

National Qualifications 2010

Standard Grade Accounting and Finance - Practical Abilities

Instructions to Teachers on the Project

1 General

Please study carefully paragraph 5 4 *Internal Assessment of Practical Abilities* of the Arrangements in Accounting and Finance document issued in 1990.

2 Instructions to Candidates

You should issue a project, at the appropriate Level, to each candidate and instruct the candidates to:

- a check the contents of the project;
- b enter details of their Centre, Name, Date of Birth and Scottish Candidate Number on the front cover of the **Internal Assessment Flyleaf**.

You should remind the candidates that:

- c the project **must** be their own work. If it is established that the work of another candidate has been submitted as their own, the Scottish Qualifications Authority may cancel awards in all their subjects;
- d requests for teacher assistance, if excessive, may reduce the grade awarded for the work. (Teachers should distinguish between clarification and assistance - see paragraph 5 4 2 of the Arrangements);
- e no work or material may be taken out of the centre.

3 Weightings for Projects

		<i>Weighting</i>
A	Foundation Level Project	
	Area A Source Documents to Trial Balance Tasks 1 – 15	5
	Area B Financial Statements Tasks 16 and 17	3
	Area C Analysis, Interpretation and Decision Making Tasks 18 and 19	2

		<i>Weighting</i>
B	General Level Project	
Area A	Source Documents to Trial Balance Tasks 1 – 4	4
Area B	Financial Statements Tasks 5 and 6	3
Area C	Analysis, Interpretation and Decision Making Tasks 7 – 9	3
C	Credit Level Project	
Area A	Source Documents to Trial Balance Tasks 1 – 3	3
Area B	Financial Statements Task 4	3
Area C	Analysis, Interpretation and Decision Making Tasks 5 – 7	4

4 Assessment

You should:

- Assess each project and record the marks on the **Internal Assessment Flyleaf** for each candidate concerned in accordance with paragraph 5 4 3 of the Arrangements.
- Enter the final grade for each candidate in the appropriate box on the front page of the **Internal Assessment Flyleaf**.
- Retain these forms and the projects.

Forms to record and submit the final grades to SQA will be issued to centres in Spring 2010. Centres will be informed of the timescales for submission when dates have been finalised.