

# National 5 Business Management Audio Presentation Transcript

## Slide 1

Hello, my name is Karin Coltart, the subject implementation manager for Business and Economics. In this presentation, I'm going to talk about the structure of an SQA National 5 Business Management Question Paper.

## Slide 2

This presentation will take you through the factors that make up an SQA National 5 Business Management Question Paper in terms of duration, structure, content, command words and level of demand.

## Slide 3

The SQA National 5 Business Management Question Paper is 2 hours long and asks 90 marks worth of questions. If a centre uses a question paper out of less than 90 marks for an in-house assessment, the time allowed should be altered. If a centre is using an assessment out of less than 90 marks or if sitting a 90 mark assessment is split over several occasions, the level of demand may become easier as candidates have less material to revise. On a purely arithmetic model, the SQA National 5 Business Management paper works out at just less than one and a half minutes per mark.

However, not all questions will take the same amount of time to answer. For example, a one mark 'name a source of finance' question takes less time to answer than one mark for 'explain the way in which an external factor might affect the ability of a business to expand' question. In addition, candidates will spend some time reading the case studies and thinking about question responses. These factors should be taken into account by centres when considering an appropriate length of time for an in-house assessment.

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An SQA National 5 Business Management Question Paper covers all five areas of study, namely understanding business, marketing, operations, people and finance.

## Slide 5

An SQA National 5 Business Management Question Paper is made up of two sections. The first section has two case studies, each with 20 marks worth of questions which can be on any of the five areas of study. Questions in Section one can range from one to a maximum of five marks. The second section contains five 10 mark questions, each of which covers only one of the five areas of study. Questions in Section two can range from one to a maximum of four marks.

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There's no definitive list of command words that can be used for an SQA National 5 Business Management Question Paper. The words listed in the table are the command words that are most commonly used.

*Words listed in the table Common command words:*

*Identify, State, Name, Suggest, Give, Outline, Complete, Draw, Calculate, Describe, Define, Discuss, Justify, Compare, Distinguish, Explain.*

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An SQA National 5 Business Management Paper aims to have a range of questions that cover different levels of demand so that some questions are accessible to all candidates and

some are difficult enough to only be accessible to candidates who would expect to get an A grade pass.

The table shows targets, so a candidate who would expect to get a C grade pass should be able to answer about half the marks in the paper. About a third of the marks should be challenging enough so the only candidates who would expect to get an A grade pass should be able to access those marks.

*Information found in the table Level of demand:*

*Accessibility: A-type candidate. Approximate percentage of marks: 30%. Approximate number of marks: 27 marks.*

*Accessibility: B-type candidates. Approximate percentage of marks: 20%. Approximate number of marks: 18 marks.*

*Accessibility: C-type candidates. Approximate percentage of marks: 50%. Approximate number of marks: 45 marks.*

### **Slide 8**

The level of demand of a question can change depending on a variety of factors such as the wording of the question, the command word used, the number of marks the question is out of, how specific or general a question is, the topic the question is about and the number of possible answers that there could be for a question.

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Candidates need to read each question carefully as a given number, the use of the plural or the use of the singular in a question can indicate how many original points are needed or how many developments can be given.

### **Slide 10**

In this example, the command word changes. In the 'Describe' version, a C grade candidate might give two descriptions, and a B grade candidate would be expected to get all three marks. In the 'Explain' version a C grade candidate might not access any marks whilst a B grade candidate might get one out of three, and an A grade candidate would get three out of three. In the 'Name' version, a C grade candidate might be able to name three sources of finance, and therefore it follows that all candidates would be able to access all the marks available.

### **Slide 11**

In this example, the command word stays the same but the number of marks available for the question changes. Often, the more marks a question is out of, the more difficult the question is, as candidates need to have more knowledge to be able to give a full answer. Similarly, fewer marks in a question can make it easier as less knowledge is required for full marks.

### **Slide 12**

In this example, the specificity of the question changes. In the first version of the slightly harder question, a criteria has been added. So only answers that relate to expanding a business are allowed. Candidates therefore need to know (a) sources of finance and then (b) be able to recognise which sources are suitable or unsuitable for business expansion, which narrows the pool of possible answers.

In the second version of the slightly harder question, a specific number of sources is required, which takes away the opportunity for candidates to give development answers. If only two sources of finance are given, even though a lot of information is given about one of them, only two out of three marks can be awarded. Whereas in the starting question, the

candidate could have developed a point about one of the sources of finance and gained full marks.

### **Slide 13**

In this example, the topic of the question has changed. Some topics are considered to be harder than others. For example, candidates often find the role of technology a harder topic than sources of finance. Therefore, the number of marks that might be accessible to a C grade candidate would be fewer in a harder topic.

### **Slide 14**

In this example, the possible number of answers for each question has changed. There are a great many sources of finance for a candidate to choose from. For example, own capital, loans from friends and family, bank loan, mortgage, government grant, etc for a two mark question. Whereas there are basically three methods of training to choose from, ie on the job, off the job and induction for two marks. This makes answering a question that has a wide choice of answers easier than one which has a limited number of correct answers.

### **Slide 15**

If you want to have a look at examples of marked candidate work and commentaries, you can use this link to go to the SQA Understanding Standards website.

<https://www.understandingstandards.org.uk/Subjects/BusinessManagement>

### **Slide 16**

Thank you for listening. I hope you found this presentation has been useful for you.