



National 5
Coursework
Assessment Task



2019 Administration and IT Assignment

National 5

Finalised Marking Instructions

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General marking principles

This information is provided to help you understand the general principles that must be applied when marking candidate responses in this assignment. These principles must be read in conjunction with the specific marking instructions, which identify the key features required in candidate responses.

- (a) Marks for each candidate response must **always** be assigned in line with these general marking principles and the specific marking instructions for this assessment.
- (b) Marking should always be positive. This means that, for each candidate response, marks are accumulated for the demonstration of relevant skills, knowledge and understanding: they are not deducted from a maximum on the basis of errors or omissions.
- (c) If a specific candidate response does not seem to be covered by either the principles or detailed marking instructions, and you are uncertain how to assess it, you must seek guidance from your team leader.
- (d) Candidates will be awarded marks for specific skills and theory.

Marks are awarded for demonstrating skills in using different IT applications and theory in the following areas

Word-processing/desktop publishing – 30 marks (+/- 3 marks)

- entering and editing text.
- layout and presentation of information.
- key information included.

Communication – 30 marks (+/- 3 marks)

- entering text.
- key information included.

Theory – 10 marks (+/- 3 marks)

Marks are awarded for providing responses as part of an integrated IT task.

Word-processing/desktop publishing

Two marks are available for inserting the logo throughout the assignment - one mark awarded at the first correct use and the second mark at the last point - only if inserted correctly throughout.

Communication

Presentation

The logo must be the same size and in the same general position on each slide, for example bottom left corner, but accepted if the logo is moved slightly to allow text or graphics to be seen.

Unless specified, accept the slide number in any position as long as it is consistent.

Be aware that different backgrounds/design templates can change the font, size, capitalisation and footer position on original slides. New slides must be consistent.

E-mail

All e-mails must have an appropriate subject heading with correct capitalisation for example Press Release not Task 2.

E-mail messages must make sense:

- there has to be an opening, for example Hi/Hello/First Name/Good Morning/Afternoon
- there has to be a close, (for example Thanks/Regards) or a closing sentence followed by the candidate name (accept first name only)
- accept a close with or without a full stop
- spacing must be consistent - 2 returns from opening to close, however, before the signature block there should be a minimum of 2 returns

E-diary

- unless stated in the task a week can be 5 or 7 days
- if any information is truncated on the e-diary printout, **supplementary printouts** should also be provided
- start and finish times of meetings/events must be **clearly** shown on printouts - if events are late in the evening whole day must be visible in the diary printout if no supplementary printout is provided
- location is not necessary on printouts unless it is **specifically requested** - keyboarding of location, where it is included, is marked for accuracy
- initial or block capitals are acceptable for events/appointments
- ignore extraneous events/meetings

Tasks

- tasks must be entered using the task manager, or equivalent
- tasks are marked for keyboarding accuracy
- sentence case, initial or block capitals are acceptable

Layouts

Marks are awarded for a wide variety of layouts used in word-processing and desktop publishing tasks. Candidates are not penalised for applying a layout to a document that is different to one that has been supplied in the marking instructions. The over-riding principle is that a document must be 'fit for purpose'.

Keying-in

Marks are awarded for every block of text that is accurately keyed-in (approximately every 20 words).

Date Formats

Accept any standard format for example:

- 29 June 2019/29 June 2019
- 29th June 2019/June 29th 2019
- 29/6/19
- 29/06/2019
- June 29, 2019
- Saturday, 29 June 2019

DNA 'the 29th of June or **American dates in number format**. Dates must include a number, month and year, unless specifically instructed otherwise.

There must be **consistency of style** within a task. If an e-file is used candidates must use the same style.

Time Formats

If an e-file is used candidates must use the same style as the e-file. Accept a variety of formats for example:

1000 hours	1000hrs
10:00 hours	10.00 hrs
10 am	10am
10.00 am	10.00am
10:00 am	10:00am

Accept 2.30 pm and 4 pm within the one task.

Do not accept a.m. or p.m.

If there is a start and finish time for example 6 pm - 9 pm or 6-9 pm - there must be a dash after a letter and a hyphen between numbers.

Text Formatting

Accept the use of:

Size	Bold
Underline	Italics
Shading	Colour
Font change	Right alignment
Centre	Justify
Border	Bullet points
Word art	Text within a shape

Word art can also be accepted as a font style. If any of these are specifically requested in the task, they cannot also be used as a text format.

Graphics

Accept the use of:

Clip art	Photographs
Scanned drawings	Word art
Watermarks	Border

Graphic must **not** be clipped by margin or cover any data.

Where a function appears in both the graphics and text formatting lists, it can only be counted as **one** of them.

Capitalisation

Capital letters should be used at the start of sentences and for proper nouns.

Inconsistent capitalisation is treated as one error within a task.

Headings

Headings should be enhanced in some way for example:

- block capitals with or without bold
- initial capitals and bold
- initial capitals and underscore
- increased size of font

A change of alignment on its own is not acceptable.

Headings with initial capitals for example - Flavours of Scotland - conjunctions should not be capitalised.

Do not accept alternative forms of spelling - accept only as given in task.

Each of the following would be treated as **one error** within a task:

- incorrect spacing after punctuation at end of sentence
- incorrect spacing for commas, colons, semi-colons, brackets, oblique
- confusion of hyphen/dash
- recurring omission of the **same** punctuation mark

Contact details

- for e-mail accept - e-mail, E-mail, E-Mail, email, Email, E, suitable symbol, or on its own
- for web address - accept Web, Web Address, W, Website, suitable symbol or on its own
- for telephone number accept - Tel No, Telephone Number, T, Phone, suitable symbol or on its own
- for Twitter accept - Twitter, T, suitable symbol or on its own

However, where they appear in a sentence, they must be sentence case.

There must be consistency in style over the above pieces of information. There should be no space in telephone numbers.

Theory

Tasks that ask candidates to Outline

Candidates must make a number of brief, relevant, factual points up to the total mark allocation. The points do not need to be in any particular order.

Up to the mark allocation for this task:

1 mark should be given for each accurate, relevant, brief point of knowledge

Tasks that ask candidates to Describe

Candidates must make a number of relevant factual points, which may be characteristics and/or features, as appropriate to the task asked. These points may relate to a concept, process or situation.

Up to the mark allocation for this task:

- 1 mark should be given for each relevant factual point
- 1 mark should be given for any further development of a relevant point, including exemplification when appropriate

Tasks that ask candidates to Explain

Candidates must make a number of points that relate cause and effect and/or make the relationships between things clear, for example by showing connections between a process/situation. These may include theoretical concepts. There is no need to prioritise the reasons.

Up to the mark allocation for this task:

- 1 mark should be given for each accurate relevant point of reason
- in some instances, 2 separate responses can be combined to be awarded one mark
- one response covering 2 points can be awarded 2 marks
- ignore all keyboarding errors

General

Where a task requires specific information to be inserted in a footer the candidate's name and/or task number should always be below the footer information except full page presentation slides.

There should be no space in phone numbers.

Where candidates are asked to include the name, they must include the Title, First Name and Surname unless specifically instructed to use only certain information.

All comments must be actioned and deleted.

Maximum 1K not awarded per word for example Womans - should be Women's.

Printouts

Candidates are clearly directed within the instructions, to the printing requirements for each task.

Printouts of tasks or e-diary reminders must show all event details without truncation and the reminder time setting.

Marking instructions for each question.

Task 1

PRESS RELEASE

1M

The first Dumfries Food Festival promises to be an inspirational event for any food enthusiasts. The recipe for the day ...

Take the best local and regional artisan producers and mix with a generous serving of delicious hot and cold food.

Stir in a cake competition and an interactive baking stage, with special guests from the Great Scottish Bake Off.

Add a helping of children’s cookery lessons, lots of great children’s entertainment, and a pinch of craft and gift stalls.

Heat gently with demonstrations and mix in a Grow Your Own area with expert advice.

1I

Finally, add lashings of excellent live music and whisk together with a beautiful venue, to make the perfect, fun, foodie day out for the whole family!

On top of all of that, we have teamed up with some amazing restaurants and eateries scattered throughout Dumfries and Galloway to provide a whole summer of good food after the main event!

For further information and tickets contact:

Flavours of Scotland
15 Springwell Place
Edinburgh
EH11 2HZ

2K

1P

Tel: 07542466955
E-mail: flavoursofscotland@live.co.uk
Twitter: @flavoursofscotland

Quality food with an enjoyable experience!

	Marks
Margins - 5 cm	1M
Insert - new paragraph - in correct place	1I
Keyboarding - new paragraph and contact details	2K
Presentation - portrait and including footer	1P
TOTAL	5

TASK 1
Award 1M if all margins are between 4.5-5.5 cm.
DNA 1K max if: <ul style="list-style-type: none"> wrong address keyed in - across whole assignment contact details are omitted ‘s’ is missing from ‘flavoursofscotland’ in both e-mail and twitter addresses
DNA 1I and 1K if new paragraph is omitted.
Accept if there is a line space between the name and address of the contact details.
Accept E-mail address with/without hyperlink.
Accept 2 or 3 returns before contact details.
DNA 1P if: <ul style="list-style-type: none"> on 2 pages footer has been deleted there is inconsistent or incorrect spacing in the document candidate name is on the same line or above the footer any information is keyed in above ‘Flavours of Scotland’ ‘Flavours of Scotland’ has been deleted Footer alignment has been altered

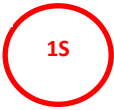
Task 2

Press Release



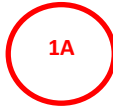
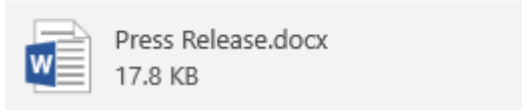
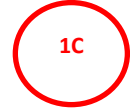
Candidate Name

15:15



To: Zara Hussani

C.c. Iain Weir



Hi

Please find attached a copy of the Press Release.

Thanks



Candidate Name
Admin Assistant

	Marks
Correct attachment - Word file	1A
E-mail to 2 people	1C
Keyboarding - subject, start, sensible message and close	1K
Print evidence of sending	1S
TOTAL	4

TASK 2
Mark for creating and keyboarding of signature block awarded in Task 11.
Accept both e-mail addresses in To: box, or one in To: and one in Cc:.
Accept Kind Regards or Kind regards.
Accept Dear Zara or Dear Ms Hussani.
DNA 1K if: <ul style="list-style-type: none"> e-mail starts with Iain Weir Dear Zara Hussani
Accept Press Release as lowercase in the message.
DNA 1K max over both e-mail tasks if candidate name is keyed in as well as the signature block.
Accept evidence of sending as date and time, closed envelope or screenshot of sent items.

Task 3

Flavours of Scotland must ensure the security of electronic information in the office.

Outline 4 ways this can be done.

PART ONE	1T
Set access levels for staff.	
Ensure passwords are on all staff computers.	1T
Provide staff with logins/passwords.	
Install anti-virus software/update anti-virus software regularly .	1T
Install firewall/update firewall regularly .	1T
Design network to prompt staff to change passwords/train staff to change passwords regularly .	
Staff screens could be set to automatically lock after a period of inactivity.	1T
Have a procedure to back-up files.	
Train staff to save documents as read only as appropriate.	
Ban USBs.	

PART ONE
DNA secure pen but accept encrypted or password protected pen.
Responses must be explicitly from the employer's point of view.
Install anti-malware software.
MAX 2 for install software.
DNA any reference to DPA/GDPR - must be more specific.

Flavours of Scotland intend to expand its use of electronic communication. Describe one use of any 3 of the following. You must give a different use for each method.

PART TWO		
Method	Description	
Podcast/Vodcast	<ul style="list-style-type: none"> • To allow a wide audience to listen/view details of new/previous festivals. • To allow people to listen/view interviews with exhibitors/customers. 	1T
Webinar	<ul style="list-style-type: none"> • To allow a presentation/workshop/seminar for exhibitors. • To allow exhibitors/customers to interact/discuss information in real time. • To allow the sharing of audio/documents/applications. • To train employees on food hygiene procedures. 	1T
Social Media	<ul style="list-style-type: none"> • To reach a worldwide audience. • To raise awareness of the business. • To interact with exhibitors/customers. • To promote future festivals. • To show pictures of events/products. • To show videos of events/products. • To like/follow their page. 	1T
Website	<ul style="list-style-type: none"> • To advertise the dates of festivals. • To give background details of the business for example history/mission statement/purpose. • To allow the purchase of tickets online. • To publish FAQs. • To show pictures/videos of events/products. • To show videos of events/products. 	
E-mail	<ul style="list-style-type: none"> • To contact exhibitors with details of festivals. • To contact suppliers of equipment. • To contact staff to inform them of upcoming meetings. • To advertise/promote the organisation/product. • To allow potential employees to apply for jobs. 	

PART TWO
Accept uses of each method which don't relate to Flavours of Scotland.
Must be a specific use not general for example give out relevant information or keep clients up to date with the company.
DNA pictures.

Explain 3 benefits of good customer service to Flavours of Scotland.

Good Reputation/Publicity	<ul style="list-style-type: none"> customers will recommend to friends and family attract new customers 	1T
Customer Loyalty	<ul style="list-style-type: none"> increase sales/profits/number of customers easier to predict sales good reputation 	1T
Reduced Complaints	<ul style="list-style-type: none"> staff less stressed/staff more motivated less staff absence/turnover reduced costs better reputation 	1T
Increased Sales/Profits/number of customers	<ul style="list-style-type: none"> more money to invest in the business satisfied customers 	
Lower Staff Turnover	<ul style="list-style-type: none"> reduce costs regular workforce 	
Increased Market Share	<ul style="list-style-type: none"> increase profits more competitive 	
Satisfied Customers	<ul style="list-style-type: none"> recommend to family and friends leave positive reviews customer loyalty increase sales/profit/number of customers 	
Competitive Edge	<ul style="list-style-type: none"> increased market share improved reputation increase sales/profit/number of customers 	
Reduced Costs	<ul style="list-style-type: none"> increase profits less staff turnover - reduced recruitment costs/training costs of new staff 	
Improved Efficiency/Productivity	<ul style="list-style-type: none"> staff training therefore staff more efficient 	
Reduced Waste	<ul style="list-style-type: none"> less products returned good reputation 	

PART THREE

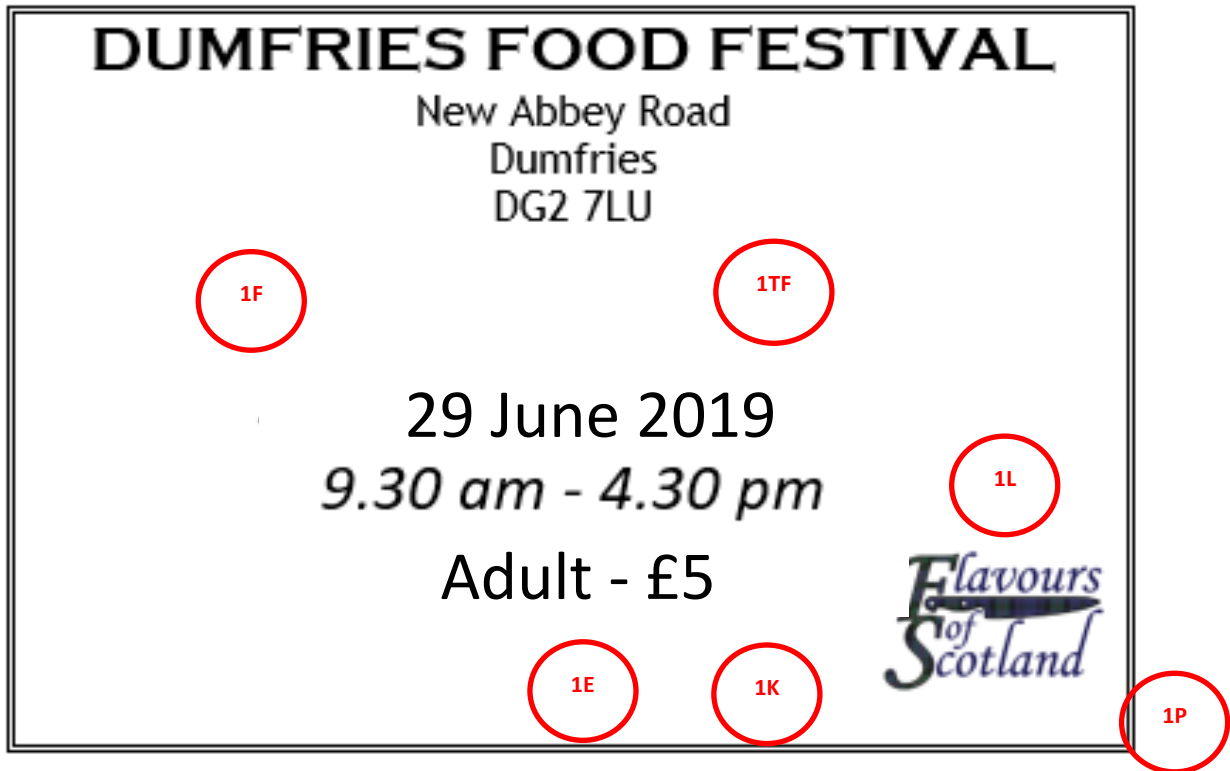
Accept a response including sales/profit once only.

DNA increased customers/sales so profits increase on its own.

Accept a response including number of customers once only.

	Marks
Security of Electronic Information - outline	4T
Electronic Communication - describe	3T
Good Customer Service - explain	3T
TOTAL	10

Task 4



	Marks
Logo - first use	1L
Fonts - minimum 2	1F
Text formats - minimum 2	1TF
Correct essential information - event name, address, date, time, ticket type and price	1E
Keyboarding - event name, address, date, time, ticket type and price	1K
Presentation - no larger than 10 cm x 15 cm	1P
TOTAL	6

TASK 4
DNA 1L if logo is missing or clipped.
DNA 1E if: <ul style="list-style-type: none"> • other ticket type and/or price are included • wrong address keyed in - across whole assignment • wrong festival name keyed in - across whole assignment
DNA 1K if <ul style="list-style-type: none"> • commas are included in the address block • year is missing from date
DNA 1E and 1K if any essential information is missing.
Accept Adult or Adults for ticket type.
Accept Adult(s) Ticket or Adult(s) ticket.

Task 5a

← → June 2019

Today Day Week Month Year

Monday	Tuesday	Wednesday	Thursday	Friday
17	18	19	20	21
7				
8				
9				
10		Dumfries Food Festival Team Briefing Edinburgh		
11				
12				

← → June 2019

Today Day Week Month Year

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
24	25	26	27	28	29 Dumfries Food Festival	30
7						1M
8						
9						
10		Dumfries Food Festival Team Briefing Edinburgh	1R			
11						
12						

☺ Dumfries Food Festival Team Briefing

Edinburgh

Start: 26 June 2019 09:30 All day

End: 26 June 2019 11:30

Details

☺ Dumfries Food Festival

New Abbey Road, Dumfries, DG2 7LU

Start: 29 June 2019 00:00 All day

End: 29 June 2019 00:00

New Delete Categories Charm Complete

Active

Book Conference Room

Book Conference Room Due 03 June 2019

1P

1TS

	Marks
Date, time and location of food festival - all day	1M
Recurring meeting - Dumfries Food Festival Team Briefing - 0930-1130 hours and location - Wednesday 19 and 26 June 2019	1R
Task - task name must be book conference room	1TS
Print weekly view - last 2 weeks in June	1P
TOTAL	4

TASK 5a
Accept meetings with initial or block capitals or DNA 1 max, must be consistent.
If keyboarding incorrect DNA event mark.
DNA event mark(s) if: <ul style="list-style-type: none"> • events truncated and no supplementary printout provided • supplementary printout does not match diary printout
Minimum location for Food Festival - New Abbey Road, Dumfries BUT if event is called Dumfries Food Festival, then New Abbey Road is sufficient.
Minimum location for Team Briefing - Edinburgh or postcode.
Award event mark if full address is included but postcode is truncated.
Recurring meetings may not have a recurring icon.
Make sure Wednesday events are identical.
DNA 1TS if date for the task is not 3 June 2019.
Accept Conference Room in the task details as lowercase.
Award 1P if work week printouts are provided.
DNA 1P if candidate name/task number is entered as an event.
Ignore any extraneous entries.

Task 5b

Save and close Delete Skype meeting Show as: Busy Reminder: 12 hours

Details **1R**

☺ Site Visit

Dumfries

Start: 03 June 2019 08:00 All day

End: 03 June 2019 18:00 **1M**

1P

	Marks
Meeting - Site Visit - 0800-1800 hours on 3 June 2019 in Dumfries	1M
Reminder - 12 hours	1R
Print of Site Visit reminder	1P
TOTAL	3

TASK 5b
Accept event in block capitals, initial capitals or sentence case.
Accept either a reminder or an e-mail reminder.
1M can be awarded if Site Visit is in the diary printout, but must show Site Visit, start and end time.
DNA 1M if: <ul style="list-style-type: none"> any keyboarding is incorrect, including extra information keyed in to the details box American date is used for example 6/3/2019
DNA 1R if: <ul style="list-style-type: none"> reminder is not set for 12 hours - accept 0.5 days reminder function has not been used
Location - minimum Dumfries.
Accept: <ul style="list-style-type: none"> Site visit in Dumfries Site Visit in Dumfries Dumfries site visit

Task 6

1TS

DUMFRIES FOOD FESTIVAL

29 June 2019

Flavours of Scotland

1D

GOOD FOOD HYGIENE

This is all about controlling harmful bacteria, which can cause serious illness. The 4 main things to remember for good food hygiene are:

- Cross-contamination
- Cleaning
- Chilling
- Cooking

These are known as the 4Cs. They will help prevent the most common food safety problems.

1CP

FINAL PLANNING

- Exhibitors
- Ticket Sales
- Site Plan
- Permits
- Security

1CP

EXHIBITORS

Blair David	Richard's Larder
Flourish	The Greenfield
The Marie Star	Appleby
Jessie's Organics	Headbriar Farm
Wildwood Butchers	Headbriar Butchers
Quiche Farm	The Herby Garden
The Breadie	Wick Bakers
Lady & Sons	Southwood
The Meat Shop	Highland Butchery
Galaxy Butchers	Garden House

1K

1T

1A

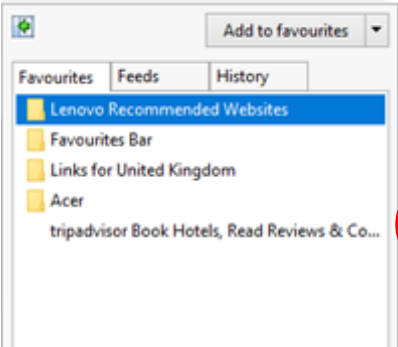
1N

1P

	Marks
Title Slide - name, date (and logo mark awarded in Task 8)	1TS
Design	1D
Slide 2 - copy and paste from file	1CP
Slide 3 - copy and paste from file	1CP
Slide 4 - create table with 2 columns and insert exhibitor's names	1T
Keyboarding - Title slide - event name and date, Slide 4 - title Exhibitors	1K
Action buttons	1A
Slide numbers - not on title slide	1N
Print 4 slide handout landscape	1P
TOTAL	9

TASK 6
Title Slide:
<ul style="list-style-type: none"> • 1TS is for using title slide layout and inputting correct information • accuracy of information is included in keyboarding mark • if title slide is missing DNA 1TS and 1K • if name or date is missing DNA 1TS and 1K • DNA 1TS if wrong event name inserted • DNA 1K if year is missing from date
DNA 1L in Task 8 if logo is missing, cropped or covers inserted information.
DNA 1CP max if bullets are used but incorrectly applied.
DNA 1CP max if the slide title is not in the heading area of the slides or is not in the same position as the other slides.
DNA 1CP for slide 3 if the heading is not consistent with slide 2.
Slides 2 and 3 - accept if line spacing has changed from the e-file but must be consistent on each slide.
Slide 4:
<ul style="list-style-type: none"> • DNA 1K if Exhibitors heading inconsistently capitalised • ignore shading in table • exhibitors can be in any order • DNA 1T if: <ul style="list-style-type: none"> • row height is inconsistent • slide title is a column heading • additional rows have been inserted into the table • candidates have included a table heading • spelling/capitalisation in the table is incorrect • spacing between words in table is incorrect • there are blank rows, columns or cells in the table
Slides 2-4 - heading must be consistent not necessarily block capitals.
Accept one action button on first and last slide, home button and start/end buttons.
DNA 1A if action buttons are markedly different sizes and shapes on different slides.
DNA 1N if slide number is on title slide.
DNA 1P if:
<ul style="list-style-type: none"> • slide order is incorrect • slides are not printed landscape

Task 7



1F

1H 3 STAR HOTELS IN DUMFRIES

1D Evidence **must** show 3 star, within one mile of centre and available on 2-3 June 2019.

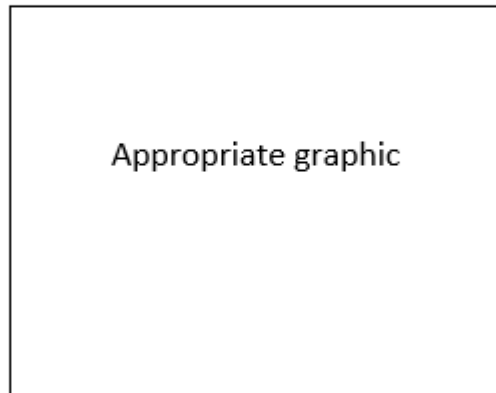
1M

	Marks
Favourites/Bookmarks - screenshot - Trip Advisor	1F
Hotel - Dumfries - 3 star	1H
Distance - within one mile of centre of Dumfries	1M
Date - 2-3 June 2019	1D
TOTAL	4

TASK 7
Results should clearly show evidence of an internet search.
Any website address may be shown for the hotel.
1,760 yards = 1 mile.
If a map is provided distance must be clearly stated.
If no hotel selected but can see all are within correct distance award 1M.
Evidence for hotel must clearly show - date, 3 star and within one mile of Dumfries to be awarded H, M and D marks.
DNA 1F if Trip Advisor logo is not evident.

There will be demonstrations throughout the day from:

Fresh n Fruity Farms plc
Dumfries and Galloway Butchers' Co-operative
Dumfries Women's Institute



1G

Don't forget our cake competition with special guests from the Great Scottish Bake Off.

LUNCH MENUS AND DEMONSTRATIONS

DUMFRIES FOOD FESTIVAL

New Abbey Road
Dumfries
DG2 7LU

29 June 2019

1FP



1L

Task 8

DUMFRIES VEGETARIAN SOCIETY MENU

STARTERS

Baked Sesame Cauliflower Wings

Creamy Garlic Mushrooms

Vegan Matzo Ball Soup

MAINS

Pasta with Cashew Cream Sauce

Black Bean Veggie Burger

Summer Vegetable and Tofu Kebabs

DESSERTS

Avocado-Mint Chocolate Chip Ice Cream

Marbled Pumpkin Cheesecake

Vegan Red Velvet Chocolate Lava Cake

2

WATERDENE BISTRO MENU

STARTERS

Roasted Red Pepper Soup

Ham Hock Terrine

Haggis Bon Bons

MAINS

Sausage and Mash

Pesto Chicken

Waterdene Game Pie

DESSERTS

Hazelnut Roulade

Mississippi Mud Pie

Raspberry Mousse

3K

1P

3

	Marks
Front page - correct heading, event name, date, event address, logo and making use of whole page	1FP
Logo - only award if also correctly used in Task 6	1L
Appropriate graphic	1G
Keyboarding - front page text, Waterdene menu and manuscript corrections	3K
Presentation - 4-page booklet, one A4 page, following e-file for inserting information	1P
TOTAL	7

TASK 8
DNA 1FP if less than two thirds of the page is used.
DNA 1FP if any of the essential information is incorrect.
DNA 1FP and 1K if any information is missing from the front page.
Logo should be inserted correctly in Tasks 6 and 8 to be awarded 1L. (If 1L is not awarded in Task 4, check the above tasks and if the logo has been inserted correctly at least once , award 1L).
DNA 1K if year is missing from the date on the front page however, 1FP can be awarded.
DNA 1FP if: <ul style="list-style-type: none"> wrong address keyed in - across whole assignment - check Tasks 1 and 4 wrong festival name keyed in - across whole assignment - check Tasks 1, 4 and 6
Does not need to be back to back but must be 2 landscape pages per sheet. Front and back pages must be on same sheet.
DNA 1P if: <ul style="list-style-type: none"> font, size, capitalisation, spacing and alignment of Bistro Menu is different from the Vegetarian Society Menu in the e-file page numbers are omitted the inserted heading is not enhanced

Task 9

DUMFRIES FOOD FESTIVAL

SATURDAY 29 JUNE 2019

NAME OF EXHIBITOR: «EXHIBITOR_NAME»

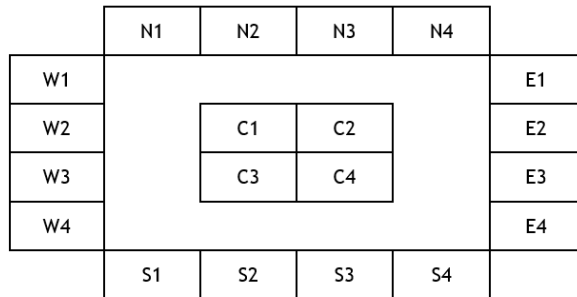
PRODUCT(S): «PRODUCTS»

LOCATION: «LOCATION»

1M

1M

SITE PLAN



DUMFRIES FOOD FESTIVAL

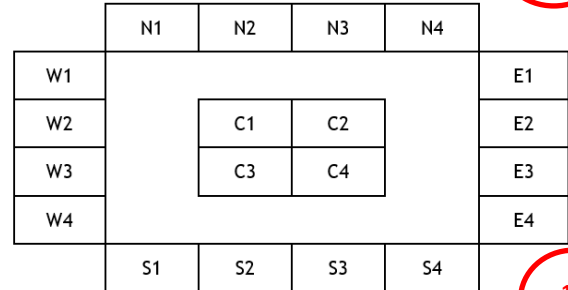
SATURDAY 29 JUNE 2019

NAME OF EXHIBITOR: Silver Jewels

PRODUCT(S): Handmade Jewellery

LOCATION: C1

SITE PLAN



1I

1P

	Marks
Mail Merge	
Name of Exhibitor field	1M
Other 2 fields - Product and Location	1M
Insert - site plan in correct place	1I
Print merge fields/print merged copy and overall presentation	1P
TOTAL	4

TASK 9

Any exhibitor is acceptable.

DNA 1M max if other merge fields are included.

DNA 1P if:

- each printout is on 2 pages
- 'comment box' is down side of page
- boxes are not outlined
- printed like a booklet - on A5 paper
- if spacing after colon is inconsistent or incorrect

DNA 1M, 1M and 1P if merge field printout does not match merged document.

Task 10

Saturday 29 June 2019			
1000 hours Chef's Table Waterdene Bistro	1000 hours Smoothies and Shakes Fresh n Fruity Farms plc	1H	1S
1100 hours Cookies and Cakes Dumfries Women's Institute	1100 hours Slow Roast Dumfries and Galloway Butchers' Co-operative		
1215 hours Cake Competition with special guests from the Great Scottish Bake Off		1R	1M
1330 hours Vegetable Feasts Dumfries Vegetarian Society	1330 hours Cook n Eat It Waterdene Bistro		
1430 hours Slow Roast Dumfries and Galloway Butchers' Co-operative	1430 hours The Herb Garden Dumfries Women's Institute	1T	
1530 hours Fruity Flans Fresh n Fruity Farms plc	1530 hours Vegetable Feasts Dumfries Vegetarian Society	2K	1P

	Marks
Heading - in row 1, larger font and centre	1H
Shade header row	1S
New Row - in correct place	1R
Merge cells in new row only	1M
Times - all 24 hour clock	1T
Keyboarding	2K
Print on one page and presentation	1P
TOTAL	8

TASK 10
DNA 1H if day or year is not included with the date.
DNA 1S if other cells have shading.
Formatting times as 24 hour clock is not part of K marks, but times must be correct.
DNA 1K if 1215 hours keyed in as 0015 hours, but 1T can be awarded.
DNA 1P if: <ul style="list-style-type: none"> the time in new row is not above the event the heading is in row 1 but not emboldened spacing is inconsistent merged row is not as solution above or has more than one return after the details
DNA 1K if comma is included in keying-in and events are listed.
DNA 1P if comma is included in keying-in and events are NOT listed.
DNA 1K and 1P if there is a comma and some events are listed and some are not.

Task 11

Demonstration Schedule

From: Admin Assistant
 Sent: Today 16:35
 To: Print Room
 Subject: Demonstration Schedule

1S

1U

This message was sent with high importance.

The Demonstration Schedule is now complete. Print and laminate 20 copies. This must be completed by 4 pm tomorrow.

Thanks

Candidate Name
 Admin Assistant

1E

2K

1SB

	Marks
Priority - urgent	1U
Essential information - Demonstration Schedule, print/copy and laminate 20 copies, to be completed by 4 pm tomorrow	1E
Keyboarding - subject, start, sensible message and close	2K
Signature block - name and job title - check Task 2	1SB
Print evidence of sending	1S
TOTAL	6

TASK 11
Urgent/High Priority function must be used to be awarded 1U for example !, High Importance.
DNA 1U if urgent is keyed in.
DNA 1E if there is no mention of Demonstration Schedule for example in the message, subject heading or the correct file if it is attached.
DNA 1E and 1K if any essential information is omitted.
DNA 1SB if signature block is not the same in both e-mails (check Task 2) ie font style, size, line spacing.
Accept first name and surname or initial and surname, can include title.
Where the signature block is part of the main e-mail, candidate name should only be included once - DNA 1SB.
Where the signature block is separate from the main e-mail, candidate name could be included twice.
Accept Kind Regards or Kind regards.
Accept Demonstration Schedule as lowercase if it's in the message.
If the message asks a question for example can you please... - a ? must be included.
DNA 1K max over both e-mail tasks if candidate name is keyed in as well as the signature block.
Accept if a candidate name is in a signature ie in a different font style has been included as part of the signature block.
Accept a variety of line spacing within signature block.
DNA 1SB if there are keying-in errors in the signature block.

[END OF MARKING INSTRUCTIONS]