

Curriculum Information Evening



Craigmount
High School
aim high • adapt • succeed

How to Succeed in Business and Computing

Curriculum Info Evening

Thursday 25 September 2025

Subjects

Accounting

Administration
& IT

Business
Management

Computing
Science

Economics

Accounting Assignment



Task

- Spreadsheet tasks
- Higher
 - Overhead analysis
 - Budgeting
 - Partnership
 - Period-end financial statements – Income Statement
- N5
 - Ratios
 - Preparing ledger accounts
 - Budgeting



Time

- Immediately following the February Break
- N5: 2 hours one sitting
- H: 2 ½ hours one sitting



Importance

- N5
 - 30 marks of 180 overall
 - 28% of overall marks
- Higher
 - 60 marks of 180 overall
 - 33%

Accounting Exam



Task

- N5
 - Section 1
 - 2, 35 mark q
 - Section 2
 - 4, 15 mark qs
- Higher
 - Section 1
 - 2, 40 mark qs
 - Section 2
 - 2, 20 mark qs



More Details

- N5: 2 hours
- H: 2 hours 45 mins
- Written exam in examination hall



Importance

- N5
 - 130 marks of 180 overall
 - 72% of overall marks
- Higher
 - 120 marks of 180 overall
 - 67% of overall marks

Administration & IT Assignment – N5



Task

- Complete a number of tasks to support a business. E.g.
- Use desktop publishing to produce documents like letters and posters
- Send or reply to emails
- Schedule events on a calendar
- Prepare presentations



More Details

- February 2025
- 3 hours
- + printing time
- Completed under exam conditions
- Practical exam in computer suite



Importance

- 70 marks of 120 overall
- 58% of overall marks
- Critically important.
- Achieving 60 marks in this assignment means student has passed before the exam.

Administration & IT Assignment – H

 **SQA Past papers**



Task

- Complete a number of tasks to support a business. E.g.
- Use desktop publishing to produce documents like letters and posters
- Send or reply to emails
- Schedule events on a calendar
- Prepare presentations
- Prepare financial information using spreadsheets
- Search and sort databases



More Details

- March 2025
- 2 hours
- + printing time
- Completed under exam conditions
- 1 sitting
- Practical exam in computer suite



Importance

- 70 marks of 120 overall
- 58% of overall marks
- Critically important.
- Achieving 60 marks in this assignment means student has passed before the exam.

Business Management Assignment



Task

- Research a business topic
- Analyse research findings
- Make conclusions/ recommendations on research findings
- Present in a business report



Time

- Immediately following the February Break
- N5: 5 hours for write up
- H: 8 hours for write up
- Field research can be conducted out with the classroom
- e.g. gathering survey results, screenshots of websites, etc.



Importance

- 30 marks of 120 overall
- 25% of overall marks
- Grade booster
- Can increase overall result by 2 grade bands.

**UNDERSTANDING
STANDARDS**

Business Management Exam



Task

- Case study and theory questions from 5 topic areas:
- Understanding Business
- Marketing
- Finance
- People
- Operations



More Details

- N5: 2 hours
- H: 2 hours 45 mins
- Written exam in examination hall



Importance

- 90 marks of 120 overall
- 75% of overall marks

Administration & IT Exam – N5

 **SQA Past papers**



Task

- Complete a number of tasks to support a business. E.g.
- Prepare financial information using spreadsheets
- Search and sort databases
- Theory



More Details

- April 2025
- 2 hours
- + printing time
- Completed under exam conditions supervised by an invigilator
- Practical exam in computer suite



Importance

- 50 marks of 120 overall
- 42% of overall marks

Administration & IT Exam – H



Task

- Case study
- Theory questions e.g.
- Uses of software
- Customer service
- Workplace legislation



More Details

- April 2025
- 1 hr 30 mins
- Written exam in examination hall.



Importance

- 50 marks of 120 overall
- 42% of overall marks

Computing Science Assignment



Task

- Split into 2 parts:
 - Database design & Development
 - Software Design & Development



Time

- Immediately following the February Break
- 6 hours



Importance

- 40 marks of 120 overall
- 33% of overall marks
- Can increase overall result by 3 grade bands.

**UNDERSTANDING
STANDARDS**

Computing Science Exam



Task

- Short response theory questions
- Problem solving via programming or design questions
- Writing an algorithm or programming code



More Details

- May 2025
- N5 – 1 hr 30 mins
- H – 2 hours
- Written exam in examination hall.



Importance

- 80 marks of 120 overall
- 67% of overall marks

Top Tips for Computing Science



Assignment

- Completing previous Assignments
- Identify strengths and weaknesses
- Time management



At Home

- Regular review learning throughout the course
- Check understanding of practical concepts
- Achieve website or SQA past papers
- Practice – online tools eg W3Schools



Teams

- Onenote pages for course content
- Grades section to check feedback on tasks completed
- Links to materials used in class

Higher Economics Exam



Task

- Applying knowledge
- Data handling
- Analyse economic data
- Section 1:
 - 2 questions of 15 marks
- Section 2:
 - 3 questions of 20 marks



More Details

- May 2025
- H – 2 ½ hours
- Written exam in examination hall.



Importance

- 90 marks of 120 overall
- 75% of overall marks

Higher Economics Assignment



Task

- Choose economics topic to research from suggested list in the style of a question eg
 - *To what extent will rising costs of energy impact the UK economy?*
- Analyse research findings
- Make conclusions/ recommendations on research findings
- Present in a business report



More Details

- March 2025
- 8 hours for write up
- Field research can be conducted out with the classroom.
 - Eg surveys, interviews



Importance

- 30 marks of 120 overall
- 25% of overall marks

N5 Economics Exam



Task

- Applying knowledge
- Data handling
- Analyse economic data
- Section 1:
 - 2 questions of 15 marks
- Section 2:
 - 3 questions of 20 marks



More Details

- May 2026
- 2 hours
- Written exam in examination hall.



Importance

- 90 marks of 120 overall
- 75% of overall marks

N5 Economics Assignment



Task

- Choose economics topic to research from suggested list in the style of a question eg
 - *To what extent will rising costs of energy impact the UK economy?*
- Analyse research findings
- Make conclusions/ recommendations on research findings
- Present in a business report



More Details

- March 2025
- 5 hours for write up
- Field research can be conducted out with the classroom.
 - Eg surveys, interviews



Importance

- 30 marks of 120 overall
- 25% of overall marks

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National 5 Business Management - question paper

Question paper 2022 (All links open as PDF files)

- ◆ [2022 Question Paper](#) (External link to SQA website)
- ◆ [2022 Marking Instructions](#) (External link to SQA website)
- ◆ [Question 1 Candidate Evidence](#)
- ◆ [Question 1 Annotated Evidence](#)
- ◆ [Question 1 Commentary](#)
- ◆ [Question 2 Candidate Evidence](#)
- ◆ [Question 2 Annotated Evidence](#)
- ◆ [Question 2 Commentary](#)
- ◆ [Questions 3 to 7 Candidate Evidence](#)
- ◆ [Questions 3 to 7 Annotated Evidence](#)
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www.understandingstandards.org.uk/

Achieve – Learn First

Financial Accounting	Management Accounting	Financial Theory	Management Theory	Spreadsheets
Business documents				
Invoices				
Copy invoices				
Credit notes				
Copy credit notes				
Calculating trade discount, cash discount and VAT				
Statement of account				
Ledger accounts				

Achieve – Practice

The screenshot displays the Achieve – Practice web application. A modal window is open, titled "Past paper questions: Preparing a trial balance from a list of balances". The modal contains four question cards arranged in a 2x2 grid. Each card has a header for the question paper and two links for the question and its solution. The background shows a sidebar with navigation links like "Learn", "National", "Financial A", "Business doc", "Invoices", "Copy invoices", and "Credit notes". The top navigation bar includes "Home", "My", and a "SUCCEED" button. The bottom right of the modal has a "Close" button.

Past paper questions: Preparing a trial balance from a list of balances			
2022 Question Paper		2019 Question Paper	
Question 3	Solution	Question 5	Solution
2018 Question Paper		Specimen Question Paper	
Question 5	Solution	Question 5(a)	Solution
Close			