

Our new Business Education  
Flyer/Order Form for 2022/23  
follows this information page.  
Thank you.



# Pegasys Educational Publishing

## COVID-19: Update and Information for 2022/23

Pegasys Publishing is continuing to respond to COVID-19 and will deliver its services and materials as per last session's model

The outbreak of COVID-19 has changed everything about the way we live and work. Our thoughts, here at Pegasys, are with all those who have been affected by the Novel Coronavirus (COVID-19) and we hope that you and your family and friends are safe and well.

Our philosophy as a business is to approach this situation with empathy and urgency. Our top priority is the continuing health and safety of our staff, our customers and their students.

Below you will see details of the changes we are again making in getting our flyers/order forms to you as well as in the ordering arrangements and the electronic delivery of our materials.

### Pegasys Publishing - Business as usual - Supporting schools and colleges

As usual Pegasys Educational Publishing is offering unique and original assessment and support materials for the 2022-23 session for both Mathematics and Business Education.

We are also offering practice, support and revision materials for English and all three Sciences.

#### Flyers & Order Forms:

Once again, for health and safety reasons, **we will not be posting out** our new Flyers/order forms for 2022/23. All our new flyers & order forms for 2022/23 can be found and downloaded from our website [www.pegasyspublishing.co.uk](http://www.pegasyspublishing.co.uk)

#### Ordering:

Materials can be ordered in the normal way (through a relevant order form). However we would ask you to email the order form(s) back to us at [pegasyspublishing@gmail.com](mailto:pegasyspublishing@gmail.com) if at all possible. If you prefer an order can be faxed to 01236 430006. We will, of course, still accept posted order forms if this suits you better.

#### Delivery of Materials:

Once again we are removing the options to have your materials delivered on CD Rom or in paper format. For the reasons of safety we will be emailing all materials to you (**i.e. electronic delivery of materials only**). All our order forms now contain a box for an email address to be entered. Your order will be emailed to the address you give on the form (more information on this can be found on the order form itself).

Invoices will be emailed along with the materials unless required to be sent separately to your local authority as per their usual instructions or under any new instructions pertaining to COVID-19.

**As always, if you have any questions, concerns or suggestions, please don't hesitate to get in touch with us. Thank you.**

Our email address ....

[pegasypublishing@gmail.com](mailto:pegasypublishing@gmail.com)

Our website ....

[www.pegasypublishing.co.uk](http://www.pegasypublishing.co.uk)



Serving Scottish education  
since 1995!

# Pegasys Educational Publishing

## Prelim/Practice Examinations 2022/2023

### BUSINESS MANAGEMENT

### ADMINISTRATION

### ACCOUNTING

Please read ...

*All our papers dated 2022/2023 are sight unseen and all questions within are unique and original to this session.*

*These papers are not in the public domain and come sealed with a security seal.*

*Detailed guidance notes re: security and validity will accompany each order.*

**Prelim/Practice Papers** - *provide a realistic examination experience for your students.*

- CFE Higher Business Management - Prelim 2022/2023
  - CFE National 5 Business Management Prelim/Practice Exam 2022/2023
  - CFE Higher Administration & IT - Prelim 2022/23 (full unique Assignment included)
  - CFE National 5 Administration & IT Prelim/Practice Exam 2022/2023
  - CFE Higher Accounting - Prelim 2022/2023
  - CFE National 5 Accounting Prelim/Practice Examination 2022/2023
- \* All papers are accompanied by detailed marking schemes
- \* No copyright problems - copy as many as you need within your own establishment
- \* All content proofed for suitability, accuracy and difficulty

Newest up-to-date timings & mark allocations across all our prelims!!

Please read.....

We are aware that changes in content, timings & mark allocations have now been in a semi-fluid state for all SQA courses and examinations over the last few years. All our prelims will mirror any changes. **Any further alterations coming to light after the publication of this flyer, will be taken into account, and applied, by the time our prelims are published and delivered to establishments.** Thank you.

## CFE Higher Business Management - Prelim Examination 2022/2023

**Prelim paper for the new CFE Higher NQ covering all the topics from the three mandatory units ... *Understanding Business, Management of People and Finance and Management of Marketing and Operations.***

**All questions are original and unseen – unique to 2022/2023**

The examination follows the **new 2019 CFE Higher NQ** examination format in **content, structure and timing** (2 hours 45 minutes).

**Section 1** – Case Study ..... compulsory questions – **30 marks**.

**Section 2** – Extended response course questions - **60 marks** (all questions in this section are compulsory).

The questions will be set at a standard that mirrors the requirements of the final assessment.

This would constitute evidence of pupils working beyond the "basic competency level" as well as being an invaluable aid in preparing pupils to sit the final examination.

***The paper will be balanced with marks correctly allocated across the outcomes following the new external assessment specifications. A detailed marking scheme is included.***

**New timings & mark allocations!!**

## CFE National 5 Business Management - Prelim Examination Paper 2022/2023

**National 5 Business Management Practice/Prelim examination paper 2022/2023 covering all the topics in the three mandatory units *Understanding Business, Management of People and Management of Marketing and Operations.***

**This practice paper mirrors the new SQA National 5 Business Management examination format.**

**This prelim examination paper has been extended by 20 marks and is therefore now out of a total of 90 marks.**

Predicted total duration - 1 hour 55 mins. **A detailed marking scheme is included.**

**All questions are original, unseen and unique to 2022/2023.**

## CFE Higher Administration & IT – Prelim Examination 2022/2023

**Prelims/Assessments provided for both Added Value components of the course assessment.**

**Component 1 – Question Paper (1 hour 30 minutes)**

This will assess skills, knowledge and understanding from the mandatory information on course coverage in the *Administrative Theory and Practice* and *Communication in Administration* Units.

- Section 1 will contain a stimulus and candidates will be required to apply their responses to the stimulus when answering the questions. **Section 1 will be worth 10 marks.**
- Questions in **Section 2 will be worth 40 marks** and will draw from other areas of the course and will consist of a range of short and extended response questions. These questions will not require reference to the stimulus text.

**Component 2 – "Assignment"**

**All questions are original, unseen and unique to 2022/2023!!**

This sample assignment will give learners an opportunity to demonstrate the following:

- use of complex IT functions in word processing, spreadsheets, databases, desktop publishing, and presentation software to produce, process and manage information and solve problems in unfamiliar contexts
- skills in electronic research to source complex information
- skills in effective communication, taking account of its context, purpose and audience
- a wide range of administrative skills related to planning and organising to complete the assignment

**Detailed marking schemes are included, following new conventions for command words.**

**New timings & mark allocations!!**

# CFE National 5 Administration & IT - Prelim/Practice Paper 2022/2023

## Component 1 – Question Paper

This component will give candidates the opportunity to demonstrate .....

... use of IT functions in spreadsheet, database applications to produce and process information, skills in problem-solving and knowledge of administration theory.

**50 marks are allocated to this assessment and all questions/tasks are mandatory.**

**All questions are original and unseen – unique to 2022/2023**

## Component 2 – Assignment

This component will give candidates the opportunity to demonstrate .....

... skills in using IT functions in word processing, desk-top publishing, and presentations to produce and process information; skills in using technology for investigation and for electronic communication; skills in problem-solving; knowledge of administration theory.

**70 marks are allocated to this assessment and all questions/tasks are mandatory.**

# CFE Higher Accounting - Prelim Examination 2022/2023

**Prelim paper for the new CFE Higher Accounting NQ covering all the topics from the three mandatory units ...**

***Preparing Financial Accounting Information, Preparing Management Accounting Information and Analysing Accounting Information.***

The examination follows the **new 2019 CFE Higher NQ** examination format in **content, structure and timing** (2 hours 30 minutes).

**Section 1** – Consists of **two** mandatory questions (40 marks each) and is worth **80 marks**.

**Section 2** – Consists of **two** mandatory questions (20 marks each) and is worth **40 marks**.

***New timings & mark allocations!!***

**All questions are original and unseen – unique to 2022/2023**

***The paper will be balanced with marks correctly allocated across the outcomes following the new external assessment specifications. A detailed marking scheme is included.***

# CFE National 5 Accounting - Prelim/Practice Examination Paper 2022/2023

**National 5 Accounting Practice/Prelim examination paper 2022/2023 covering all the topics in the three mandatory units *Preparing Financial Accounting Information, Preparing Management Accounting Information and Analysing Accounting Information.***

**This practice/prelim paper mirrors the new SQA National 5 Accounting examination format.**

**This prelim examination paper may be extended by 30 marks and would therefore be out of a total of 130 marks (we are awaiting information/confirmation on this).**

**All questions are original and unseen – unique to 2022/2023**

**Total duration - to be finalised. A detailed marking scheme is included.**

- \* **All materials will be emailed out late September 2022 (following COVID-19 regulations). Orders received after the above date will usually be dispatched within a few days.**
- \* **Establishments/local authorities will be invoiced for payment as per COVID-19 arrangements.**
- \* **All orders are VAT free.**                      \* **We accept orders throughout the year.**
- \* **Contact us ... tel/fax: 01236 430006    email: pegasyspublishing@gmail.com  
web: www.pegasyspublishing.co.uk**

***Unique CFE Materials for 2022/2023!!***

*Please use the order form on the next page and send it, via your establishment's finance department, to the email address given on the form .  
You may, if you prefer, fax your order to 01236 430006 or post it to the address given.  
Due to Covid-19 we would prefer if you either emailed or faxed your order, however we will of course accept orders by post. Thank you.*



# BUSINESS EDUCATION ORDER FORM 2022/2023

Email completed form to:  
 pegasyspublishing@gmail.com  
 or Fax to:  
 01236 430006  
 by post:  
 Pegasys Educational Publishing  
 6 Heathery Lea Avenue  
 Carnbroe Estate  
 Coatbridge, ML5 4JT

All our 2022/2023 Prelim Papers have gone through a meticulous screening process. They have been rigorously proofed for suitability and accuracy in order to meet the standards you expect.

Please note ... all the prelims/practice papers listed below are sight unseen and unique to the session 2022/2023.

Ease your workload by ordering our quality resources today!

		PLEASE TICK
CFE Higher Business Management Prelim 2022/2023 (newest format)	£34.00	<input type="checkbox"/>
CFE National 5 - Business Management – Practice/Prelim Examination 2022/2023	£26.00	<input type="checkbox"/>
CFE Higher Administration & IT Prelim 2022/2023 (includes unique Assignment)	£34.00	<input type="checkbox"/>
CFE National 5 - Administration & IT – Practice/Prelim Examination 2022/2023	£26.00	<input type="checkbox"/>
CFE Higher Accounting Prelim 2022/2023 (newest format)	£34.00	<input type="checkbox"/>
CFE National 5 - Accounting – Practice/Prelim Examination 2022/2023	£26.00	<input type="checkbox"/>

Due to the ongoing situation with COVID-19 and the safety regulations now in place we are only offering our materials in electronic format (i.e. by email) this year. So there is no option for paper copies to be ordered nor will we be sending out CD Roms this session. I hope you understand the need for these precautions.

Any materials ordered from this form will be delivered to you electronically so please complete the box below giving a working email address that you would like the materials sent to.

Please note: preferably the email address given is connected to your establishment (ie your personal school email, your school office email or a "glow" email). Thank you.

please write your email address here

Email address for ordered materials

[Invoices will be emailed along with the materials unless sent separately to your local authority as per their usual instructions or under any new instructions pertaining to COVID-19]

Your Details : Name of School/College: \_\_\_\_\_  
 (or centre)

Your Name: \_\_\_\_\_ Date : \_\_\_\_\_

Please ensure that you have completed all relevant parts of this order form in particular your email address in the box above.

This order form should be passed to your establishment's finance department who may wish to attach an order form of their own.

Form(s) should then be emailed to [pegasyspublishing@gmail.com](mailto:pegasyspublishing@gmail.com), faxed to 01236 430006 or posted if necessary to the address given on the previous page of this form. Thank you for ordering from Pegasys Publishing.