



National 5
Coursework
Assessment Task



National 5 Administration and IT Assignment – Watch the Wild Instructions for teachers and lecturers

Valid for session 2021-22 only.

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

This edition: February 2022 (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 files secure and candidates must not access them in advance of assessment.

- ◆ **Background** – a word-processing file
- ◆ **Camera** – a presentation file
- ◆ **Donald** – a jpeg file
- ◆ **Itinerary** – a word-processing file with 7 comments
- ◆ **Magazine Advert** – a word-processing file with 5 comments
- ◆ **Quote** – a word-processing file
- ◆ **ScotXplorer Logo** – a jpeg file
- ◆ **To-do list** – a word-processing file
- ◆ **Tourists** – a spreadsheet file
- ◆ **Watch the Wild** – a word-processing file with 3 comments

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

E-mail

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

Subject Heading: Enquiry

Hi

I use a wheelchair and would like further information about facilities and accessibility options available on the Watch the Wild tour.

Once I hear back from you, I will then be able to confirm whether I would like to book.

Regards

Sandi Koslowski

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 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.

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