

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):	HND Business with Information Technology
Group Award code(s):	GE81 16

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

Business: Graded Unit 1 H0J5 34

Business: Graded Unit 2 H0J6 35

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

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 F84M 34

	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

Business: Graded Unit 1 H0J5 34

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

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 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 course tutor guide *Assessment Strategy* for guidance.

HND Business 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
Economic Issues: Introduction F7J8 34	Supervised - may be adapted	Supervised - may be adapted	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			
IT in Business: Spreadsheets HH83 34	Open-book	Open-book	Open-book		
IT Applications Software 1 D75X 34	Open-book	Open-book			
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
Communication: Business Communication H7TK 34	Open-book	Open-book	Open-book		
Business: Graded Unit 1 F8LD 34	To be confirmed				

Additional units					
Workplace Communication in English H8T2 33	Open-book	Open-book	Open-book		
Research Skills F60A 34	Open-book	Open-book	Open-book		
Research Skills J1NC 34	Open-book	Open-book	Open-book		

HND Business 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 F7J7 35	Open-book	Open-book	Open-book	Open-book	Open-book
Behavioural Skills for Business J1BW 35	Open-book	Open-book	Open-book		
Behavioural Skills for Business F84L 35	Open-book	Open-book	Open-book		
Business Law: An Introduction F84P 34	Open-book	Open-book	Open-book		
Business Contractual Relationships F84N 34	Supervised - may be adapted	Supervised - may be adapted	Open-book		
Economics 1: Micro and Macro Theory and Application F7J6 35	Open-book	Supervised - may be adapted	Supervised - may be adapted		
Economics 2: The World Economy F86E 35	Open-book	Open-book	Open-book		
Preparing Financial Forecasts F84N 35 *	Closed-book - may be adapted	Closed-book - may be adapted	Open-book	Open-book	
ICT in Business HH87 35	Open-book	Open-book	Open-book	Open-book	Open-book
Statistics for Business J45X 34	Supervised - may be adapted	Closed-book - may be adapted	Closed-book - may be adapted		
Statistics for Business F84K 35	Closed-book - may be adapted	Supervised - may be adapted	Supervised - may be adapted		
Business: Graded Unit 2 F8LE 35	To be confirmed				