



Resources for National 5 Administration and IT

The following table provides details of locations and links for each resource. **Note:** you can find some documents in more than one location.

SQA website

Name and hyperlink	Details	Date published
National 5 and Higher Administration and IT assignments 2024–25	Details of assignment release dates and assessment arrangements procedures	August 2024
Course specification	Detailed information about the course assessment and structure, along with the mandatory skills, knowledge and understanding required.	August 2019
Past papers and marking instructions	Past assignments and question papers, with teacher and lecturer instructions, associated e-files and marking instructions.	2019–2024
Past papers and marking instructions: <ul style="list-style-type: none">◆ National 5 Administration and IT question paper◆ National 5 Administration and IT question paper information and instructions◆ National 5 Administration and IT question paper e-files	Passionate Paws — 2021 modified question paper, with teacher and lecturer instructions, associated e-files and marking instructions.	November 2020

Name and hyperlink	Details	Date published
<ul style="list-style-type: none"> ◆ National 5 Administration and IT question paper marking instructions 		
<p>Past papers and marking instructions:</p> <ul style="list-style-type: none"> ◆ National 5 Administration and IT assignment ◆ National 5 Administration and IT assignment e-files ◆ National 5 Administration and IT assignment marking instructions ◆ National 5 Administration and IT assignment instructions for teachers 	<p>Bellsquarry Talent Show — 2021 assignment, with teacher and lecturer instructions, associated e-files and marking instructions.</p>	<p>December 2020</p>
<p>Additional question papers resources:</p> <ul style="list-style-type: none"> ◆ National 5 Administration and IT specimen question paper ◆ National 5 Administration and IT specimen question paper (e-files) 	<p>Glasgow Games — a specimen question paper, with teacher and lecturer instructions, associated e-files and marking instructions.</p>	<p>September 2019</p>
<p>Coursework:</p> <ul style="list-style-type: none"> ◆ Specimen coursework assessment task for National 5 Administration and IT 	<p>Sounds on the Shore — a specimen assignment and marking instructions, and e-files.</p>	<p>September 2019 October 2018</p>

Name and hyperlink	Details	Date published
<ul style="list-style-type: none"> ◆ Specimen coursework assessment task for National 5 Administration and IT (e-files) 		
Course reports: <ul style="list-style-type: none"> ◆ 2022 ◆ 2023 ◆ 2024 	Information about the performance of candidates in assessments each year.	2022–2024
Common questions	A list of questions and responses about Administration and IT National Qualifications.	February 2023

[SQA Understanding Standards website](#)

Name and hyperlink	Details	Date published
Assignment 2020	Circus in the Sky — candidate evidence and commentaries from the 2020 assignment task.	December 2020
Assignment theory workshop 2020: <ul style="list-style-type: none"> ◆ candidate evidence ◆ annotations 	Circus in the Sky — theory evidence and commentaries from the 2020 assignment task.	December 2020
Question paper 2018	By Balor — candidate evidence and commentaries from the 2018 question paper.	November 2018
Presentations: <ul style="list-style-type: none"> ◆ National 5 assignment 2020 	Circus in the Sky — audio presentation about the principles of marking for all areas of the assignment, using candidate responses from the 2020 assignment task.	2021

Name and hyperlink	Details	Date published
Presentations: <ul style="list-style-type: none"> ◆ National 5 question paper marking principles 	Audio presentation about the principles of marking for all areas of the question paper.	2021
Presentations: <ul style="list-style-type: none"> ◆ Audio presentation — an overview of course assessment (RNQ) 	Audio presentation about the structure of the National 5 Administration and IT Course.	2018