

National Course modification summary: Administration and IT



National 3, National 4, National 5 and Higher: session 2021–22

We have partially reinstated databases across all levels of Administration and IT.

National 3

Centres are not required to assess 'populating a flat database', however, we recommend you continue to deliver the entire course. You can decide timing, depth of delivery and any assessment of 'populating a flat database' for session 2021–22.

| Unit assessment | Changes | Impact |
|--|---|--|
| IT Solutions for Administrators | Assessment standard 2.1 'Use basic database functions by populating a flat database' does not need to be assessed to pass this unit. | <ul style="list-style-type: none"> ◆ If using Unit Assessment Support (UAS) package 1, task 5 does not need to be assessed to pass this unit. ◆ If using UAS package 2, task 5 does not need to be assessed to pass this unit. |
| Administration in Action | <p>There is no change to this unit.</p> <p>There is existing flexibility for centres to be able to choose between database and spreadsheet tasks to meet the outcome.</p> | <ul style="list-style-type: none"> ◆ UAS package 2 exemplifies an assessment which allows candidates to achieve the outcome using a spreadsheet. |
| Combined UAS package 3 | We have published an amended combined UAS package 3 and e-files to use for session 2021–22. | <ul style="list-style-type: none"> ◆ Task 2 and the e-file Zoo Trip have been amended so that populating a flat database is not included (IT Solutions for Administrators 2.1). ◆ Task 3 — the e-file to be used (Zoo Pupils) has been changed to a spreadsheet. |

National 4

Centres are not required to assess 'populating a database, using forms', however, we recommend you continue to deliver the entire course. You can decide timing, depth of delivery and any assessment of 'populating a database, using forms' for session 2021–22.

| Unit assessment | Changes | Impact |
|--|--|---|
| IT Solutions for Administrators | <p>Assessment standard 2.1 'Use functions of a flat database in line with a given task by populating a database, using forms' does not need to be assessed to pass this unit.</p> <p>We have published an amended database e-file for UAS package 2 to use for session 2021–22.</p> | <ul style="list-style-type: none"> ◆ If using UAS package 1, task 4 does not need to be assessed to pass this unit. ◆ If using UAS package 2, task 2a does not need to be assessed to pass this unit and candidates should use the amended database e-file Staff. <p>If candidates are not assessed on assessment standard 2.1, the existing threshold does not apply. They must achieve 7 out of 9 assessment standards.</p> <p>If candidates are assessed on assessment standard 2.1, the current threshold of 8 out of 10 assessment standards applies.</p> |
| Combined UAS package 3 | <p>We have published an amended combined UAS package 3 and e-files to use for session 2021–22.</p> | <ul style="list-style-type: none"> ◆ Task 2 and the e-file Applicants have been amended so that populating a database, using forms is not required (IT Solutions for Administrators 2.1). |
| Added value unit (AVU) assessment | <p>It is optional for centres to complete the AVU for session 2021-22.</p> <p>If centres choose to complete the AVU with candidates, we have published the following for session 2021–22:</p> <ul style="list-style-type: none"> ◆ Eagle Eye: amended e-files ◆ School Fun Day: an amended AVU assessment and e-files ◆ Youth Beat: amended e-files | <ul style="list-style-type: none"> ◆ Eagle Eye: task 3a does not need to be assessed to pass the unit. The database has been amended in line with the solutions. Centres should use the amended e-files. ◆ School Fun Day: task 3 and the database e-file have been amended. Centres should use the amended AVU assessment and e-files. |

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|--|--|--|
| | | <ul style="list-style-type: none"> ◆ Youth Beat: task 7a does not need to be assessed to pass the unit. The database has been amended in line with the solutions. Centres should use the amended e-files. |
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Added value unit

The requirement to complete the added value unit is removed for session 2021–22. To achieve the overall course award for National 4 this session, candidates must pass all other contributing units in the National 4 course. You must submit a 'pass' result for the added value unit to ensure your candidates are certificated for the course award.

You are not required to gather evidence for the added value unit this session; however, it is important you give candidates opportunities to develop and demonstrate the skills, knowledge and understanding outlined in the National 4 added value unit specification, where possible. This will support your candidates as they progress to further learning and assessment at SCQF level 5.

National 5

| Component | Marks | Duration |
|----------------|-------|--|
| Question paper | 40 | 1 hour and 30 minutes |
| Assignment | 70 | 3 hours — in a maximum of 2 sittings (excluding printing time) |

Question paper

The question paper remains modified, with the marks reduced by 10 to 40 marks, and the duration reduced by 30 minutes to 1 hour and 30 minutes (excluding printing time). The mark allocation is:

- ◆ 20 marks (+/- 3) for spreadsheet
- ◆ 10 marks (+/- 3) for databases
- ◆ 10 marks (+/- 3) for theory

The following **will not** be directly assessed:

| Topic | |
|-----------|--|
| Databases | ◆ creating forms: — using selected fields from one or both tables, or a search — with a header and/or footer using text and/or graphics |
| | ◆ creating labels: — from a table or search — with header and/or footer |
| | ◆ merging or importing appropriate data from databases into a business document Note: merging or importing data from other IT applications into a business document may still be assessed. |

Although this content will not be directly assessed, candidates will be credited for relevant knowledge from the above content if used to answer a theory task or question. All other areas of databases may be assessed, as outlined in the course specification.

We recommend centres continue to deliver the entire course, and you can decide timing, depth of delivery and any assessment of these areas for session 2021–22.

Assignment

No change.

Higher

| Component | Marks | Duration |
|----------------|-------|--|
| Question paper | 50 | 1 hour and 30 minutes |
| Assignment | 60 | 1 hour and 45 minutes — in one block (excluding printing time) |

Question paper

No change.

Assignment

The assignment remains modified, with the marks reduced by 10 to 60 marks, and the duration reduced by 15 minutes to 1 hour and 45 minutes in one block (excluding printing time). The mark allocation is:

- ◆ 20 marks (+/- 4) for spreadsheet
- ◆ 20 marks (+/- 4) for word-processing
- ◆ 10 marks (+/- 2) for databases
- ◆ 10 marks (+/- 2) for communication

The following **will not** be directly assessed:

| Topic | |
|----------------------|---|
| Relational databases | ◆ creating relationships: <ul style="list-style-type: none">— using primary and foreign keys— creating and editing relationships between tables (one-to-many, many-to-many, one-to-one)— adding, deleting and modifying data in existing tables |
| | ◆ creating forms, including: <ul style="list-style-type: none">— modifying properties— enhancing appearance (move, align, delete and edit components)— headers and footers |
| | ◆ exporting data to spreadsheet, word-processing and presentation applications |
| | ◆ using aggregate functions, for example, SUM, COUNT, AVERAGE, MAX and MIN |

Although this content will not be directly assessed, candidates will be credited for relevant knowledge from the above content if used to answer a theory question. All other areas of databases may be assessed as outlined in the course specification.

We recommend centres continue to deliver the entire course, and you can decide timing, depth of delivery and any assessment of these areas for session 2021–22.

If you have any questions about these changes, please email qualification.development@sqa.org.uk.