### Whole Dept Expectations

All moderation activities (pre- or post-assessment) will have a corresponding entry recorded on a form. <a href="https://forms.office.com/r/iSDNjN8mwe">https://forms.office.com/r/iSDNjN8mwe</a>

This will provide a date-stamped record of activities and the result of them.

Across the 3 graded courses and their levels we have a wide range of assessment requirements, including varying levels of practical assessment.

Subject	N5	Н	АН
(staff)			
Admin and IT	Question paper and	Question paper and	
(MM, NF, LS)	Assignment (all done	Assignment (all done	
	on PC)	on PC)	
Business	Question Paper	Question Paper	
Management			
(MM,LS)			
<b>Computing Science</b>	Question Paper and	Question Paper and	Question Paper and
(AF, GM, NF, AG)	Practical Assignment	Practical Assignment	Project



- Agree on assessment tools
- Agree on marking expectations
- Review quality of assessment (A/C level questions)
- Agree assessment conditions
- During delivery
- AAA is robustly delivered
- Staff and pupils aware of assessment conditions
- Pupil evidence labelled and stored securely



Grades

- Marking a small sample before updating marking scheme to reflect pupils real-world responses.
- Internal cross marking and sampling (recorded using verification template)
- External moderation with trios
- Agree on grade boundaries to reflect achievement of pupils (see detailed descriptions below)
- Analyse and compare to previous years internal QA
- Submit provisional grades to SLT for Quality Assurance
- Reflect and update

At all stages a record must be maintained on the form above.

### Record of results and grades

https://glowscotland.sharepoint.com/:x:/r/sites/8434638/Staff/Shared%20Documents/Business%20and%20Computing/Session%20202-21/QA/SQA%202021/SQA%202021%20-%20Tracker.xlsx?d=wa4dcc8a199864733a2fe03c70c11562f&csf=1&web=1&e=xawnAJ

Subject	Assessment	Date of delivery
(lead staff with PT)		
N5 Administration and IT	Question paper (prelim)	March 2021
(NF)	Question paper (final)	March 2021
	Assignment (prelim)	April 2021
	Assignment (final)	May 2021
H Administration and IT	Question paper (prelim)	April 2021
(MM)	Question paper (final)	May 2021
	Assignment (prelim)	March 2021
	Assignment (final)	March 2021
N5 Business Management	Question paper (prelim)	April 2021
(MM)	Question paper (final)	May 2021
H Business Management	Question paper (prelim)	April 2021
(LS)	Question paper (final)	May 2021
N5 Computing Science	WDD Assignment (final)	March 2021
(AG)	SDD Assignment (final)	May 2021
	Question paper (prelim)	April 2021
	Question paper (final)	May 2021
H Computing Science	DDD Assignment (final)	March 2021
(GM)	SDD Assignment (final)	April 2021
	Question paper (prelim)	April 2021
	Question paper (prelim)	April 2021
AH Computing Science	Project (final)	March 2021
(AF)	Question paper (prelim)	April 2021
	Question paper (prelim)	April 2021

Initial marking responsibility will fall to the teachers of the classes concerned, though adjustments will be made as required. Where possible a teacher not involved in marking will be responsible solely for verification, but a cross-sample between two markers will suffice.

#### Subject Specific Guidance

Subjec	t	Administration and IT	Level	N5
Eviden	Evidence Used			
-	- SQA 2021 Coursework Assignment (with modifications)			
-	- SQA 2021 Question Paper (with modifications)			
- SQA 2021 Additional Question Paper				

#### Discussion

Overall grade determination was based on the following:

- 1. Take the percentage of the combined SQA QP and SQA CW
- 2. If this score corresponds to the holistic evidence of a pupil, take that grade using the 40/50/60/70 rule
- 3. If this score DOES NOT correspond to the holistic evidence then:
  - a. If it is an underperformance, Include the weighting of the prelim and take a simple "average" of the two. If the SQA is significantly lower (more than 1 grade) then Unit tests will need to be considered as a whole to further support
  - b. If the SQA outperforms previous expectations then, assuming nothing is suspicious, use the SQA exam and CW scores

Subject	Administration and IT	Level	Higher
Evidence Used			
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- SQA 2021 Question Paper
- SQA 2021 Assignment
- Prelim QP
- Prelim CW

#### Discussion

Overall grade determination was based on the following:

- 1. Take the percentage of the combined SQA QP and SQA CW
- 2. If this score corresponds to the holistic evidence of a pupil, take that grade using the 40/50/60/70 rule
- 3. If this score DOES NOT correspond to the holistic evidence then:
  - a. If it is an underperformance, Include the weighting of the prelim and take a simple "average" of the two. If the SQA is significantly lower (more than 1 grade) then Unit tests will need to be considered as a whole to further support
  - b. If the SQA outperforms previous expectations then, assuming nothing is suspicious, use the SQA exam and CW scores

Subject	Business Management	Level	National 5/Higher
Evidence Used			
- SQA 2021 Question Paper (with modifications to questions and content)			
Discussion			

Overall grade determination was based on the following:

- 1. Take the percentage of the SQA QP
- 2. If this score corresponds to the holistic evidence of a pupil, take that grade using the 40/50/60/70 rule
- 3. If a pupil is "on the cusp" of a grade by ~2% then consider historic attainment and the removal of the Assignment Component, which is almost universally a net contributor to the grade (e.g. no pupil has ever achieved 50% in the exam and NOT achieved a B)
  - a. This has its limits, we are not suggesting wholesale changes to the 40/50/60/70 structure, but a small change in certain circumstances is completely justified.
  - b. Some pupils are resitting Higher, last year they would have written an assignment, where appropriate we will use this as supporting evidence as well.
- 4. If this score DOES NOT correspond to the holistic evidence then:
  - a. If it is an underperformance, Include the weighting of the prelim and take a simple "average" of the two. If the SQA is significantly lower (more than 1 grade) then Unit tests will need to be considered as a whole to further support
  - b. If the SQA outperforms previous expectations then, assuming nothing is suspicious, use the SQA exam and CW scores

Subject	Computing Science	Level	N5/H
Evidence Used			

- Perfect Papers Prelim paper (with some modifications for quality)
- SQA 2021 Question paper (with modifications to content and questions)
- SQA 2021 Coursework (DDD Content not assessed)

#### Discussion

Overall grade determination was based on the following:

- 4. Take the percentage of the combined SQA QP and SQA CW
- 5. If this score corresponds to the holistic evidence of a pupil, take that grade using the 40.50/60/70 rule
- 6. If this score DOES NOT correspond to the holistic evidence then:
  - a. If it is an underperformance, Include the weighting of the prelim and take a simple "average" of the two. If the SQA is significantly lower (more than 1 grade) then Unit tests will need to be considered as a whole to further support
  - b. If the SQA outperforms previous expectations then, assuming nothing is suspicious, use the SQA exam and CW scores

Subject	Computing Science	Level	Advanced Higher
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#### Evidence Used

- Perfect Papers AH Prelim paper (with some modifications for quality)
- SQA 2021 Question paper (with modifications to content and questions)
- SQA 2021 Project (no modifications, in line with previous sessions procedures)

#### Discussion

Overall grade determination was based on the following:

- 1. Take the percentage of the combined SQA QP and SQA Project
- 2. If this score corresponds to the holistic evidence of a pupil, take that grade using the 40/50/60/70 rule
- 3. If this score DOES NOT correspond to the holistic evidence then:
  - a. If it is an underperformance, Include the weighting of the prelim and take a simple "average" of the two. If the SQA is significantly lower (more than 1 grade) then Unit tests will need to be considered as a whole to further support
  - b. If the SQA outperforms previous expectations then, assuming nothing is suspicious, use the SQA exam and CW scores