

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 Office Administration
Group Award code:	GA11 47

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

There are no units and/or outcomes where conditions of assessment can be altered.

Adaptations to evidence requirements to help manage assessment

There can be no adaptations to the evidence requirements of the units in this PDA.

Rationale

Adaptations to the evidence requirements are not warranted due to the absence of closed-book and supervised conditions.

Additional guidance and information

Subject network

HN Administration and Information Technology 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 Office Administration GA11 47 Assessment conditions 2020-21					
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
IT in Business: Spreadsheets HH83 34	Open-book	Open-book	Open-book		
Digital Technologies for Administrators HH82 34	Open-book	Open-book	Open-book		
Personal Development Planning DE3R 34	Open-book	Open-book	Open-book		
Communication: Business Communication H7TK 34	Open-book	Open-book	Open-book		