

CASTLE DOUGLAS HIGH SCHOOL

How to Pass Higher & National 5 Business Management

Final Exam

At both National 5 and Higher, all questions are compulsory.

The written exam is worth 75% of the marks at National 5 and Higher.

National 5 - 2 hours: 2 case studies (20 marks each) and 5 questions (10 marks each).

Higher - 2 hours 45 minutes: one case study (30 marks) and 4 questions (15 marks each).

Assignment

The coursework assignment at National 5 and Higher is worth 25% of the marks. Pupils have to research a local business or club. They have to investigate a business problem; suggest viable solutions; and determine the most suitable solution. At Higher, this has to be linked to an area of theory such as the Decision Making Model; SWOT Analysis; PESTEC Analysis; Ratio Analysis; Product Portfolio Analysis.

Pupils are given individual direction regarding businesses and topics. Research is set for homework, and advice given on how to proceed at each stage. The write up is undertaken in class, under exam conditions, by the end of the second week in March.

Parents and relatives may help by allowing pupils to investigate family businesses or places of employment. Completion of a short questionnaire or interview questions compiled by pupils is sufficient first hand information to contribute to the Assignment.

Course Notes

Core notes are provided for each unit at both National 5 and Higher. These can be taken home for completion of homework and study purposes. BrightRed textbooks are also used in class at the appropriate level.

Suggested Reading

Pupils may also wish to purchase Leckie & Leckie Course Notes, Success Guides or Practice Papers for additional study at home.

Supported Study

Pupils may request supported study at lunchtimes in Room 16.

Electronic Resources

Pupils studying Higher have been issued with a username and password for “Scholar”. This links to Herriot Watt University’s resources for Higher CfE Business Management, providing notes, exercises and revision materials.

Both National 5 and Higher pupils can access BrightRed Digital Zone.

Pupils may also bring in a memory stick to copy all notes, powerpoints, past papers and solutions.

Absence from class

If pupils are absent due to illness, parents can request work to be sent home. Please email gw09mitchellclaire01@glow to request work or to discuss any difficulties your child may be having in Business Management.

EXAM TIPS

Learn the Command Words for your subject and answer what is being asked. These are available on SQA website and are also given at the end of this document.

For all levels – as you read the questions!

C	Circle	the command word
U	Underline	any key words
B	Box	the number of marks
E	Explain	the question in your own words

General

1. Clearly label question numbers
2. Take time to make writing legible
3. Leave a few lines under each question to add to it at the end if needed
4. 'Bulleted' answers are acceptable (and can save time) but ensure that enough detail is given to be awarded the marks available.
5. Up-to-date examples **may** be credited with development of points, **where appropriate**.
6. When a diagram is asked for, the answer will not get full marks unless the diagram is there.
7. When a diagram is NOT specifically asked for, it is likely to attract marks, but you can gain all the marks without it.
8. Marks awarded are an indication of the depth of answer being sought.
9. One word answers for 'descriptions' are very unlikely to gain marks – usually expansion of the answer is required.
10. Be careful your response relates to what was actually asked – be clear of Command Words.

National 5

Command word	Definition
Compare	Identify similarities and differences between two or more factors
Define	Give a clear meaning
Describe	Provide a thorough description
Distinguish	Identify the differences between two or more factors
Explain	Give details about how and why something is as it is
Give	Pick some key factors and name them
Identify	Give the name or identifying characteristics of something
Name	Identify or make a list
Outline	State the main features
Suggest	State a possible reason or course of action (no development required)

Higher

Command word	Definition
Compare	Identify similarities and differences between two or more factors
Describe	Provide a thorough description
Discuss	Examine closely taking account of strengths and weaknesses in an argument; offer reasons for and against
Distinguish	Identify the differences between two or more factors
Explain	Give details about how and why something is as it is
Identify	Give the name or identifying characteristics of something
Justify	Give reasons to support suggestions, conclusions
Outline	State the main features