



Higher
Coursework
Assessment Task



Higher Administration and IT Assignment

Assessment task – Gadot Amateur Athletics Club

Instructions for teachers and lecturers

Valid for session 2020-21 only.

This document is given to centres in strictest confidence. You must keep it in a secure place until it is used.

This edition: January 2021 (version 1.0)

© Scottish Qualifications Authority 2021

Instructions for teachers and lecturers

Before candidates start the assignment, you must download the following e-files and make them available for candidates to use. You must keep the files secure and candidates must not access them in advance of assessment.

- ◆ **Awards** – this is a spreadsheet file with 1 comment/note
- ◆ **Cafe Supplies** – this is a spreadsheet file
- ◆ **Club Logo** – this is a PNG file but can be saved as a word file, if required
- ◆ **Guest Information** – this is a PowerPoint file with 5 comments
- ◆ **Headed Paper** – this is a word-processing file
- ◆ **Itinerary** – this is a word-processing file with 1 comment
- ◆ **Letter** – this is a word-processing file with 4 comments

You must also provide candidates with a valid e-mail address.

Administrative information

Published: January 2021 (version 1.0)

History of changes

Version	Description of change	Date

Security and confidentiality

This document can be used by practitioners in SQA approved centres for the assessment of National Courses and not for any other purpose.

This document may only be downloaded from SQA's designated secure website by authorised personnel.

© Scottish Qualifications Authority 2021