



National
Qualifications
2023 MODIFIED

Administration and IT Information and Instructions

WEDNESDAY, 26 APRIL

1:00 PM – 2:30 PM

Information and Instructions

Electronic file security

The electronic files (e-files) are confidential and must be subject to the same level of security as the question paper. They must now be downloaded and saved in a secure location that cannot be accessed by candidates or unauthorised staff.

The e-files must remain secure and confidential until the exam takes place on 26 April 2023.

The database is no longer being provided as a file exported to Excel format, if you require this file please contact us on qpdelivery@sqa.org.uk or call us on 0345 213 6779.

On the day of the exam

Prior to candidates starting the question paper, an authorised member of staff should save the following e-files in a designated folder and ensure that the e-files open correctly. This must be done in the presence of an invigilator and no earlier than 60 minutes before the start time of the exam.

Up to 10 minutes before the start of the exam, candidates should check they can see the required e-files. Candidates are permitted to open the question paper to *page 02* for this purpose.

E-files for National 5 Administration and IT question paper 2023

- **Competitors** — a database file containing 2 tables (Competitor Details and Groups)
- **Triathlon June 2023** — a spreadsheet file with 2 worksheets (Entries with 7 comments/notes and Cash Statement with 8 comments/notes)
- **Triathlon Logo** — a jpg file
- **Triathlon Theory** — a word-processing file

[END OF INFORMATION AND INSTRUCTIONS]