



NATIONAL 5 ADMIN & IT

Course Support Information

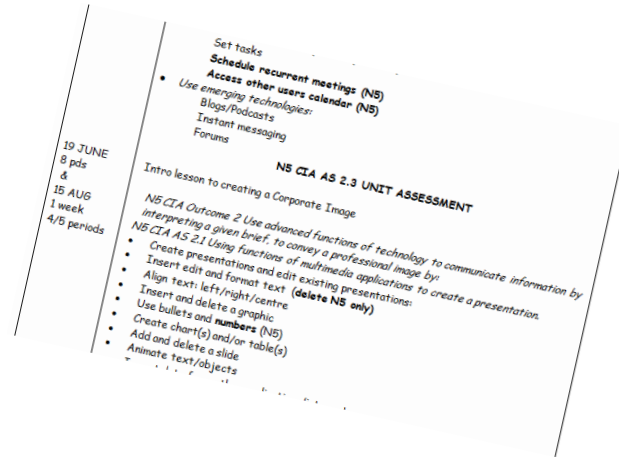
COURSE INFORMATION

- Practical IT Assignment - 70/120 (58% of course)
- This will be assessed in a 3 hour practical exam in Feb/March **2018 (date TBC)**
- Practical IT QP - 50/120 (42% of course)
- This will be assessed in a written exam during the SQA diet in *May 2018*
- Theory assessed in both papers



PAPER-BASED RESOURCES

- Course Notes
- Course Timeline
- Unit Assessment Standards
- Homework tasks
- Activity booklets (in class)



Judging evidence for Communication in Administration (National 5)

Meeting the Assessment Standard requires competent IT skills, including a reasonable standard of accuracy. A tolerance of one error for approximately every 20 words should be applied when candidates are keying in text. Where the error involves a keypiece of information (eg date, venue, time) this would make the document unfit for purpose, and the evidence would not meet the Assessment Standard.

However, where the focus of the assessment task is on an Assessment Standard that covers knowledge and understanding of administration in the workplace, then professional judgement will be required to be used with regard to keying in errors. Candidates should be able to undertake tasks without support, and so provide evidence that they have met the Assessment Standards as described.

Outcomes	Assessment Standards	Judging the evidence
Use technology to extract information and be able to evaluate sources of information by:	T.1 Searching for and extracting/downloading relevant information to interpret a given brief	Candidates must provide evidence of information they have searched for or downloaded in the given brief.
	T.2 Outlining key features of reliable sources of information	Candidates must outline at least two key features of reliable sources of information.
	T.3 Explaining the consequences of using unreliable internet sources of information	Candidates must explain a minimum of two consequences of using unreliable internet sources.



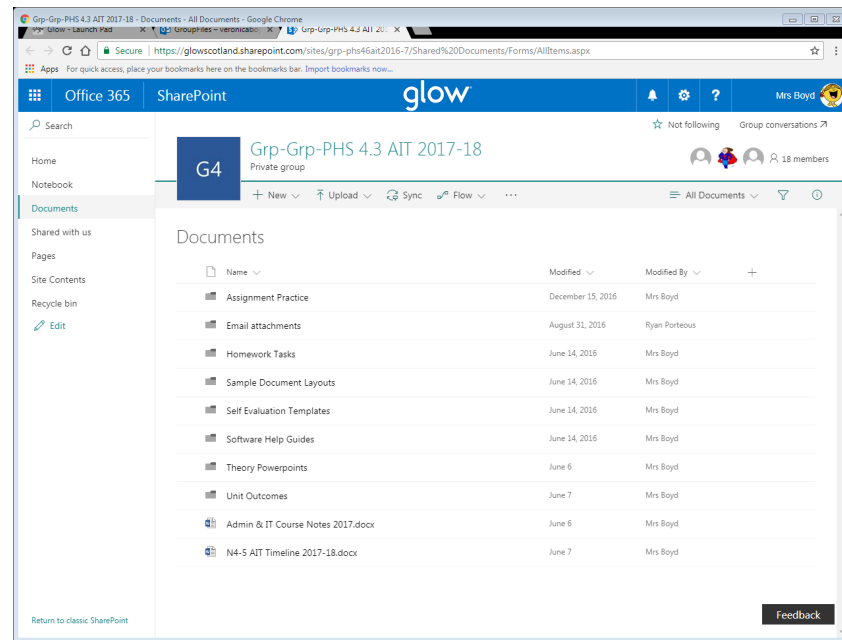
GLOW

○ Course Resources

- Course Notes
- Software Help Guides
- Information ppts
- Timelines
- BizEd TV software demonstrations

○ Posting Homework (2 - 3 times per month)

○ Group Conversations/Messages



The screenshot shows a SharePoint site interface for a group named 'G4 Grp-Grp-PHS 4.3 AIT 2017-18'. The site is titled 'glow' and is a private group with 18 members. The main content area displays a list of documents with columns for Name, Modified, and Modified By. The documents listed are:

Name	Modified	Modified By
Assignment Practice	December 15, 2016	Mrs Boyd
Email attachments	August 31, 2016	Ryan Porteous
Homework Tasks	June 14, 2016	Mrs Boyd
Sample Document Layouts	June 14, 2016	Mrs Boyd
Self Evaluation Templates	June 14, 2016	Mrs Boyd
Software Help Guides	June 14, 2016	Mrs Boyd
Theory Powerpoints	June 6	Mrs Boyd
Unit Outcomes	June 7	Mrs Boyd
Admin & IT Course Notes 2017.docx	June 6	Mrs Boyd
N4-5 AIT Timeline 2017-18.docx	June 7	Mrs Boyd



SHOW MY HOMEWORK

- ◉ Homework notifications with file attachments
- ◉ Assessment Notifications
- ◉ Smartphone App available with push alerts



ASSESSMENT

- ◎ [SQA subject page](#)
- ◎ [Understanding Standards](#)
- ◎ Intranet & Glow
 - Assessment Standards
 - Practice Assignments
 - Self-evaluation checklists (unit by unit)
 - Assessment Hints and Tips Summary
 - Assignment Skills Summary
- ◎ Minimum 1 week notice of assessments (in main calendar and timeline)



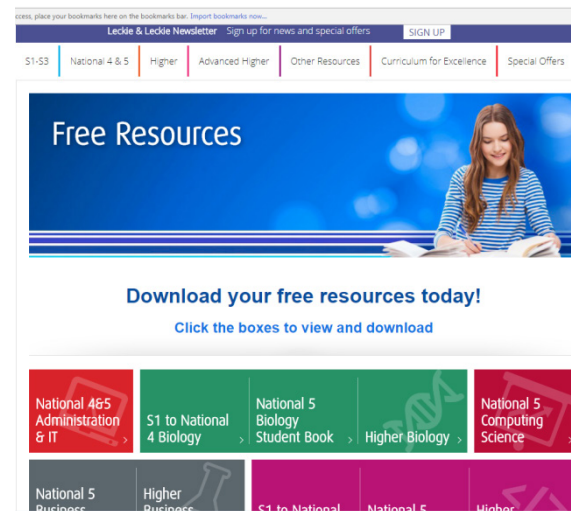
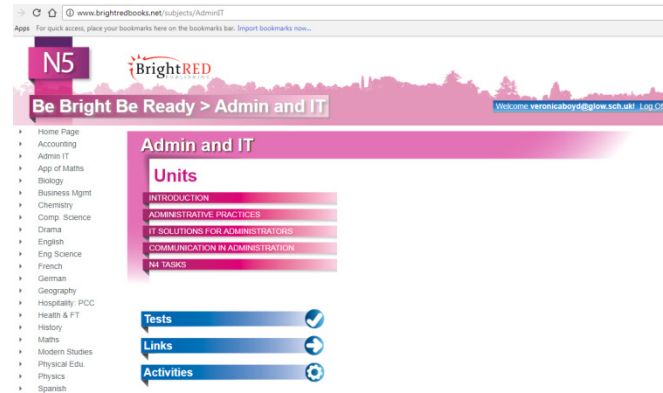
REVISION /OOS LEARNING

○ [Bright Red Publishing Digital Zone](#)

○ [Leckie and Leckie Digital Files](#)

○ Past Assignments on Glow and Intranet

○ Old Int 2 PPQs



PERSONAL INTERVENTIONS

- Opportunities to access department at lunch time/after school (open door policy)
- Teacher email
- Learning conversations
- Written & verbal feedback in class and post assessment
- [Summative report](#) post-prelim



HOW CAN YOU HELP?

- ◉ Talk to your son/daughter about their Admin & IT course
- ◉ Register and check SMHW (app available)
- ◉ 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
- ◉ Encourage use of PC/IT for completing homework for other subjects
- ◉ Encourage proofreading/accuracy when completing and homework/revision tasks
- ◉ Download Office 365 (free to glow email account)
- ◉ Contact me with any concerns
veronicaboyd@glow.sch.uk

