

Resources for National 5 Administration and IT

The following table lists resources to support the National 5 Administration and IT course and provides links to where you can find them.

Note: you can find some documents in more than one location.

Qualifications Scotland website	Details	Date published
2026 assignment	Information about the release dates for the 2026 assignments.	August 2025
Course specification	Detailed information about the course structure, the skills, knowledge and understanding developed, and the course assessment.	August 2019
Past papers and marking instructions	Assignments and question papers used in previous years, with instructions for teachers and lecturers, assignment e-files and marking instructions.	2020–2025

Qualifications Scotland website	Details	Date published
<p>Additional question papers resources section:</p> <p>National 5 Administration and IT specimen question paper</p> <p>National 5 Administration and IT specimen question paper (e-files)</p>	<p>Glasgow Games — a specimen question paper, including information and instructions for teachers and lecturers, marking instructions and e-files</p>	<p>September 2019</p>
<p>Additional question papers resources section:</p> <p>National 5 Administration and IT question paper</p> <p>National 5 Administration and IT question paper information and instructions</p> <p>National 5 Administration and IT question paper marking instructions</p> <p>National 5 Administration and IT question paper e-files</p>	<p>Passionate Paws — the 2021 modified question paper, including information and instructions for teachers and lecturers, marking instructions and e-files.</p> <p>There were no exams in 2021. These documents reflect the modifications we put in place for session 2020-21.</p>	<p>November 2020</p>

Qualifications Scotland website	Details	Date published
<p>Additional question papers resources section:</p> <p>National 5 Administration and IT assignment</p> <p>National 5 Administration and IT assignment instructions for teachers</p> <p>National 5 Administration and IT assignment marking instructions</p> <p>National 5 Administration and IT assignment e-files</p>	<p>Bellsquarry Talent Show — the 2021 modified assignment, including instructions for teachers and lecturers, marking instructions and e-files.</p> <p>There were no exams in 2021. These documents reflect the modifications we put in place for session 2020-21.</p>	<p>December 2020</p>
<p>Coursework section:</p> <p>Specimen coursework assessment task for National 5 Administration and IT</p> <p>Specimen coursework assessment task for National 5 Administration and IT (e-files)</p>	<p>Assessment task: Sounds on the Shore — a specimen assignment, including marking instructions and e-files.</p>	<p>September 2019 October 2018</p>

Qualifications Scotland website	Details	Date published
<p>Course reports section:</p> <p>2023 National 5 Administration and IT course report</p> <p>2024 National 5 Administration and IT course report</p> <p>2025 National 5 Administration and IT course report</p>	<p>Information about course assessment and candidate performance each year. The reports also contain advice for preparing candidates for assessment.</p>	<p>2023–2025</p>
<p>Common questions</p>	<p>A list of questions and responses about Administration and IT National Qualifications.</p>	<p>February 2023</p>

Understanding Standards website	Details	Date published
Question paper section: Candidate 1 evidence 2025 Candidate 1 evidence annotated 2025 Candidate 1 commentary 2025 Candidate 2 evidence 2025 Candidate 2 evidence annotated 2025 Candidate 2 commentary 2025	Sunny Acres — candidate evidence, annotated evidence and commentaries from some of the 2025 question paper.	December 2025
Question paper section: Candidate 1 evidence Candidate 2 evidence Candidate 3 evidence Candidate 4 evidence Candidates 1 to 4 commentaries Candidates 1 to 4 evidence and commentaries	By Balor — candidate evidence, annotated evidence and commentaries from the 2018 question paper.	November 2018

Understanding Standards website	Details	Date published
Assignment section: Candidate 1 evidence 2025 Candidate 1 annotated evidence 2025 Candidate 1 commentaries 2025 Candidate 2 evidence 2025 Candidate 2 annotated evidence 2025 Candidate 2 commentaries 2025	Assessment task: Milton Community Centre — candidate evidence, annotated evidence and commentaries from some of the 2025 assignment.	December 2025
Assignment section: Candidate 1 evidence 2020 Candidate 1 annotated evidence 2020 Candidate 1 commentaries 2020 Candidate 2 evidence 2020 Candidate 2 annotated evidence 2020 Candidate 2 commentaries 2020 Candidate 3 evidence 2020	Assessment task: Circus in the Sky — candidate evidence, annotated evidence and commentaries from the 2020 assignment.	December 2020

Understanding Standards website	Details	Date published
Candidate 3 annotated evidence 2020 Candidate 3 commentaries 2020		
Assignment section: Candidate evidence theory workshop Candidate evidence theory workshop (annotated)	Assessment task: Circus in the Sky — theory evidence and commentaries from the 2020 assignment.	December 2020
Presentations section: National 5 assignment 2020	Assessment task: Circus in the Sky — PowerPoint presentation with audio, covering the principles of marking for all areas of the assignment and using candidate responses.	2021
Presentations section: National 5 question paper marking principles	PowerPoint presentation with audio, covering the principles of marking for all areas of the question paper.	2021
Presentations section: Audio presentation — an overview of course assessment (RNQ)	PowerPoint presentation with audio, covering the structure of the National 5 Administration and IT course assessment.	2018
Audio discussions section: National 5 assignment audio discussion	An audio discussion covering points to consider when planning the National 5 coursework assessment task.	2026