



Resources for National 5 Administration and IT

The following table provides details of locations and links for each resource. **Note:** you can find some documents in more than one location.

[SQA website](#)

Name and hyperlink	Details	Date published
Course specification	Detailed information about the course assessment and structure, along with the mandatory skills, knowledge and understanding required.	August 2019
Past papers and marking instructions	Past assignments and question papers, with teacher and lecturer instructions, associated e-files and marking instructions.	2018–2023
Past papers and marking instructions: <ul style="list-style-type: none">◆ National 5 Administration and IT question paper◆ National 5 Administration and IT question paper information and instructions◆ National 5 Administration and IT question paper e-files◆ National 5 Administration and IT question paper marking instructions	Passionate Paws — 2021 modified question paper, with teacher and lecturer instructions, associated e-files and marking instructions.	November 2020

Name and hyperlink	Details	Date published
Past papers and marking instructions: <ul style="list-style-type: none"> ◆ National 5 Administration and IT assignment ◆ National 5 Administration and IT assignment e-files ◆ National 5 Administration and IT assignment marking instructions ◆ National 5 Administration and IT assignment instructions for teachers 	Bellsquarry Talent Show — 2021 assignment, with teacher and lecturer instructions, associated e-files and marking instructions.	December 2020
Additional question papers resources: <ul style="list-style-type: none"> ◆ National 5 Administration and IT specimen question paper ◆ National 5 Administration and IT specimen question paper (e-files) 	Glasgow Games — a specimen question paper, with teacher and lecturer instructions, associated e-files and marking instructions.	September 2019
Coursework: <ul style="list-style-type: none"> ◆ Specimen coursework assessment task for National 5 Administration and IT ◆ Specimen coursework assessment task for National 5 Administration and IT (e-files) 	Sounds on the Shore — a specimen assignment and marking instructions, and e-files.	September 2019 October 2018

Name and hyperlink	Details	Date published
Course reports: <ul style="list-style-type: none"> ◆ 2019 ◆ 2022 ◆ 2023 	Information about the performance of candidates in assessments each year.	2019–2023
Common questions	A list of questions and responses about Administration and IT National Qualifications.	February 2023

[SQA Understanding Standards website](#)

Name and hyperlink	Details	Date published
Assignment 2020	Circus in the Sky — candidate evidence and commentaries from the 2020 assignment task.	December 2020
Assignment theory workshop 2020: <ul style="list-style-type: none"> ◆ candidate evidence ◆ annotations 	Circus in the Sky — theory evidence and commentaries from the 2020 assignment task.	December 2020
Question paper 2018	By Balor — candidate evidence and commentaries from the 2018 question paper.	November 2018
Presentations: <ul style="list-style-type: none"> ◆ National 5 assignment 2020 	Circus in the Sky — audio presentation about the principles of marking for all areas of the assignment, using candidate responses from the 2020 assignment task.	2021
Presentations: <ul style="list-style-type: none"> ◆ National 5 question paper marking principles 	Audio presentation about the principles of marking for all areas of the question paper.	2021

Name and hyperlink	Details	Date published
Presentations: <ul style="list-style-type: none"> ◆ Audio presentation — An overview of course assessment (RNQ) 	Audio presentation about the structure of the National 5 Administration and IT National Course.	2018

SQA Secure website (you can access this website through your SQA co-ordinator)

Name and hyperlink	Details	Date published
NQ Understanding Standards course assessment materials: <ul style="list-style-type: none"> ◆ Updated — National 5 advice for producing assessments 	Advice for producing National 5 Administration and IT assessments.	October 2021
NQ Understanding Standards course assessment materials: <ul style="list-style-type: none"> ◆ Updated — National 5 Administration and IT adapted exemplar question paper ◆ Updated — National 5 Administration and IT adapted exemplar marking instructions ◆ Updated — National 5 Administration and IT adapted exemplar teacher instructions ◆ Updated — National 5 Administration and IT adapted exemplar e-files 	Trip to Edinburgh — a modified adapted question paper, with teacher and lecturer instructions, associated e-files and marking instructions.	August 2021

Name and hyperlink	Details	Date published
<p>NQ Understanding Standards course assessment materials:</p> <ul style="list-style-type: none"> ◆ Carried forward — National 5 assignment adapted exemplar assessment task ◆ Carried forward — National 5 assignment adapted exemplar marking instructions ◆ Carried forward — National 5 assignment adapted exemplar teacher instructions ◆ Carried forward — National 5 assignment adapted exemplar e-files 	<p>Scotland Smiles — a modified adapted assignment, with teacher and lecturer instructions, associated e-files and marking instructions.</p>	<p>December 2020</p>
<p>NQ Understanding Standards course assessment materials:</p> <ul style="list-style-type: none"> ◆ New — National 5 Administration and IT Database question paper exemplar ◆ New — National 5 Administration and IT Database question paper marking instructions ◆ New — National 5 Administration and IT Database question paper e-files 	<p>Passionate Paws — a database question that has the same scenario as the 2021 modified question paper, with associated e-files and marking instructions.</p>	<p>September 2021</p>