Unit		
Recording Financial Information F7JV 34	Outcomes 1, 2, 3 and 4	Closed-book — may be adapted
Recording Financial Transactions HH81 33	Outcomes 1, 2 and 3	Closed-book — may be adapted
Using Financial Accounting Software F7JP 34	Outcomes 1, 2, 3 and 4	Supervised — may be adapted
Payroll H4J9 34	Outcomes 1 and 2	Supervised — may be adapted