



National 5
coursework
assessment task



National 5 Administration and IT Assignment – Glenbraes Youth Centre Instructions for teachers and lecturers

Valid for session 2025-26 only.

We provide this document to centres in the strictest of confidence. You must keep it secure.

This edition: February 2026 (version 1.0)

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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 e-files secure, and candidates must not access them in advance of the assessment or between assessment sittings.

- ◆ **Advertising Presentation** – a presentation file
- ◆ **Club Costs** – a jpg file
- ◆ **Consent Form** – a word-processing file with 3 comments
- ◆ **Dream, explore, achieve!** – a word-processing file with 2 comments
- ◆ **Employees** – a spreadsheet file
- ◆ **Final Week Itinerary** – a word-processing file with 1 comment
- ◆ **Glenbraes Logo** – a jpg file
- ◆ **Reviews** – a word-processing file
- ◆ **Summer Bonanza** – a word-processing file with 3 comments
- ◆ **To-do list** – a word-processing file

Candidates must include their Scottish Candidate Number on all printouts submitted. This can either be keyed-in or handwritten.

You must not write notes on the printed candidate evidence. If any of your candidates experience ICT issues during the assignment, you can report these to Qualifications Scotland using our online ICT issues form. The form is available from our secure website.

At the end of the assignment, candidates must check they have all their printouts and place them in the correct order behind the flyleaf. **Teachers and lecturers should support candidates with this at the end of the assessment.** Additional time is permitted for printing. Candidates can reprint missing pages during this time, but they must not complete any further tasks.

Additional instructions for 2025-26

E-mail

Candidates require 2 e-mail addresses, they are required to reply to an e-mail copying in another person. One of these can be your own e-mail address.

You must copy and paste the following information into an e-mail and send the e-mail to each candidate individually.

Subject Heading: Glenbraes Primary School Enquiry

Hi

We are keen to advertise the summer holiday club. Attach a copy of your advertising poster and send me your social media information. I would like to add this to our school website.

Regards

Helen

Mrs Helen Grandison
Headteacher
Glenbraes Primary School

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

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

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

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