

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):	HNC Financial Services HND Financial Services
Group Award code(s):	GP09 15 GP0A 16 GE9R 16 GP0P 16

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

Financial Services: Graded Unit 1 H0Y6 34 / J00P 34 / J01T 34

Financial Services: Graded Unit 2 H0Y7 35 / J00S 35 / J01V 35

Financial Services: Graded Unit 3 H7VA 35

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

Financial Services International Transactions HY93 35 – Outcome 1
Personal and Business Lending HF2H 35

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.

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

The requirement for supervised conditions can be removed from the following open-book assessments:

- ◆ Financial Sector: An Introduction HY92 34
- ◆ Financial Services Regulatory Framework HY94 35 - Outcome 2

The following closed-book assessments can be delivered as open-book unsupervised assessments. The assessment conditions should be changed to remove the issue of the case study and allowing candidates to prepare notes in advance of the assessment:

- ◆ Personal Financial Services H0BX 34
- ◆ Principles of Insurance H9ND 35
- ◆ Pension Provision H9NC 35
- ◆ Investment H9AM 35

For these four units, the assessment instruments would have to ensure no assessment of knowledge recall which would no longer be valid in an open-book assessment. Assessments should instead test application of knowledge.

Business Accounting F84M 34

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 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

Financial Services: Graded Unit 1 H0Y6 34

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

Financial Services International Transactions HY93 35 – Outcome 1 Personal and Business Lending HF2H 35

In units where the completion of a series of calculations is fundamental to evidencing competence, closed-book supervised conditions are vital.

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 the 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 the integrity of the qualifications in line with equivalent qualifications of other awarding organisations and professional bodies.

Adapting assessments

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/course tutor guide 'Section 6.3' for guidance.

Subject to amendments to the existing ASPs, the following assessments could be integrated:

- ◆ Communication: Business Communication H7TK 35 and any from:
 - Financial Services Regulatory Framework Outcomes 1 and 3 HY94 35
 - Principles of Insurance H9ND 35
 - Pension Provision H9NC 35
 - Investment H9AM 35
 - Financial Services: International Transactions HY93 35 Outcomes 2-5

- ◆ Financial Services Graded Unit 2 J00S 35 (guidance on the delivery of assessment is available on the [SQA website](#)) and Research Skills J1NC 34

- ◆ Workplace Communications H8T2 34 and Personal Financial Services H0BX 34 or Financial Sector an Introduction HY92 34

HND Financial Services Assessment conditions 2021-22					
HND GE9R 16	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Business Accounting F84M 34	Closed book – may be adapted	Closed book – may be adapted	Supervised – may be adapted	Supervised – may be adapted	Supervised – may be adapted
Business Law: An Introduction F84P 34	Open-book	Open-book	Open-book		
Communication: Business Communication H7TK 34	Open-book	Open-book	Open-book		
Creating a Culture of Customer Care H1F0 34	Open-book	Open-book			
Economic Issues: An Introduction F7J8 34	Supervised - may be adapted	Supervised - may be adapted	Open-book		
Financial Sector: An Introduction HY92 34	Supervised - may be adapted	Supervised - may be adapted	Open-book		
IT Applications Software 1 D75X 34	Open-book	Open-book			
IT Applications Software 2 D7CY 35	Open-book	Open-book	Open-book	Open-book	
Managing People and Organisations F84T 34	Open-book	Open-book	Open-book	Open-book	
Marketing an Introduction F7BX 34	Open-book	Open-book			
Personal Financial Services H0BX 34	Supervised – may be adapted	Supervised – may be adapted	Supervised – may be adapted	Supervised – may be adapted	
Financial Services: Graded Unit 1 H0Y6 34 / J00P 34 / J01T 34	To be confirmed				

HND Financial Services Assessment conditions 2021-22					
HND GE9R 16	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Economics 2: The World Economy F86E 35	Open-book	Open-book	Open-book		
Financial Services: International Transactions HY93 35		Open-book	Open-book	Open-book	Open-book
Financial Services Regulatory Framework HY94 35	Open-book	Supervised – may be adapted	Open-book		
Income Tax F86X 35	Open-book	Open-book	Open-book	Open-book	
Investment H9AM 35	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted	
Pension Provision H9NC 35	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted	
Personal and Business Lending HF2H 35	Closed-book - no adaptation	Closed-book - no adaptation	Closed-book - no adaptation	Closed-book - no adaptation	
Preparing Financial Forecasts F84R 35	Closed book – may be adapted	Closed book – may be adapted	Open-book	Open-book	
Principles of Insurance H9ND 35	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted		
Financial Services: Graded Unit 2 H0Y7 35 / J00S 35 / J01V 35	To be confirmed				
Financial Services: Graded Unit 3 H7VA 35	To be confirmed				

Additional units	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Workplace Communication in English H8T2 33	Open-book	Open-book	Open-book		
Research Skills J1NC 34	Open-book	Open-book	Open-book		