

Bucksburn Academy

Technologies and Enterprise
Faculty

ADMINISTRATION & IT

Parental Engagement Evening

Course Content

Administration & IT

3 Units

- Communication*
- IT Solutions for Administrators*
- Administrative Theory and Practice*

Course Assessment

Administration & IT Assessment

- Assignment – 58%, 3 hours, during class time during February 2020*
 - *Word processing, presentations, e-mail, e-diary, publisher & theory questions*

- Exam – 42%, 2 hours, during exam diet on Thursday 07 May*
 - *Spreadsheets, databases & theory questions*

Helping the pupils - revision in school

Administration & IT

- Administration study club at lunchtime/afterschool*
- Open door policy*
- Past Papers in class*

Helping the pupils – at home

Administration & IT

- ❑ *SQA Past Papers on website or from classroom – please hand in when completed for feedback*
- ❑ *Online tutorial videos*
- ❑ *N5 Administration & IT textbook – notes and activities*
- ❑ *Using their ‘How to’ jotter*

Key Dates

Administration & IT

- ❑ *Assessment Week Commences – 20 January 2020*
- ❑ *N5 Assignment (2 sittings) 18 February 2020 and 20 February 2020*
- ❑ *N4 Added Value Unit – W/b 02 March 2020*
- ❑ *N5 Question Paper - Thursday 07 May (1 pm – 3 pm)*

SQA Command Words

SQA Table/Examples

- List** – Present in brief form
- Identify** – Present in brief form
- State** - Present in brief form
- Outline** – More than naming but not a detailed description
- Suggest** - more than naming – advise on a course of action
- Describe** – outline plus an example/explanation or expansion

What happens if...?

*My son/daughter doesn't pass the N5 assessment week exam in February?
What level will they be presented at?*

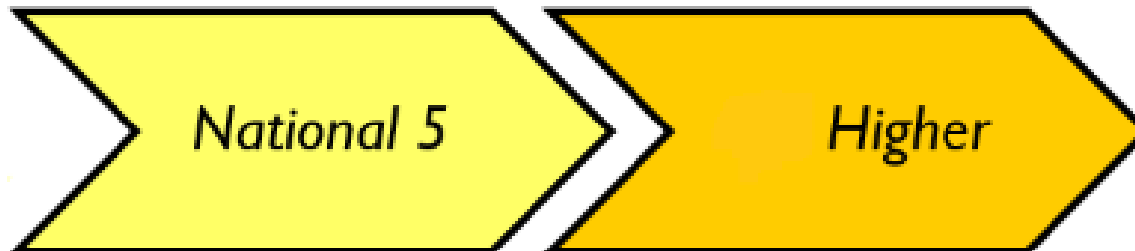
Failing the N5 assessments does not mean an automatic drop to N4.

An initial discussion between class teacher and pupil will take place. The class teacher will also liaise with Pupil Support to help make a decision on presentation level. These discussions and the resulting decision will be based on:

- progress so far
- previous work ethic
- evidence gathered throughout the year
- Estimate exam result

A faculty letter will be sent home to make parents aware of any recommendations to change level. Any changes made can be discussed at Parents Evening on 20 February 2020.

Progression



A stylized graphic of a plant with several large, pointed, yellow and orange leaves. The leaves are arranged in a symmetrical, fan-like pattern, with a central stem-like structure. The colors transition from a bright yellow at the tips to a deeper orange towards the base. The graphic is centered on a light orange background.

Any Questions?