**Formal Assessment Information – Business Management, Admin & IT and Computing Science**

We have split the final SQA assessment task into smaller assessments to allow us to focus our revision more directly at the content being assessed for each unit of the course. Our rationale for this, is to provide our students with the best possible opportunity to be prepared for the assessment questions and tasks relating to each unit. This should provide an opportunity for them to be as prepared as possible to enable them to achieve well.

An outline of the assessments planned are given below:

**N5 Business Management** – pupils will complete 3 assessments over a 5 week period of time, split into three sections – Human Resources/Finance, Marketing/Operations and Understanding Business. Mrs Knox’s class starts these on Fri 7th May and Miss Docherty starts these on Thursday 13th May.

**H Business Management** –– pupils will complete 3 assessments over a 5 week period of time, split into three sections Human Resources/Finance, Marketing/Operations and a Case Study which covers Understanding Business plus 2 additional questions from the other units, but relevant to the case study. These will be conducted over a 5 week period of time with Mrs Knox’s class starting these on Fri 7th May and Miss Docherty starting these on Thursday 13th May.

**N5 Admin & IT** – the practical assignment will be split over Tue 11th May and Thurs 13th May. The final assessment which covers theory work plus spreadsheets will be split over Thurs 27th May and Tue 1st June.

**H Admin & IT** – the final assessment tasks will be done in two sections, focussing on 3 topics per section. The first one will take place on Wed 5th May and the 2nd one on Wed 19th May. The practical assignment will be completed on Wed 2nd June.

**N5/H Computing Science** - the final assessment tasks will be done in two sections, Software Design and Development and Computer Systems in section 1 and Web Design and Development in section 2. Section 1 will take place on Fri 7th May and section 2 on Fri 21st May. Coursework assessment will take place in class from 25th May until 5th June.

The final grade awarded will be based on these assessments, but where pupils also have prelim evidence and unit assessment evidence, this evidence can be used to supplement the final grade, where appropriate. However, the strongest weighting will be applied to the assessments taking place in May/June.