

HN 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:	PDA Medical Administration
Group Award code:	G8KV 47

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

Medical Terminology for Administration Staff FG61 34 – Outcome 1

This outcome requires learners to identify and define medical terms and to correctly extend medical abbreviations from memory.

Assessment may be undertaken by video to ensure dictionaries or notes are not used. Learners are required to be assessed verbally for the correct pronunciation of medical terms, so the remaining evidence for outcome 1 could be provided by the same method.

Other units

Closed-book and supervised assessments in units not listed above may be adapted for delivery in open-book conditions.

SQA ASPs with closed-book conditions must **not** be used for assessment in open-book conditions.

A pre-verification service is available to support centres develop assessment instruments adapted from closed-book to open-book conditions. To utilise, please contact operationshvg@sqa.org.uk.

Adaptations to evidence requirements to help manage assessment

Adaptations should not be made to evidence requirements other than to assessment conditions.

Rationale

Adaptations to assessment conditions

Medical Terminology for Administration Staff FG61 34 – Outcome 1

This outcome requires learners to identify and define medical terms and to correctly extend medical abbreviations from memory. If open-book unsupervised conditions are used, learners will be able to refer to dictionaries and/or online resources negating the value of the assessment.

Additional guidance and information

Subject network

HN Administration and Information Technology including PDA Medical Administration has a well-established subject network, galvanised by the annual SQA network events.

COVID-19 restrictions present an opportunity for centres to further develop positive support links between centres, particularly in the development and sharing of assessments and resources.

PDA Medical Administration G8KV 47 Assessment conditions 2020-21	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Medical Terminology for Administration Staff FG61 34	Closed-book - may not be adapted	Open-book			
IT in Business: Word Processing and Presentation Applications HH84 34	Open-book	Open-book	Open-book	Open-book	
Hospital Patient Administration FG65 34	Open-book	Open-book	Supervised - may be adapted	Supervised - may be adapted	
GP Medical Administration FG63 34	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted		
Creating a Culture of Customer Care H1F0 34	Open-book	Open-book			
Legal Protection of NHSS Patient Data FG6A 35	Supervised - may be adapted	Supervised - may be adapted	Open-book		
IT in Business: Spreadsheets HH83 34	Open-book	Open-book	Open-book		
IT in Business: Databases F84X 34	Open-book	Open-book	Open-book		
Employment Experience 1 D7HJ 34	Open-book	Open-book	Open-book		
Work Placement HJ4W 34	Open-book	Open-book	Open-book		