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Prelim/Practice Examinations 2023/2024

BUSINESS MANAGEMENT

ADMINISTRATION & IT

(Please note ... Accounting materials not available for this coming session)

Please read ...

All our papers dated 2023/2024 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.*

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

- CFE Higher Business Management - Prelim 2023/2024
- CFE National 5 Business Management Prelim/Practice Exam 2023/2024
- CFE Higher Administration & IT - Prelim 2023/24 (full unique Assignment included)
- CFE National 5 Administration & IT Prelim/Practice Exam 2023/2024

- * 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

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.

Please read...

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CFE Higher Business Management - Prelim Examination 2023/2024

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 2023/2024

The examination follows the **CFE Higher NQ** examination format in **content, structure and timing** (Please note timings marks etc., could be subject to last minute changes).

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

Section 2 – Extended response course questions - **90 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.***

Original timings & mark allocations!!!

CFE National 5 Business Management - Prelim Examination Paper 2023/2024

National 5 Business Management Practice/Prelim examination paper 2023/2024 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 SQA National 5 Business Management examination format.

Section 1 - 40 marks Section 2 – 50 marks

Total duration -2 hours. A detailed marking scheme is included.

All questions are original, unseen and unique to 2023/2024.

CFE Higher Administration & IT – Prelim Examination 2023/2024

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 2023/2024!!

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 2023/2024

Component 1 – Question Paper ~ Duration - 2 hours

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 2023/2024

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.

* **All materials will be emailed out late September 2023 (following COVID-19 regulations).**

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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 emailed your order, however we will of course accept orders by fax or post. Thank you.



BUSINESS EDUCATION ORDER FORM 2023/2024

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All our 2023/2024 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 2023/2024.

Ease your workload by ordering our quality resources today !

| | | PLEASE TICK |
|--|--------|--------------------------|
| CFE Higher Business Management Prelim 2023/2024 (newest format) | £34.00 | <input type="checkbox"/> |
| CFE National 5 - Business Management – Prelim Examination 2023/2024 | £26.00 | <input type="checkbox"/> |
| CFE Higher Administration & IT Prelim 2023/2024 (includes unique Assignment) | £34.00 | <input type="checkbox"/> |
| CFE N5 - Administration & IT – Prelim 2023/2024 (includes unique Assignment) | £26.00 | <input type="checkbox"/> |
| H Accounting Prelim not available for 2023/2024 | | <input type="checkbox"/> |
| N5 Accounting Prelim not available for 2023/2024 | | <input type="checkbox"/> |

Since the onset of COVID-19 and the safety regulations now in place we are only offering our materials in electronic format (i.e. by email). So there is no option for paper copies to be ordered nor will we be sending out any CD Roms. I hope you understand the continuing 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.

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