

# 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 titles:</b>	HN, NC and NPA Events
<b>Group Award codes:</b>	GK69 15, GK6A 16 and GD0M 45

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

For all units, centres can gather evidence for learning outcomes under open book conditions where this is more practicable for 2021-22. Examples of alternative assessment could be questions which have been answered and submitted by learners in a given time period, an electronic presentation with questions and answers, case studies, professional discussions, viva voce examinations or a report. Centres must ensure that the revised assessment task(s) is of the same level of demand for the learner as required by the original assessment requirements.

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

A pre-verification service is available to support centres if they wish to develop assessments by adapting them from closed-book to open-book conditions [operationshqv@sqa.org.uk](mailto:operationshqv@sqa.org.uk)

## Adaptations to evidence requirements to help manage assessment

In Accounting units if conditions are adapted from closed to open-book the Error Tolerances for computational elements should be also be adapted.

This applies to:

### **Preparing Financial Forecasts (F84R 35)**

- ◆ Closed-book conditions - 4 arithmetic errors, 2 errors of principle
- ◆ Open-book conditions - 2 arithmetic errors, 2 errors of principle

### **Managing Financial Resources in Hospitality (DL3A 35)**

- ◆ Closed-book conditions in evidence requirements may be adjusted

# Rationale

Error Tolerances adjusted to preserve integrity of assessment standards particularly in relation to maintenance of exemptions from components of professional body qualifications.

## Additional guidance/information

### HN Units

#### **Organising an Event (H91J 34) Managing an Event (H91M 35) Contribute to an Event (FP62 11):**

- ◆ In broad terms, the main mitigating approach suggested is to deliver later in the programme with the hope that a broader range of opportunities are possible, albeit on a smaller scale, with the fallback that evidence can be produced for virtual events.
- ◆ In the HNC/HND Events Management, learners generally find the finance related units challenging so if some classroom time is available/timetabled for the framework then centres may wish to allocate face to face tuition for these units.
- ◆ Possible opportunities for integration/combined delivery and assessment include:

#### **Organising an Event (H91J 34):**

- ◆ There may be opportunities to integrate the evidence produced in Outcome 1 with Communication: Practical Skills (H7MB 34) and Managing an Event (H91M 35).

#### **Events Industry: An Introduction (H91K 34):**

- ◆ There is opportunity to integrate Outcome 2 and Outcome 3 with Outcome 2 of Events: Principles and Practices of Sustainable Development (H91G 34). Also, Outcome 3 of Event Budgeting and Funding (F35S 34).

#### **Events Budgeting and Funding (F35S 34):**

- ◆ Outcomes 3 and 4 may be assessed together as a practical assessment related to the event being organised in the Organising an Event (H91J 34) unit Outcomes 1 and 3.

#### **Managing an Event (H91M 35):**

- ◆ Outcome 1 may be assessed by means of reports and a presentation, integration may be considered along with other units such as Marketing Planning in Travel and Tourism (DK04 35) or Food and Beverage Events (F35X 34).

#### **Marketing Planning in Travel and Tourism (DK04 35):**

- ◆ Integration with Research Skills over 2 blocks possible.

#### **Events: Principles and Practice of Sustainable Development (H91G 34):**

- ◆ There may be opportunities for integration with the Managing an Event (H91M 35) unit.

**Work Placement (HJ4W 34):**

- ◆ Possible integration with Managing an Event (H91M 35).

**Conferences: An Introduction (H942 34):**

- ◆ There is an opportunity for partial integration of assessment with Organising an Event (H91J 34), if a learner group wish to plan, run and evaluate a conference. Outcome 1 and elements of Outcome 2 would likely need to be supported with some additional extended response questions.

**Food and Beverage Events (H91N 34):**

- ◆ This unit may be integrated with the Managing an Event (H91M 35) unit if the assessment was a live event.

**Exhibition Planning and Organisation (F364 34):**

- ◆ There are integration opportunities for Outcome 3 with Outcome 4 of Organising an Event (H91J 34) and with the Work Placement (HJ4W 34) unit. Also, potential to integrate with Conferences: An Introduction (H942 34).

**NC/NPA units****Customer Care for the Hospitality and Tourism Industry (DV3A 11):**

- ◆ Opportunity to integrate with Contribute to an Event (FP62 11).

**Events Costing: An Introduction (FN3A 11):**

- ◆ Can be Integrated with Numeracy unit.