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**Subject Guidance for**

**Higher Administration**

**Key Skills and Techniques to practice**

* Become a regular proof reader of your own practical work: have you displayed the formulae required? Can you see all the data on your printout? Have you spell checked your word processing? Is it justified? Page Numbered? etc. Try to spot any errors before someone else does!
* Have you entered and re-entered a formulae that just isn’t working? You might try to take the whole formula out and start again with a fresh attempt. Sometimes you can just make the formulae ‘more wrong’ by trying to fix it!
* Become used to using the ‘wizard’ formulae tools – they are there to help you.
* If you become stuck on a problem while working at home – try a simple Internet search. *“How do I use a SUMIF formulae in Excel?”* There are lots of useful guides out there to help you.
* Accuracy is important in the IT assignment. Equally, showing that you have fully followed the instructions is also a way to gain marks.(print formula, show gridlines etc)

**Golden Rules**

* Work on SQA past papers throughout the year – timed and untimed
* MARK your own papers using the SQA Marking Instructions
* Proof Read your work – both practical and theory

**Read each question 3 times.** Read **once** quickly looking at the knowledge topic, **read** **again** more carefully looking at Command words and mark allocation and then answer the question. When you have written your answer, **read** the question AND your answer again to check you have fully answered this.

Make sure your TIMING is correct in both theory and practical assessments. Don’t spend 35 mins on a low mark question and run out of time for the rest of the paper!

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**Key Points to remember**

* Complete as many past papers as possible to practise integrated IT skills and also to become familiar with theory questions. This also helps to familiarise yourself with the language and the contextual nature of the IT tasks required. For example, in class, specific instructions may be given on which formulae to use or what type of task is required. In an exam situation, students will have to work out themselves whether to use a spreadsheet or database, a VLOOKUP or a Nested IF formulae
* In class, we have been working on becoming familiar and confident with using SQA Command Words (Describe, Discuss, Justify, Explain, Compare) and also applying these words within the exam question structure:

**MARK ALLOCATION + KNOWLEDGE POINTS + SQA COMMAND WORDS**

This tells us how we should we answering the question, what the topic of knowledge is and how many points we need to include.

* **If you can’t find the marks – a marker can’t either!** As you are writing be checking that you are following the command words and providing enough points to gain the full marks for the question.