

# Route map through assessment

**Course: Administration and IT**

**Level: National 4**

This document is intended to assist teachers in planning and delivering the overall vision for Curriculum for Excellence.

The vision for the new national qualifications is to create assessment opportunities that follow and support learning and teaching. This follows the principles laid out in *Building the Curriculum 5* and makes assessment a natural part of learning and teaching.

This route map aims to signpost all of the relevant material that is available to support your subject. Your professional judgement is vital and the documents listed below are intended to support you in deciding the most appropriate ways to generate evidence and assess candidates.

Education Scotland has produced a professional focus paper for administration and IT, and this is a good starting point as it provides support to help develop learning and teaching approaches that take forward the purposes and principles of Curriculum for Excellence through Administration and IT National 4.

[http://www.educationscotland.gov.uk/Images/PFPAdminandITNat4\\_tcm4-741102.doc](http://www.educationscotland.gov.uk/Images/PFPAdminandITNat4_tcm4-741102.doc)

## Administration and IT National 4 course content

The main SQA administration and IT page is found at <http://www.sqa.org.uk/sqa/45943.html>, with pages specifically related to National 4 at <http://www.sqa.org.uk/sqa/47431.html>. Staff should also regularly check the updates and announcements section of this page.

The course specification can be found at

[http://www.sqa.org.uk/files\\_ccc/CfE\\_CourseSpec\\_N4\\_SocialStudies\\_AdministrationandIT.pdf](http://www.sqa.org.uk/files_ccc/CfE_CourseSpec_N4_SocialStudies_AdministrationandIT.pdf).

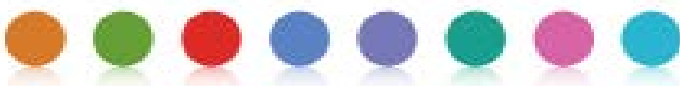
There are four units: Administrative Practices, IT Solutions for Administrators, Communication in Administration and the Added Value Unit.

**Administrative Practices:** Basic introduction to administration in the workplace, key legislation, customer care, the skills, qualities and attributes of a good administrator, range of administrative tasks to organise and support small-scale events.

**IT Solutions for Administrators:** Basic skills in IT, organising and processing simple information, creating and editing documents.

**Communication in Administration:** Use IT for gathering and sharing simple information, reliability of sources and appropriate gathering methods, communicate simple information.

**Added Value Unit:** Organise and support a small-scale event to a given brief, making use of current or equivalent emerging technologies.



More detail on course coverage can be found in the course support notes.

[http://www.sqa.org.uk/files\\_ccc/CfE\\_CourseUnitSupportNotes\\_N4\\_SocialStudies\\_AdministrationandIT.pdf](http://www.sqa.org.uk/files_ccc/CfE_CourseUnitSupportNotes_N4_SocialStudies_AdministrationandIT.pdf)

A course comparison from National 3 to National 5 is also available.

[http://www.sqa.org.uk/sqa/files\\_ccc/Administration\\_and\\_IT\\_Course\\_comparison.pdf](http://www.sqa.org.uk/sqa/files_ccc/Administration_and_IT_Course_comparison.pdf)

## Unit assessment

Units are mandatory when taken as part of the Administration and IT National 4 course but are also available as free-standing units, allowing learners to gain unit awards on successful completion of the unit assessment. Unit support notes follow on from the course support notes.

[http://www.sqa.org.uk/files\\_ccc/CfE\\_CourseUnitSupportNotes\\_N4\\_SocialStudies\\_AdministrationandIT.pdf](http://www.sqa.org.uk/files_ccc/CfE_CourseUnitSupportNotes_N4_SocialStudies_AdministrationandIT.pdf)

Each individual unit also has a National 4 unit specification.

Each unit specification gives details of the outcomes and assessment standards.

Administrative Practices

[http://www.sqa.org.uk/files\\_ccc/CfE\\_Unit\\_N4\\_AdministrationandIT\\_AdministrativePractices.pdf](http://www.sqa.org.uk/files_ccc/CfE_Unit_N4_AdministrationandIT_AdministrativePractices.pdf)

IT Solutions for Administrators

[http://www.sqa.org.uk/files\\_ccc/CfE\\_Unit\\_N4\\_AdministrationandIT\\_ITSolutionsforAdministrators.pdf](http://www.sqa.org.uk/files_ccc/CfE_Unit_N4_AdministrationandIT_ITSolutionsforAdministrators.pdf)

Communication in Administration

[http://www.sqa.org.uk/files\\_ccc/CfE\\_Unit\\_N4\\_AdministrationandIT\\_CommunicationinAdministration.pdf](http://www.sqa.org.uk/files_ccc/CfE_Unit_N4_AdministrationandIT_CommunicationinAdministration.pdf)

Learners must meet all the outcomes and assessment standards, and staff should read the documentation carefully. Evidence may be generated through learning and teaching. Assessment evidence can be drawn from a variety of activities and presented in a variety of formats. All of the evidence does not have to be generated from one activity but can be from several tasks and assessments carried out throughout the course. A combined approach to assessment is recommended for a variety of reasons, including minimising repetition, allowing more time for learning and allowing more efficient management of the assessment process. Careful tracking of this is required. Staff should use their professional judgment when looking at the assessment evidence and ensure that minimum competency is met. They should undertake quality assurance regularly. Unit assessment support is kept on the SQA Secure website.

## Added Value Assignment

[http://www.sqa.org.uk/files\\_ccc/CfE\\_Unit\\_N4\\_AdministrationandIT\\_AddedValueUnit.pdf](http://www.sqa.org.uk/files_ccc/CfE_Unit_N4_AdministrationandIT_AddedValueUnit.pdf)

The Added Value Unit has one outcome broken down into four assessment standards. The assignment will be set, marked and verified by schools. It will be conducted under some supervision and control. The learner will be allowed time for planning and preparation, and the whole time spent on the assessment should not exceed 8 hours. Open-book conditions will be applied. The assignment will be conducted independently of staff. Assessment evidence should include a record of progress, documentation generated to organise and support the event, and printouts of emails and internet searches, all of which may be supplemented by audio or video recordings. Further information on conducting the Added Value Assignment is available on the SQA Secure website, including a judging the evidence table. Instructions for learners are also appended and these should be issued to learners.

During the first **two** years of implementation (2013/2014 and 2014/2015) all schools **must** use the SQA-published Added Value Unit assessments. The administration and IT Added Value Unit assessment is supported by SQA-devised electronic files.

### Verification

The verification process is meant to be supportive and not onerous.

Internal verification is the process of ensuring standards are applied uniformly and consistently within a school in line with national standards. External verification is the process of ensuring that national standards are maintained consistently across all schools.

Quality assurance: <http://www.sqa.org.uk/sqa/58448.html>.

#### *Prior verification*

[http://www.sqa.org.uk/files\\_ccc/Prior%20Verification%20Centre%20Guidance%20FINAL.pdf](http://www.sqa.org.uk/files_ccc/Prior%20Verification%20Centre%20Guidance%20FINAL.pdf)

Staff who devise their own assessments can send them to SQA for prior verification, free of charge. This is only necessary where significant changes have been made to the unit assessment provided. It gives staff confidence that their proposed assessment is fit for purpose and meets national standards.

#### *Internal verification*

[http://www.sqa.org.uk/sqa/files\\_ccc/InternalVerificationGuideforSQAcentres.pdf](http://www.sqa.org.uk/sqa/files_ccc/InternalVerificationGuideforSQAcentres.pdf)

As a matter of course staff should be quality assuring their assessments by carrying out activities that they have always done, for example double marking and blind marking. A sample of learners' work should be marked by more than one staff member in a department, and in single-person departments an arrangement should be made with another local authority school.

#### *External verification*

In administration and IT schools will submit a sample of learners' evidence for scrutiny by subject-specialist qualification verifiers. The SQA intend that every school will be verified over the first few years. Verification will take place in November, February and May. Twelve samples will be asked for.

<http://www.sqa.org.uk/sqa/66833.html>

[http://www.sqa.org.uk/sqa/files\\_ccc/Evidence\\_required\\_for\\_verificationevents.pdf](http://www.sqa.org.uk/sqa/files_ccc/Evidence_required_for_verificationevents.pdf)

Schools must retain the evidence until 31 July of each academic year.

[http://www.sqa.org.uk/sqa/files\\_ccc/SQA\\_Evidence\\_retention\\_requirements\\_A3\\_table.pdf](http://www.sqa.org.uk/sqa/files_ccc/SQA_Evidence_retention_requirements_A3_table.pdf)

Key messages from verification will be put up on the SQA website.

## Education Scotland support materials

Advice and support for new national qualifications (Glow password required):

<http://www.educationscotland.gov.uk/nqcoursematerials/subjects/Administration/coursematerials.asp>

<http://www.educationscotland.gov.uk/nqcoursematerials/subjects/Administration/learningandteaching.asp>

## Other useful websites

A quick guide to finding vital information about Curriculum for Excellence:

<http://www.educationscotland.gov.uk/keycfesupport/index.asp>

This appears under three headings:

- the latest guidance, updates and plans for embedding Curriculum for Excellence
- information on assessment
- information on the new qualifications.

The BBC has pulled together all its learning content in a new Knowledge and Learning Beta site that includes Class Clips:

[www.bbc.co.uk/education](http://www.bbc.co.uk/education)