



Higher Admin

Supporting your young person in the
senior phase

Course Information



- Practical IT – 70% of course
- This will be assessed in a 2 hour practical exam on **Wednesday 28 March 2018**
- Theory - 30% of course
- This will be assessed in a written exam during the SQA diet in May 2018

Course Content



- Pupils will receive paper copies of theory course notes and practical help guides
- These are also available on GLOW
- Additional revision material will also be on GLOW
- All pupils have a GLOW account and this can be accessed through the Internet

Unit Assessments



Practical

***Communication in Action –
June 2017***

W/B 02 Oct – Word

W/B 04 Dec – Spreadsheets

W/B 26 Feb - Database

Theory

W/B 11 Sept – LO 1.1 & 1.2

W/B 04 Dec – LO 1.3 & 1.4

W/B 19 Feb – LO2



Homework

- Homework will be issued on a weekly basis – **Practical on Monday and Theory on Friday**
- This will be recorded on SHOW MY HOMEWORK which can be accessed by parents and pupils
- This will include:
 - Theory exam style questions
 - Preparation for theory lessons
 - Practical tasks using Microsoft Office
 - Preparation for unit assessments

Parents will be contacted if more than 1 homework is late/ missed

Study Support



- Pupils are encouraged to come at lunchtime (**Tuesday or Wednesday**) to catch up on missed work or to get support with areas of the course they find difficult
- During Feb/ March additional study support is offered one lunchtime a week on a more formal basis



What can parents do to support?

- Check Show My Homework and encourage homework to be completed on time and to a high standard
- Encourage regular revision throughout the year, in addition to revision for unit assessments/ prelim/ final exam, using materials on GLOW
- Contact me on Debbie.Shearer@glow.ac.uk

Useful Websites



- <https://www.sqa.org.uk/sqa/47918.html>
- <http://www.understandingstandards.org.uk/Subjects/Administration/higher/source>
- https://www.youtube.com/channel/UCdB8itde5Qwa4FPK_0Xm14w