

Subject guidance for internally assessed qualifications in 2020-21

Please read this document in conjunction with [guidance for the assessment of internally assessed qualifications issued to centres in August 2020](#).

Group Award title(s):	PDA Book-keeping
Group Award code(s):	G8XN 47

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

Where assessment is adapted from closed-book to open-book conditions, error tolerances **must** be adapted as follows:

Recording Financial Information F7JV 34

	Errors of Arithmetic	Errors of Principle
Outcome 1	2	2
Outcome 2	2	2
Outcome 3	2	1
Outcome 4	2	4

Recording Financial Transactions HH81 33

	Errors of Arithmetic	Errors of Principle
Outcome 1	2	2
Outcome 2	2	1
Outcome 3	1	1

Using Financial Accounting Software F7JP 34

	Errors of Principle
Outcome 1	1
Outcome 2	4
Outcome 3	2
Outcome 4	0

Payroll H4J9 34

	Errors of Arithmetic	Errors of Principle	Total Errors
Outcome 1	2	2	
Outcome 2			4

Adaptations to evidence requirements to help manage assessment

Adaptations are not applicable to the evidence for this award

Rationale

Adaptations to evidence requirements are not warranted due to ability to adapt all assessments to open-book conditions.

Additional guidance and information

Subject Network

HN Accounting has a well-established subject network, galvanised by the annual SQA network events. Some centre colleagues have expressed intent to establish a network group to facilitate support networks across centres, in relation to developing and sharing assessments.

Centre colleagues who wish to help establish and/or participate in such a network should make use of their network contacts to do so. If unable to make contact with the group (if and when up and running) then information may be available by contacting operationshmvq@sqa.org.uk.

PDA Book-Keeping g8xn 47 assessment conditions 2020-21					
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Recording Financial Information F7JV 34	Closed-book may be adapted	Closed-book may be adapted	Closed-book may be adapted	Closed-book may be adapted	
Recording Financial Transactions HH81 33	Closed-book - may be adapted	Closed-book - may be adapted	Closed-book - may be adapted		
Using Financial Accounting Software F7JP 34	Supervised may be adapted	Supervised may be adapted	Supervised may be adapted	Supervised may be adapted	
Payroll	Supervised may be adapted	Supervised may be adapted			