

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 Office Management and Information Technology
Group Award code(s):	GA10 48

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

None

Adaptations to evidence requirements to help manage assessment

None

Rationale

Adaptations to Evidence Requirements are not warranted due to absence of closed-book and supervised conditions

Additional guidance and information

Subject Network

HN Administration and Information Technology has a well-established subject network, galvanised by the annual SQA Network Events.

COVID19 restrictions present an opportunity for centres to further develop positive support links between centres, particularly in the development and sharing of assessments and resources.

PDA Office Management and Information Technology GA10 48

Assessment conditions 2021–22

Unit		
Office Management F84D 35	Outcomes 1, 2 and 3	Open-book
Information Technology in Business: Advanced Spreadsheets F849 35	Outcomes 1, 2 and 3	Open-book
Information Technology in Business: Advanced Word Processing HH86 35	Outcomes 1, 2 and 3	Open-book
Information Technology in Business: Advanced Database F848 35	Outcomes 1, 2 and 3	Open-book
Information and Communication Technology in Business HH87 35	Outcomes 1, 2, 3, 4 and 5	Open-book
Developing the Individual Within a Team F870 34	Outcomes 1, 2 and 3	Open-book
Developing the Individual Within a Team F86Y 35	Outcomes 1, 2 and 3	Open-book