



National
Qualifications
2026

Administration and IT Information and Instructions

TUESDAY, 5 MAY
1:00 PM – 3:00 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 Tuesday, 5 May 2026.

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 2026

- **Customers** — this is a database file containing 2 tables (Bookings and Instructors)
- **Income 2026** — this is a spreadsheet file containing one worksheet (Quarter 1 with one comment/note)
- **Invoice** — this is a spreadsheet file containing 2 worksheets (Tarn Enterprises with 14 comments/notes and Prices with no comments/notes)
- **Lochwinnoch Watersports** — this is a word-processing file
- **Lochwinnoch Watersports Logo** — this is a png file

[END OF INFORMATION AND INSTRUCTIONS]