N5

National 5
Coursework
Assessment Task

National 5 Administration and IT Assignment

Assessment Task — Milton Community Centre

Valid for session 2024–25 only.

SQA provides this assessment to centres in the strictest of confidence. You must keep it in a secure place until it is used, between sittings and until the end of the assessment period.

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Instructions for candidates

This assessment applies to the assignment for National 5 Administration and IT.

This assignment has 70 marks out of a total of 120 marks available for the course assessment.

It assesses the following skills, knowledge and understanding:

- using IT functions in word-processing/desktop publishing and presentations to produce and process information
- using technology for investigation
- using technology for electronic communication
- problem solving
- administration theory

Your teacher or lecturer will let you know how the assessment will be carried out and any required conditions for doing it.

In this assessment, you have to work through a series of tasks:

- that assess the skills, knowledge and understanding listed above
- within 3 hours (excluding printing time)
- in a maximum of two sittings — where additional printing time is required, this should be completed immediately after each sitting

This is a closed-book assessment. However, you can use the internet when specifically instructed to do so.

Your teacher or lecturer will provide the following electronic files for you to use during the assignment:

- **Activities** — a presentation file
- **Agenda** — a word-processing file
- **Booking Form** — a word-processing file
- **Headed Paper** — a word-processing file
- **Letter** — a word-processing file
- **MCC Logo** — a jpg file
- **Milton Community Centre** — a word-processing file
- **QR Code** — a jpg file
- **Review** — a word-processing file
- **To-do list** — a word-processing file

Assessment Task

Milton Community Centre are planning a week of activities to celebrate 10 years of the Community Centre's opening. These 10th Anniversary Celebrations will take place from Sunday 1 June 2025 until Saturday 7 June 2025. You have been appointed as the Admin Assistant to the Community Chair, Audrey McIntyre.

The contact details are:

21 Old Mill Road
Milton
Invergordon
IV18 0PU

Tel: 07846902745
E-mail: miltoncommunity@mail.com
Web: www.miltoncommunity.net
Social media: @miltoncommunity

Your teacher or lecturer will provide you with e-mail addresses.

You must:

- complete each task in order
- action and delete all comments within files
- display your name and task number on each printout
- key-in or write your Scottish Candidate Number on all printouts
- ensure that the e-mail printouts show evidence of sending

TO-DO LIST

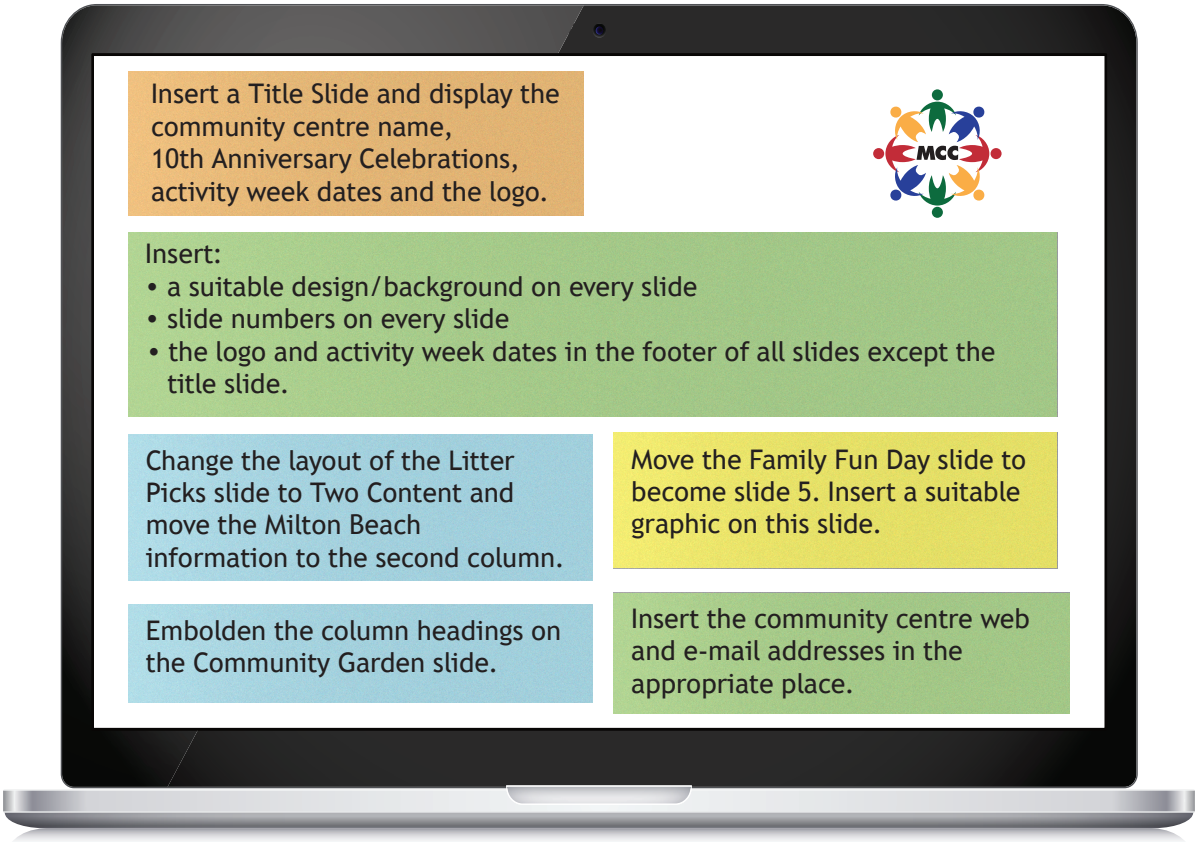
You should use the following table to make sure you have all the printouts required.

Task	Printouts	Marks available	Completed (✓)
1	Presentation: handout — 2 slides per page	12	
2	E-ticket	6	
3	Booking Form	9	
4	Theory — Milton Community Centre	9	
5	E-diary: ♦ monthly view ♦ reminder ♦ task	5	
6	Agenda	4	
7	E-mail	5	
8	Letter	8	
9	Internet printouts: ♦ baker ♦ driving directions	3	
10a	Review	5	
10b	E-mail	4	

Task 1

A presentation will be shown in the library the week before the 10th Anniversary Celebrations. Use the file **Activities** and the information below to complete the presentation.

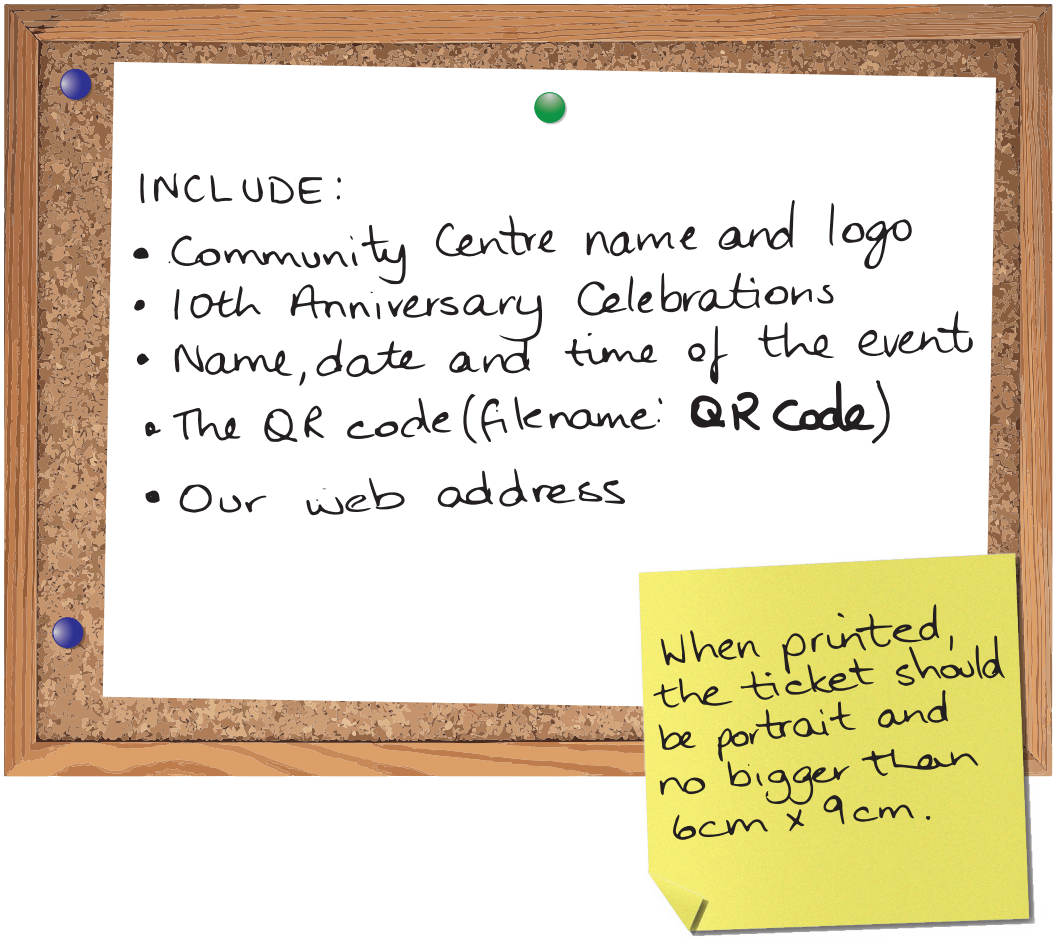
Print in handout format, 2 slides per page.



Task 2

Design an e-ticket for the Family Fun Day. It must contain the information below and include a variety of fonts and text formats.

Print a copy of the e-ticket.



Task 3

Complete the file **Booking Form** by following all instructions and using the information below. The form will be completed by hand or electronically and must fit on one page.

Print a copy of the completed form.

Insert the name of the centre and a suitable heading here.

All events are free and you can attend as many as you like!		
EVENT	DATE OF EVENT	NO OF TICKETS*
Litter Pick - Woodland		
Litter Pick - Beach		
Scavenger Hunt (8-15 years)		
Quiz Night (15 years+)		
Community Garden - Maintenance		
Community Garden - Planting		
Family Fun Day		

Contact Name	
Contact Tel No	
Contact E-mail	

Completed forms should be returned to Audrey McIntyre, 21 Old Mill Road, Milton, Invergordon, IV18 0PU or by e-mail to miltoncommunity@mail.com.

Once processed your e-ticket(s) will be sent to you at the e-mail address provided above. The QR code will be scanned upon entry to each event.

In the new row, below Family Fun Day enter the following sentence:
* Please state the number of tickets required for each event.

Use a larger font but ensure the text fits on one line only.

Insert a page border

Insert the Logo here

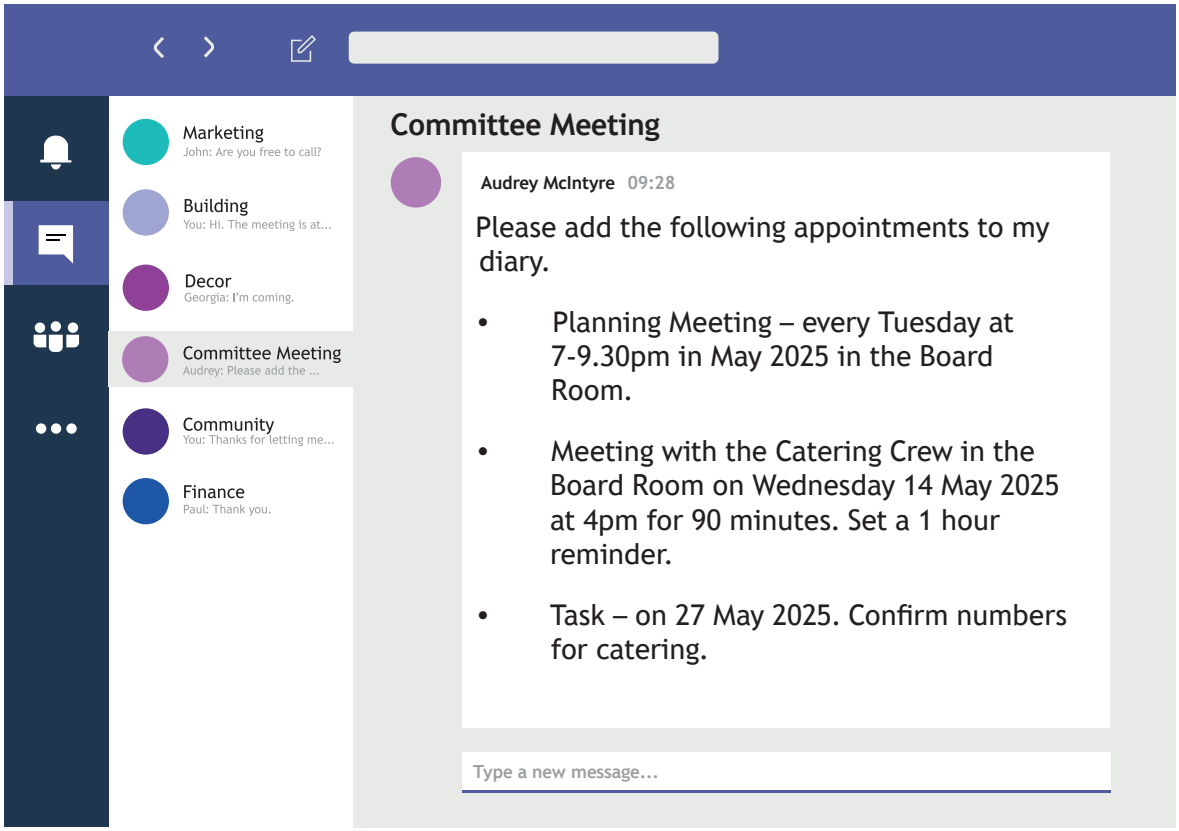
Task 4

Open the file **Milton Community Centre** and print a copy of the completed file.

Task 5

Following the Committee Meeting, Audrey has asked you to enter the appointments below (with locations) and the task into her electronic diary.

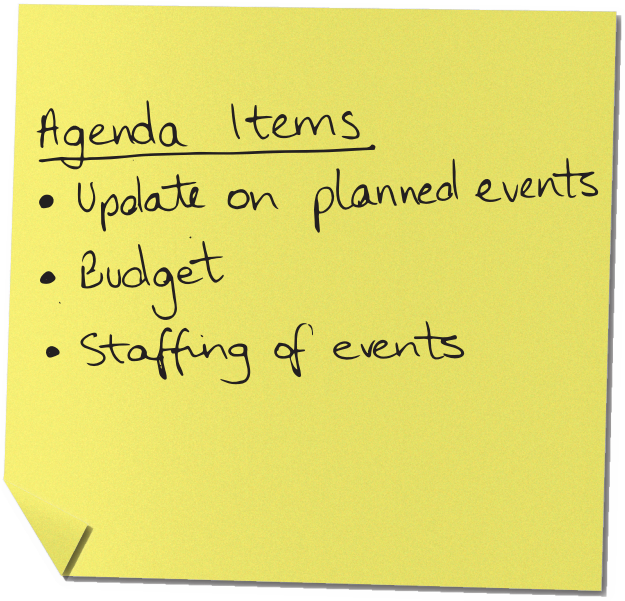
Print the diary in monthly view, evidence of the reminder and the task.



Task 6

Complete the file **Agenda** by following all instructions and using the information below.

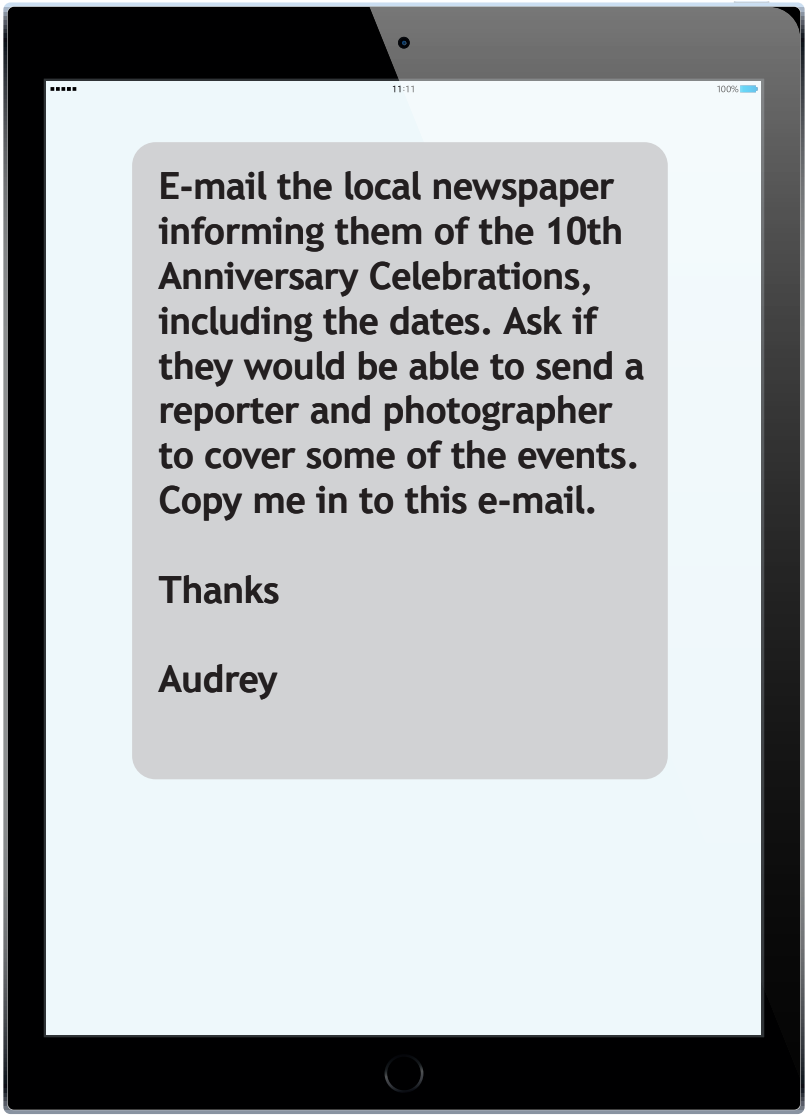
Print a copy.



Task 7

In your e-mail, create a signature block showing your name, job title and Milton Community Centre. You should use this on all e-mails you send.

Use the information below and print evidence of sending.



Task 8

Audrey has started a letter that she will send to a local business.

Update the file **Letter** following all instructions and using the information below.
Print a copy on one page.

- Include a suitable subject heading.
- Add in the following paragraphs after the second paragraph:

STET I ~~appreciate~~ ~~understand~~ that you must receive many similar requests. However, any support you are able to offer us will be gratefully received – all monies raised will go back into our community.

NP If you require ~~any more~~ additional information, please do not hesitate to contact me.

run on Thank you in advance.

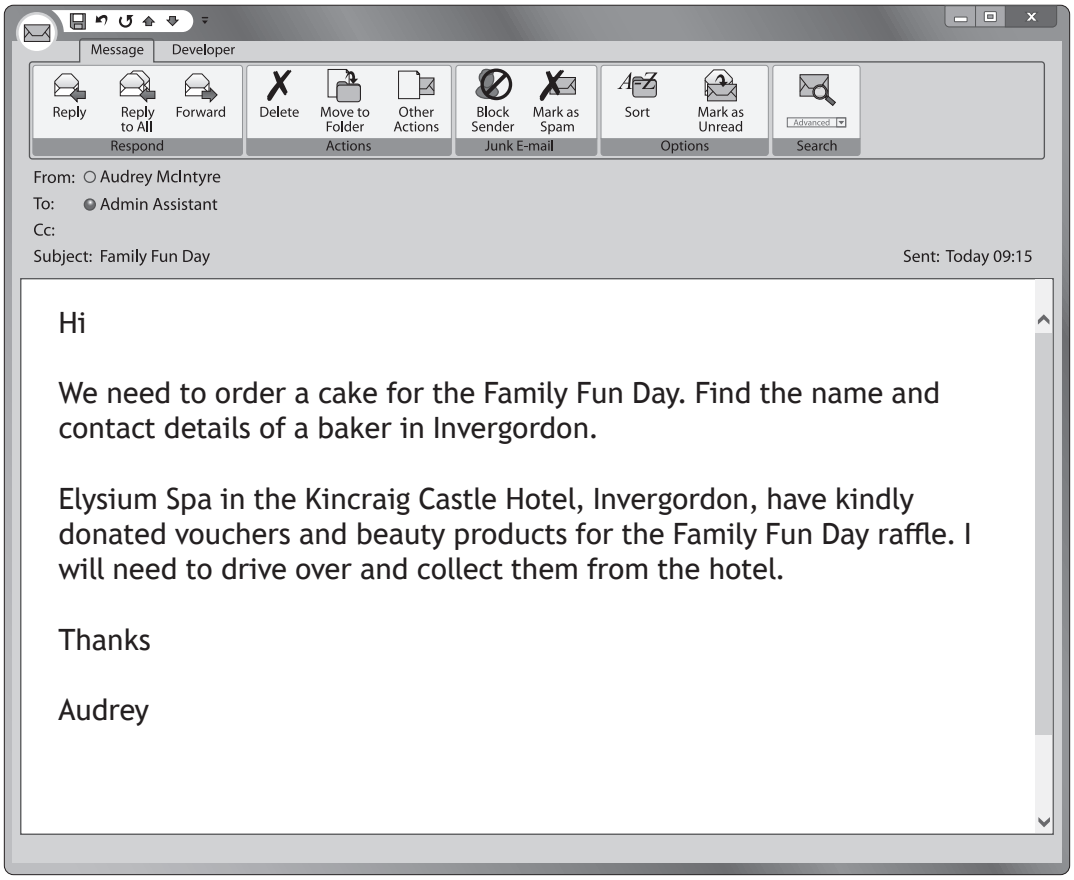
Yours sincerely

Address the letter to:

Mr Felix Kirk
Milton Watersports Club
Shore Road
Invergordon
IV18 0RE

Task 9

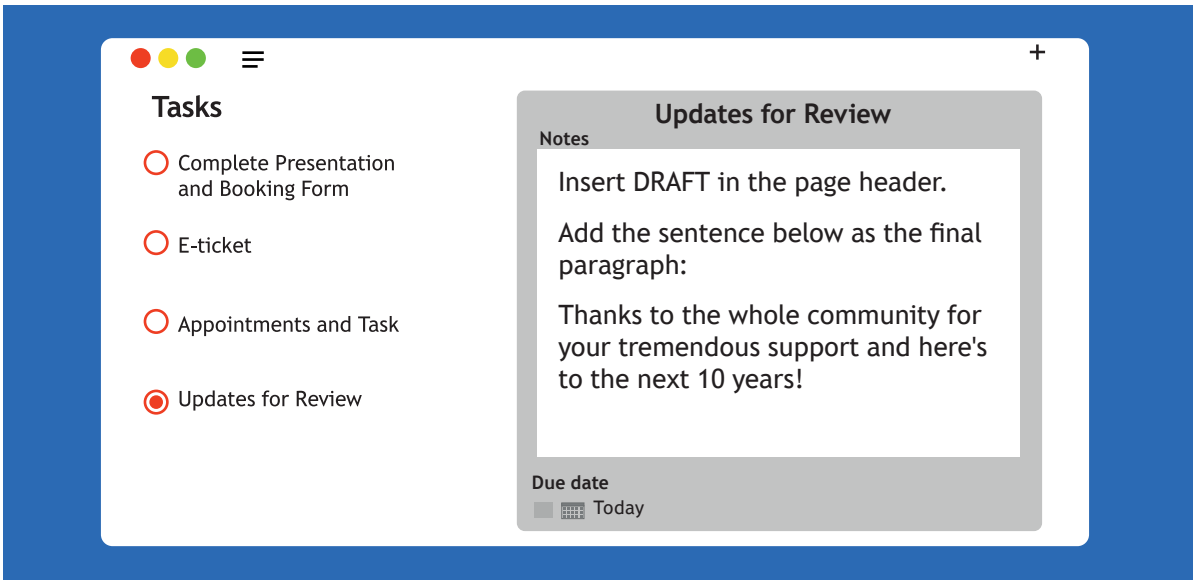
Access the internet to find the following information. Print evidence showing search results and driving directions from Milton Community Centre.



Task 10a

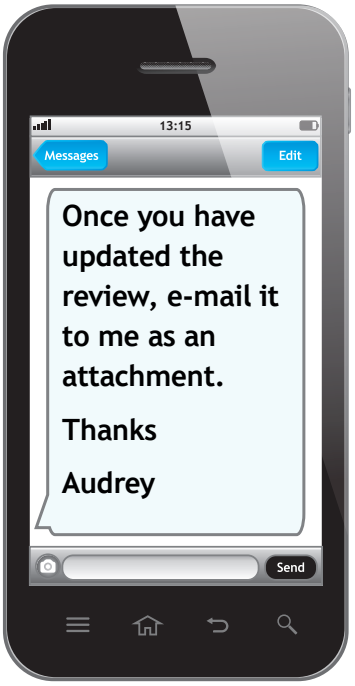
A review of the 10th Anniversary Celebrations is to be posted on the website.
Complete the file **Review** by following all instructions and using the information below.

Print a copy.



Task 10b

You have received the following e-message. Use the information below and print evidence of sending.



Copyright acknowledgements

None

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

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