

Administration and IT

3 UNITS
ADMINISTRATIVE THEORY AND PRACTICE
IT SOLUTIONS FOR ADMINISTRATORS
COMMUNICATION IN ADMINISTRATION

+ COURSE ASSESSMENT
QUESTION PAPER + ASSIGNMENT
 30 marks 70 marks
 1 hour

The Scottish Qualifications Authority (SQA) Higher Administration and IT subject webpage can be found [here](#). The Revision in a Nutshell series is designed to complement class learning and revision. You can find the series at www.parentforumsotland.org. Please check with your teachers that these resources are relevant to you. See also SQA information on the Higher Administration and IT Assignment [here](#) and our Higher Administration and IT in a Nutshell [here](#).

Past Papers, Specimen Question Paper and Exemplar Question Paper

Higher Administration and IT	
2015 Past Paper	Marking Instructions
Specimen Question Paper and Marking Instructions	
Exemplar Question Paper and Marking Instructions	

After completing the SQA Past Paper, Specimen Question Paper or the Exemplar Question Paper, look at the marking instructions as these often contain course content and they will help you to improve your exam technique. Ensure that you familiarise yourself with the above Question Papers: these are what your exam will look like.

Past Papers from the previous Higher Administration Course

Higher Administration and IT is a new course. Please ask your teacher for guidance on using past papers from previous Higher courses. Useful SQA past paper questions are listed below. For direct links to past papers, click on the year (ie click on '2013') in the table below where you will find questions relevant to Higher Administration and IT. Some topics may be new for the current Course and therefore do not have past questions; be sure to revise all of your topics. Marking instructions for past papers can be accessed in the column 'Answers'.

Paper Name and Year	Paper	Section	Question Numbers	Answers
Higher Administration				
2014				Marking Instructions
2013	Paper 1	Section 1	1, 4, 5	Marking Instructions
		Section 2	2a, 2b, 2d, 3a, 3b, 3d, 4a, 4b, 5a, 5d	
2012	Paper 1	Section 2	1a, 1b, 2a, 2c, 3a, 3b, 5a, 5b, 5d	Marking Instructions
2011	Paper 1	Section 2	1c, 1d, 2d, 3b, 3d, 4a, 5d	Marking Instructions

The National Parent Forum of Scotland Higher Revision in a Nutshell

Useful Websites

Some of the material on the websites listed below relates to the previous Higher Administration Course but topics may still be relevant.

[Education Scotland: previous Higher Administration](#)

[Education Scotland: General](#)

Schools

[Knox Academy](#)

[Kingussie High School](#)

[Hamilton Grammar](#)

[Alness Academy](#)


Others

[Garr Reynolds](#)
[Presentation tips](#)



 the National Parent Forum of Scotland

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