

# Subject guidance for internally assessed qualifications in 2020-21

Please read this document in conjunction with [guidance for the assessment of internally assessed qualifications issued to centres in August 2020](#).

<b>Group Award title:</b>	Advanced Diploma in Financial Services
<b>Group Award code:</b>	GP0N 48

## Units and/or outcomes where conditions of assessment can or cannot be altered

### **Financial Services: Graded Unit 1 J02H 47**

Guidance on graded units is currently under review and will be published as soon as possible.

### **Financial Services International Transactions J01X 48– Outcome 1 Personal and Business Lending HP1G 48**

### **Economic Issues: An Introduction J461 47**

Centres may deliver *Economic Issues: An introduction* **HP6T 47** if an open-book assessment is desired. Where this option is taken centres may adapt Outcomes 1 and 2 to open-book conditions

### **Other Units**

Closed-book and supervised assessments in Units not listed above may be adapted for delivery in open-book conditions.

SQA ASPs with closed-book conditions may not be used for assessment in open-book conditions.

A pre-verification service is available to support centres develop assessment instruments adapted from closed-book to open-book conditions. To utilise, please contact [operationshmvq@sqa.org.uk](mailto:operationshmvq@sqa.org.uk)

# Adaptations to evidence requirements to help manage assessment

The requirement for supervised conditions can be removed from the following open book assessments:

- ◆ **Financial Sector: An Introduction J01W 47**
- ◆ **Financial Services Regulatory Framework J01Y 48- Outcome 2**

The following closed book assessments can be delivered as open book unsupervised assessments. The assessment conditions should be changed to remove the issue of the case study and allow candidates to prepare notes in advance of the assessment.

- ◆ **Personal Financial Services HP17 47**
- ◆ **Principles of Insurance HP1F 48**
- ◆ **Pension Provision HP1E 48**
- ◆ **Investment HP1C 48**

For these four units, the assessment instruments would have to ensure no assessment of knowledge recall which would no longer be valid in an open book assessment. Assessments should instead test application of knowledge.

## Business Accounting HP7K 47

Where assessment is adapted from closed-book to open-book conditions, Error Tolerances **must** also be adapted as follows:

	<b>Errors of Arithmetic</b>	<b>Errors of Principle</b>
Outcome 1	<b>2</b>	<b>2</b>
Outcome 2	<b>2</b>	<b>2</b>
Outcome 3		
Outcome 4		
Outcome 5	<b>2</b>	<b>2</b>

## Preparing Financial Forecasts HP70 48

Where assessment is adapted from closed-book to open-book conditions, Error Tolerances **must** also be adapted as follows:

	<b>Errors of Arithmetic</b>	<b>Errors of Principle</b>
Outcome 1	<b>2</b>	<b>2</b>
Outcome 2	<b>2</b>	<b>2</b>
Outcome 3	<b>4</b>	<b>2</b>
Outcome 4	<b>4</b>	<b>2</b>

## **Other Units**

No adaptations may be made to Evidence Requirements other than to assessment conditions.

# **Rationale**

## **Adaptations to Assessment Conditions**

### **Financial Services International Transactions J01X 48– Outcome 1 Personal and Business Lending HP1G 48**

Supervised conditions are vital for units where the completion of a series of calculations is fundamental to provide evidence of competence.

### **Economic Issues: An Introduction J461 47**

This new unit has been designed specifically to contribute to academic aims linked to articulation and provides important examination preparation for Business: Graded Unit 1. Altering the evidence requirements (including assessment conditions) would effectively involve re-writing the unit in its entirety. A more practical approach is to use the previous unit (HP6T 47) which is more easily adapted.

### **Business Accounting HP7K 47 Preparing Financial Forecasts HP70 48**

Where closed-book conditions are adapted to open-book, error tolerances have been adjusted to preserve the integrity of assessment standards, particularly in relation to the maintenance of exemptions from components of professional body qualifications

## **Adaptations to Evidence Requirements**

Further adaptations to Evidence Requirements are not warranted because of the low proportion of closed-book and supervised conditions, existing integrated assessment guidance, support materials available and absence of supervised practical assessments. The adaptations permitted are intended to provide a proportionate response to COVID19 restrictions that may constrain contact time between teaching staff and learners whilst preserving integrity of the qualifications in line with equivalent qualifications of other awarding organisations and professional bodies.

## **Adapting Assessments**

Where assessment conditions are adapted from closed to open-book, use of a single assessment across all outcomes may reduce the time for assessment rather than assessing outcomes individually.

# Additional guidance and information

## Guidance on Integration of Assessment and available resources

Refer to section 6.3 of Course Tutor Guide\_for guidance.

Subject to amendments to the existing ASPs, the following assessments could be integrated:

- ◆ **Workplace Communications H8T2 34**  
and
- ◆ **Personal Financial Services HP17 47 or Financial Sector An Introduction J01W 47**
  
- ◆ **Communication: Business Communication HP75 47**  
and any from:
- ◆ **Financial Services Regulatory Framework Outcomes 1 and 3 J01Y 48**
- ◆ **Principles of Insurance HP1F 48**
- ◆ **Pension Provision HP1E 48**
- ◆ **Investment HP1C 48**
- ◆ **Financial Services: International Transactions J01X 48 Outcomes 2-5**
  
- ◆ **Financial Services Graded Unit 2 J02L 48**  
and
- ◆ **Research Skills HR0Y 47 / J1NB 47**  
([Detailed guidance available on SQA website](#))

<b>AD FINANCIAL SERVICES ASSESSMENT CONDITIONS 2020/21</b>					
<b>GP0N 48</b>	<b>Outcome 1</b>	<b>Outcome 2</b>	<b>Outcome 3</b>	<b>Outcome 4</b>	<b>Outcome 5</b>
<b>Business Accounting HP7K 47</b>	Closed book – may be adapted	Closed book – may be adapted	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted
<b>Business Law: An Introduction HP6Y 47</b>	Open-book	Open-book	Open-book		
<b>Communication: Business Communication HP75 47</b>	Open-book	Open-book	Open-book		
<b>Creating a Culture of Customer Care HP73 47</b>	Open-book	Open-book			
<b>Financial Sector: An Introduction J01W 47</b>	Supervised - may be adapted	Supervised - may be adapted	Open-book		
<b>IT Applications Software 1 HP6L 47</b>	Open-book	Open-book			
<b>IT Applications Software 2 HP12 48</b>	Open-book	Open-book	Open-book	Open-book	
<b>Marketing: An Introduction HP6N 47</b>	Open-book	Open-book			
<b>Personal Financial Services HP17 47</b>	Supervised – may be adapted	Supervised – may be adapted	Supervised – may be adapted	Supervised – may be adapted	
<b>Financial Services: Graded Unit 1 J02H 47</b>			<b>To be confirmed</b>		
<b>Economics 2: The World Economy HP72 48</b>	Open-book	Open-book	Open-book		
<b>Financial Services: International Transactions J01X 48</b>		Open-book	Open-book	Open-book	Open-book
<b>Financial Services Regulatory Framework J01Y 48</b>	Open-book	Supervised – may be adapted	Open-book		

<b>Income Tax HP15 48</b>	Open-book	Open-book	Open-book	Open-book	
<b>Investment HP1C 48</b>	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted	
<b>Pension Provision HP1E 48</b>	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted	
<b>Personal and Business Lending HP1G 48</b>					
<b>Preparing Financial Forecasts HP70 48</b>	Closed book – may be adapted	Closed book – may be adapted	Open-book	Open-book	
<b>Principles of Insurance HP1F 48</b>	Supervised - may be adapted	Supervised - may be adapted	Supervised - may be adapted		
<b>Financial Services: Graded Unit 2 J02L 48</b>	<b>To be confirmed</b>				
<b>Economic Issues: An Introduction HP6T 47</b>	Closed-book - no adaptation	Closed-book - no adaptation	Closed-book - no adaptation		
<b>Economic Issues: An Introduction J461 47</b>	Supervised - may be adapted	Supervised - may be adapted	Open book		
<b>Managing People and Organisations HP71 47</b>	Open-book	Open-book	Open-book	Open-book	
<b>Managing People and Organisations J4DK 47</b>	Open-book	Open-book	Open-book		

<b>Financial Services Additional Units</b>	<b>Outcome 1</b>	<b>Outcome 2</b>	<b>Outcome 3</b>	<b>Outcome 4</b>	<b>Outcome 5</b>
<b>Workplace Communication in English HR1C 46</b>	Open-book	Open-book	Open-book		
<b>Research Skills HR0Y 47</b>	Open-book	Open-book	Open-book		
<b>Research Skills J1NB 47</b>	Open-book	Open-book	Open-book		

