



Higher
Coursework
Assessment Task



2019 Administration and IT Assignment

Higher

Finalised Marking Instructions

© Scottish Qualifications Authority 2019

These marking instructions have been prepared by examination teams for use by SQA appointed markers when marking external course assessments.

The information in this document may be reproduced in support of SQA qualifications only on a non-commercial basis. If it is reproduced, SQA must be clearly acknowledged as the source. If it is to be reproduced for any other purpose, written permission must be obtained from permissions@sqa.org.uk.



General marking instructions

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

- a Always use positive marking. This means candidates accumulate marks for the demonstration of relevant skills, knowledge and understanding; marks are not deducted for errors or omissions.
- b If a 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.
- c Candidates gain marks for specific skills, knowledge and understanding. Award marks for using different functions and features of a variety of IT applications in the following areas:

Spreadsheet – 20 marks (+/- 4 marks)

- using a range of simple, complex and advanced formulae to perform calculations and summarise information
- using a range of simple, complex and advanced functions to manipulate and analyse information

Database – 20 marks (+/- 4 marks)

- searching and sorting information using a range of criteria
- presenting information

Word processing – 20 marks (+/- 4 marks)

- layout and presentation of information
- integration of information from other IT applications

Communication – 10 marks (+/- 2 marks)

- presenting/disseminating information to different audiences

Layouts

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

Formulae

It is possible for candidates to use a variety of different formulae to resolve the problem and provide the information needed in the spreadsheet. Marks will be awarded where a formulae has been used that provides the correct answer, the formulae provided in the Marking Instructions is not the only correct answer.

Printouts

Candidates are clearly directed, within the instructions, as to the printing requirements. Where a printout for a task is missing, marks will be awarded on any available alternative printout.

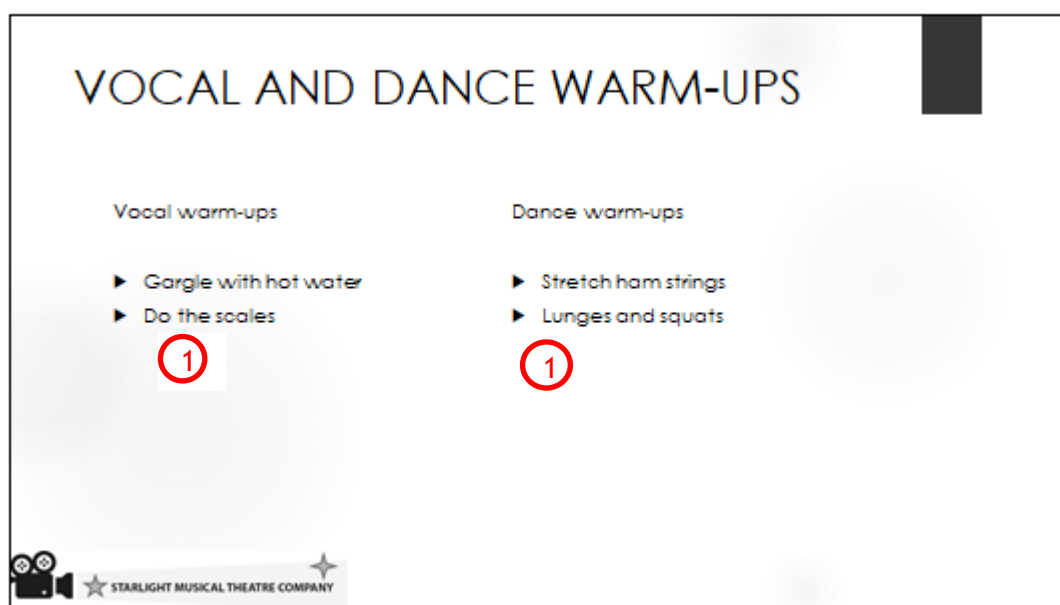
Keying-in

Marks will be awarded for every block of text that is accurately keyed in. This will be for approximately every 25 words. Flags may be included where appropriate to identify where marks are awarded.

Marking codes

Marking codes may be provided in the marking instructions for markers to use to identify what they are awarding marks for, for example F - formula, L - layout, to help with the quality assurance of marking.

POWERPOINT TASK		7
Evidence	Mark	Comment
Logo on all slides	1	In same position on all slides (accept if title slide is different)
Change slide order	1	
vocal warm-up	1	
dance warm-up	1	
Motivational quote as last slide	1	Must stand out
Handout footer	1	
Print - 3 slides to page, grayscale]	1	Comments deleted and grayscale
Print - slide 2 on separate page]		
Notes:		
<p>There is no need for the warm-ups to be under relevant headings - could be one list. Ignore headings in this slide.</p> <p>If more than one warm-up but one is poor, then it can be ignored - only need one.</p> <p>Need both printouts for the print mark however accept if slide 2 omitted from handout view.</p> <p>Research marks can be given if slide 2 only in the handout.</p> <p>If Dress rehearsal also on slides - ignore Slide 2 accept any print format</p>		



2

Billy, Where's Your Bridie?

DIRECTOR'S NOTES



1

1

VOCAL AND DANCE WARM-UPS

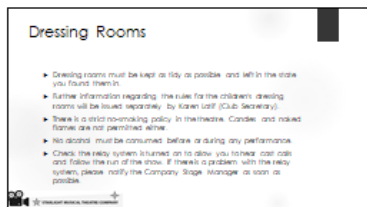
Vocal warm-ups	Dance warm-ups
<ul style="list-style-type: none"> • Gargle with hot water • Diaphragm 	<ul style="list-style-type: none"> • Stretch hamstrings • Lunge and squats



2

Dressing Rooms

- Dressing rooms must be kept as tidy as possible and left in the state you found them in.
- Further information regarding the rules for the children's dressing rooms will be issued separately by Karen Lutz (Club Secretary).
- There is a strict no-smoking policy in the theatre. Candles and naked flames are not permitted, either.
- No alcohol must be consumed before or during any performance.
- Check the relay system is turned on to allow you to hear cast calls and follow the run of the show. If there is a problem with the relay system, please notify the Company Stage Manager as soon as possible.



3

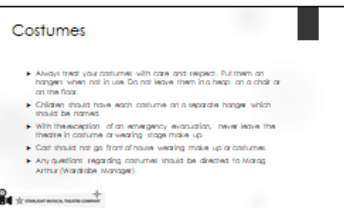
Dress Rehearsal

1

1

Costumes


- Always treat your costumes with care and respect. Put them on hangers when not in use. Do not leave them in a heap on a chair or on the floor.
- Children should have each costume on a separate hanger which should be named.
- With the exception of an emergency evacuation, never leave the theatre in costume or wearing stage make-up.
- Call should not go front of house wearing make-up or costume.
- Any questions regarding costume should be directed to Marag Arthur (Wardrobe Manager).



4

Props

- Collect your props from the props table when you come down to the stage and return them immediately after use. Props should not be removed from the stage area unless arranged with Sarah Robb (Assistant Stage Manager - Props).
- If there are personal props that you keep in your dressing room, please understand that it is your responsibility to make sure you bring them to the stage.



5

BREAK A LEG



6

Dress Rehearsal

1 P

2

E-mail		3
Evidence	Mark	Comment
Attachment	1	
Subject heading and message	1	DNA if any keyboarding errors including in subject
Printout of email - marked urgent	1	

Notes:

Greeting can just be Hi/Hello.]

Please find attached/here is the...]

Close can be just their name.]

Ignore line spacing (doesn't need to be clear lines between sections).

DNA accept a screenshot - lose print mark.

If evidence of Urgent in additional print (screenshot) mark can be awarded

Urgent may be displayed as !

DNA heading & message mark if typos

3/3

From: [redacted]

Sent: 28 April 2019 07:13

To: [redacted]

Subject: MUSICAL

Attachments: Director's Notes.pptx (1)

Importance: High

Hi

Please find attached a copy of the presentation. (1)

Eileen

(1) p

WP TASK - PROGRAMME (page 1)			4
Evidence	Mark	Comment	
Create a front page with show details added	1	Name of show/location/date (typos)	
Show details enhanced	1	Enhancement - increased font size, bold, border, word art etc	
Theatre logo added	1	<i>As logo is present no need to also type name of company</i>	
<u>Footer</u>			
In association with Kingdom Music Supplies Ltd	1	On first page - DNA if any keyboarding errors Ignore full stop	

4/4

STARLIGHT MUSICAL THEATRE COMPANY


PRESENTS

BILLY, WHERE'S YOUR BRIDIE?

AT THE

THEATRE ROYAL
EAST KILBRIDE

7-9 MARCH 2019


(1)

In association with Kingdom Music Supplies Ltd (1)

WP TASK - PROGRAMME (page 2)		9
Evidence	Mark	Comment
Justify story paragraph	1	
Insertion of footnote	1	Accurate and correct placement either beside actor or character. DNA if any keyboarding errors. Ignore full stop
Convert text to table Shade the column headings	1 1	
Replace 'show' with 'production'	1	6 occurrences "Show" in Good luck messages must not be altered
Key in principal character details	3	One mark per each correct section - refer to markers on solution
Sponsored by EK Haulage	1	Centred on all other pages - DNA if any keyboarding errors but ignoring full stops

9/9

THE STORY

It's the late 1920s and life in a Glasgow orphanage is tough for a young teenager called Billy McGraw. He has been dispatched to the local butchers to buy a treat for a heartless orphanage manager known as Miss Flannigan. Unfortunately, before Billy returns "home" with his precious cargo he somehow manages to lose it or has it been stolen from him? Billy knows that his life will be a misery if he doesn't return with the merchandise and embarks on a search for "the bride!" which ultimately takes his life in a whole new direction

THE CAST

Principals

Character	Starlight Member	Bio
Billy	Omar Yousef	Omar is delighted to be playing the part of Billy in this year's production of Billy, Where's Your Bridie? Omar has been part of Starlight for 2 years and he is a young man who knows what he wants as he has his sights set on Broadway!
Miss Flannigan	Emma Dawson ¹	Having been involved in Hairspray and Grease previously this is Emma's 3 rd appearance in a Starlight production. Emma is looking forward to the opportunity of playing one of the principals and sends her best wishes to all the production team in this year's production.
Max Maxwell	Lionel Smith	Lionel says he is absolutely over the moon and honoured to be given the privilege of playing Max Maxwell in this year's production of Billy, Where's Your Bridie? This golden oldie has performed leading roles in previous Starlight productions including Fagan in Oliver and Jean Valjean in Les Miserables but his zest for performing never wanes.
Jeanie Johnson	Melissa Hopkirk	Melissa has been extremely excited about Billy ever since she found out that she would be playing the role of Jeanie. / It is Melissa's first lead role in a Starlight production and she says she cannot wait for the fun to begin. Melissa has loved singing/and dancing ever since she discovered Drama at high school and is grateful for the chance of fulfilling her dream to play a lead role./

¹ For Thursday's performance, the role of Miss Flannigan will be played by Myrcella Little.

Sponsored by EK Haulage

Evidence	Mark	Comment
Acts - landscape one page Info side by side	1 1	DNA if any information missing

Act One

Scene 1: Glasgow City Orphanage

Billy, Miss Flannigan, Holly, Heather, Wee Stevie, April, Jessie, Agnes

Scene 2: Jamaica Street

Billy, Heather, Steak Bridie Seller

Scene 3: Glasgow East End, Tenement

Billy, Max Maxwell, Sgt Simpson, Steak Bridie Seller, Marty, Frankie, Dorothy, Jimmy, Sophie, Lizzie, Isa, Joyce, Maggie, East End Ensemble

Scene 4: Glasgow City Orphanage, Common Area

Billy, Miss Flannigan, Jeanie Johnson, Holly, Heather, Wee Stevie, April, Jessie, Agnes, Sgt Simpson

Scene 5: Maxwell Mansion, Living Room

Billy, Max Maxwell, Jeanie Johnson, Henderson, Mrs Slocombe, Ms Hudson, Chauffeur, Chick, Annette, Mansion Ensemble

Scene 6: Streets of Glasgow City

Billy, Max Maxwell, Jeanie Johnson, Polis man

Scene 7: Orphanage, Scullery

Miss Flannigan, Jeanie Johnson, Lily, Holly, Heather, Wee Stevie, April, Jessie, Agnes

Act Two

Scene 1: Radio Argyll Studio

Billy, Max Maxwell, Bob the Butcher, Fred McCracken, Wee Stevie, Jimmy Johnson, Producer

Scene 2: Orphanage, Scullery

Miss Flannigan, Chick, Lily, Holly, Heather, Wee Stevie, April, Jessie, Agnes, Orphans

Scene 3: Town Hall, Meeting Room

Billy, Max Maxwell, Councillor Burns, Holly, Wallace, Barry, Harry McGyle, Louis, Janitor

Scene 4: Maxwell's Mansion, Kitchen

Billy, Max Maxwell, Jeanie, Henderson

Scene 5: Maxwell's Mansion, Kitchen

Billy, Max Maxwell, Jeanie, Henderson, Mrs Slocombe, Ms Hudson, Cook, Mansion Ensemble, Lily

Scene 6: Maxwell's Mansion, Dining Room

Billy, Max Maxwell, Jeanie, Councillor Burns, Holly, Heather, Wee Stevie, April, Jessie, Agnes, Lily, Full Company

1

1

WP TASK - PROGRAMME (page 4)			4
Evidence	Mark	Comment	
Insert good luck messages	1	Last page of programme - accept if heading missing	
Place a border round this page	1	DNA if border on pages 2 & 3.	
Insert 'draft' as a watermark	1		
Presentation	1	Appropriate page breaks Appropriate line spacing Removal of comments "Fulfilling" if typed with hyphen as in paper lose the presentation mark	
<p>Notes: DNA accept an endnote instead of footnote.</p> <p>Accept that fonts will vary on each page - DNA if different fonts used on P2 where candidates have keyed in.</p> <p>If bubbles missing DNA Insert messages mark</p>			

GOOD LUCK MESSAGES

Vivienne Saddler
Good luck Vivienne in your first show. Have a great time. Auntie Ena and Uncle Jimmy.

Mia Foster
Have a fantastic time. We are all so proud of you. Lots of luck and love from Mum, Dad and Ewan.

1

1

Kyle Sung
Good luck Kyle. Enjoy every moment. With lots of love from the whole family xx

Gail Hodgkinson
Have an amazing experience. We are all very proud of you. Tons of love and luck from all the family. Mum, Dad, Granny Lil and Dexter the dog

Alexa Kavanagh
Good luck with your performance. So looking forward to seeing you in the show! Mum, Dad, Dulcie and Paula x

Jerry Neil
Break a leg Jerry! Love you lots from the Neil family!

1 draft

1 presentation

SPREADSHEET TASK - PIVOT

4

Evidence	Mark	Comment
Create pivot with appropriate column/row headings	1	
Sales Value for each performance/date and overall total	1	
Percentage of the overall total for each date	1	
Formatting for £ and % as appropriate	1	

Notes:
 Accepting rounded to full numbers for both £ and %.

4/4

PERFORMANCE	TICKET SALES	PERCENTAGE OF TOTAL
07/03/2019	£1,585.00	27.83%
08/03/2019	£1,869.00	32.81%
09/03/2019	£2,242.00	39.36%
Grand Total	£5,696.00	100.00%

1

1

1

1

£ %

SPREADSHEET TASK - MEMBERSHIP DETAILS

7

Evidence	Mark	Comment
Membership Fees	2	All correct (Vlookup)
No of Members	2	All correct (Countif)
Income from Fees	2	All correct (Sumif)
Printouts - value and formula view (one page, omitting Gender, Age and Category)	1	

Notes:

Accept if statement for fees if correct and visible.
Accept vlookup for income from fees.

MEMBERSHIP DETAILS			MEMBERSHIP BREAKDOWN		
First Name	Surname	Fees	Category	No of Members	Income from Fees
Lionel	Smith	=VLOOKUP(E4,CATEGORY,4,FALSE)	Child	=COUNTIF(CAT,H5)	=SUMIF(CAT,H5,FEES)
Jerry	Neil	=VLOOKUP(E5,CATEGORY,4,FALSE)	Youth	=COUNTIF(CAT,H6)	=SUMIF(CAT,H6,FEES)
Louise	Logan	=VLOOKUP(E6,CATEGORY,4,FALSE)	Adult	=COUNTIF(CAT,H7)	=SUMIF(CAT,H7,FEES)
Alexa	Kavanagh	=VLOOKUP(E7,CATEGORY,4,FALSE)	Senior	=COUNTIF(CAT,H8)	=SUMIF(CAT,H8,FEES)
Phoebe	Cain	=VLOOKUP(E8,CATEGORY,4,FALSE)	Totals	=SUM(I5:I8)	=SUM(J5:J8)
Simone	Swan	=VLOOKUP(E9,CATEGORY,4,FALSE)			
Tim	Donnelly	=VLOOKUP(E10,CATEGORY,4,FALSE)			
Mo	Russell	=VLOOKUP(E11,CATEGORY,4,FALSE)			
Steven	Burgess	=VLOOKUP(E12,CATEGORY,4,FALSE)			
Vivienne	Saddler	=VLOOKUP(E13,CATEGORY,4,FALSE)			
Kyle	Sung	=VLOOKUP(E14,CATEGORY,4,FALSE)			
Rachel	Sung	=VLOOKUP(E15,CATEGORY,4,FALSE)			
Fiona	Erskine	=VLOOKUP(E16,CATEGORY,4,FALSE)			
Gail	Hodgkinson	=VLOOKUP(E17,CATEGORY,4,FALSE)			
Sarila	Dodds	=VLOOKUP(E18,CATEGORY,4,FALSE)			
Emma	Dawson	=VLOOKUP(E19,CATEGORY,4,FALSE)			
Kathryn	Smith	=VLOOKUP(E20,CATEGORY,4,FALSE)			
Deborah	Kirk	=VLOOKUP(E21,CATEGORY,4,FALSE)			
Melissa	Hopkirk	=VLOOKUP(E22,CATEGORY,4,FALSE)			
Cara	Gray	=VLOOKUP(E23,CATEGORY,4,FALSE)			
Mia	Foster	=VLOOKUP(E24,CATEGORY,4,FALSE)			
Louise	Allan	=VLOOKUP(E25,CATEGORY,4,FALSE)			
Micky	Donovan	=VLOOKUP(E26,CATEGORY,4,FALSE)			
Freya	Stark	=VLOOKUP(E27,CATEGORY,4,FALSE)			
Martyna	Urbaniak	=VLOOKUP(E28,CATEGORY,4,FALSE)			
Myrcella	Little	=VLOOKUP(E29,CATEGORY,4,FALSE)			
Omar	Yousef	=VLOOKUP(E30,CATEGORY,4,FALSE)			
Jamie	Fray	=VLOOKUP(E31,CATEGORY,4,FALSE)			
Arya	Robertson	=VLOOKUP(E32,CATEGORY,4,FALSE)			
Rowenna	Ross	=VLOOKUP(E33,CATEGORY,4,FALSE)			

7/7

=VLOOKUP(E4,'Membership Fees'!\$A\$3:\$D\$7,4,FALSE)

=COUNTIF(\$E\$4:\$E\$33,H5)

=SUMIF(\$E\$4:\$E\$33,H5,\$F\$4:\$F\$33)

1

2

2

2

MEMBERSHIP DETAILS - BILLY, WHERE'S YOUR BRIDIE?						
First Name	Surname	Fees		MEMBERSHIP BREAKDOWN		
				Category	No of Members	Income from Fees
Lionel	Smith	£100		Child	5	£275.00
Jerry	Neil	£80		Youth	3	£195.00
Louise	Logan	£100		Adult	18	£1,800.00
Alexa	Kavanagh	£100		Senior	4	£320.00
Phoebe	Cain	£100		Totals	30	£2,590.00
Simone	Swan	£100				
Tim	Donnelly	£100				
Mo	Russell	£65				
Steven	Burgess	£80				
Vivienne	Saddler	£55				
Kyle	Sung	£100				
Rachel	Sung	£80				
Fiona	Erskine	£80				
Gail	Hodgkinson	£55				
Sarila	Dodds	£100				
Emma	Dawson	£100				
Kathryn	Smith	£55				
Deborah	Kirk	£65				
Melissa	Hopkirk	£100				
Cara	Gray	£100				
Mia	Foster	£55				
Louise	Allan	£100				
Micky	Donovan	£100				
Freya	Stark	£100				
Martyna	Urbaniak	£100				
Myrcella	Little	£100				
Omar	Yousef	£65				
Jamie	Fray	£100				
Arya	Robertson	£55				
Rowenna	Ross	£100				

DATABASE TASK - AGGREGATE QUERY

6

Evidence	Mark	Comment
Number hired	2	Consistent capitalisation
Cost of hire	2	
Grouping by membership type	1	
Appropriate headings	1	
Notes:		
See alternative solutions at end.		

6/6

Membership Types	Number of Costumes	Cost of Costumes
Adult	35	£342.81
Child	12	£105.24
Senior	10	£83.77
Youth	9	£78.68

①
②
②

SPREADSHEET TASK - INCOME/EXPENDITURE

8

Evidence	Mark	Comment
Insertion of Sales and Membership Fees	1	Watch for consequentiality
Orchestral set cost:	2	Nested if
• cost per week	1	Cell reference
• multiplied by no of weeks		
Performance rights	1	
Donation to charity	2	Hlookup
Multiplied by profit figure	1	Cell reference (C24)

Notes:

If inserted using a link then fine.
 If not on one page ignore.
 If comments not deleted ignore.
 If named cells used then ok.

Office 365 - =IFS(weeks>8,55,weeks>4,50,weeks>0,45)*weeks.

INCOME AND EXPENDITURE - BILLY, WHERE'S YOUR BRIDIE?		
<u>Income (Money In)</u>		
Ticket Sales		£5,696.00
Programme Sales		£850.00
Sponsorship		£1,120.00
Membership Fees		£2,590.00
Total Income		£10,256.00
<u>Expenditure (Money Out)</u>		
Hire of Orchestral Set	£300.00	
Hire of Costumes/Wigs	£720.00	
Performance Rights	£1,093.63	
Production Team	£1,600.00	
Orchestra/Band	£1,200.00	
Theatre Costs	£750.00	
Programme Design and Printing	£250.00	
Advertising	£525.00	
Hire of Props and Set	£860.00	
Hire of Sound Equipment	£640.00	
Rehearsal Material (scripts)	£585.00	
Total Expenditure		£8,523.63
Profit/Loss on Production		£1,732.37
Donation to local Food Bank		£173.24

INCOME AND EXPENDITURE - BILLY			8 / 8
Income (Money In)			
Ticket Sales		5696	
Programme Sales		850	1
Sponsorship		1120	
Membership Fees		2590	
Total Income		=SUM(C4:C7)	
Expenditure (Money Out)			
Hire of Orchestral Set	=IF('Additional Information'!B11>8,55,IF('Additional Information'!B11<5,45,50))*'Additional Information'!B11		2
Hire of Costumes/Wigs	720		1
Performance Rights	=(C4*0.16)*1.2	1	
Production Team	1600		
Orchestra/Band	1200		
Theatre Costs	750		
Programme Design and Printing	250		
Advertising	525		
Hire of Props and Set	860		
Hire of Sound Equipment	640		
Rehearsal Material (scripts)	585		
Total Expenditure		=SUM(B11:B21)	
Profit/Loss on Production		=C8-C22	
Donation to local Food Bank		=HLOOKUP(C24,fbank,2,TRUE)*C24	2
			1

DATABASE TASK - REPORT		11
Evidence	Mark	Comment
Query - >16 March 2019 between 18-60 AN*	1 1 1	
Report header - title and logo	1	
Late return fee charged 30%	2	
Field heading	1	
Total late fee £	1	
Count of costumes not returned	1	
Labelling - both totals	1	
Presentation	1	DNA if additional fields Lose if not formatted for £
Notes:		
Total late fees - if function used then answer is £22.33 as uses the original 3 decimal places. However, if pupil adds up then comes to £22.36. Accept both.		
If both query and report are present then mark both as stand-alone files and record one with the highest mark. <i>Make sure to score out the one that is not being used.</i>		
If Title field has been inserted then 2 members' names will disappear. However, there should still be 8 costume descriptions		
See end for possible alternatives.		

LATE RETURN OF COSTUMES



First Name	Surname	Contact Number	Description	Late Fee
Deborah	Kirk	07377886476	Maid's dress	£3.00
Emma	Dawson	07400784632	Hobo	£1.84
Kyle	Sung	07106896878	Hobo	£1.84
Martyna	Urbaniak	07403318934	Morning suit	£6.00
Sarila	Dodds	07106554542	Maid's dress	£3.00
Simone	Swan	07489114011	Hobo	£1.84
Number of late costumes			8	
Total				£22.33

1

1

1

2

1

1

- 1 AN*
- 1 Date
- 1 Age
- 1 Presentation

Alternative aggregate query – worth 5 if headings accurate				
Title	First Name	Surname	Number of Costumes	Total Cost
Miss	Arya	Robertson	3	£28·00
Miss	Deborah	Kirk	3	£25·34
Miss	Fiona	Erskine	3	£25·34
Miss	Gail	Hodgkinson	2	£16·15
Miss	Kathryn	Smith	3	£25·34
Miss	Mia	Foster	3	£28·00
Miss	Mo	Russell	3	£25·34
Miss	Sarila	Dodds	3	£25·34
Miss	Vivienne	Saddler	1	£7·75
Mr	Jamie	Fray	1	£15·00
Mr	Kyle	Sung	1	£19·99
Mr	Lionel	Smith	2	£23·75
Mr	Micky	Donovan	1	£9·00
Mr	Omar	Yousef	3	£28·00
Mr	Steven	Burgess	1	£7·75
Mr	Tim	Donnelly	1	£8·00
Mrs	Cara	Gray	1	£9·23
Mrs	Freya	Stark	2	£30·00
Mrs	Jerry	Neil	3	£25·34
Mrs	Martyna	Urbaniak	3	£25·34
Mrs	Phoebe	Cain	1	£12·70
Mrs	Rachel	Sung	3	£25·34
Mrs	Simone	Swan	2	£16·11
Ms	Alexa	Kavanagh	3	£25·34
Ms	Emma	Dawson	4	£38·04
Ms	Louise	Allan	3	£25·34
Ms	Louise	Logan	3	£25·34
Ms	Melissa	Hopkirk	1	£8·15
Ms	Myrcella	Little	1	£9·99
Ms	Rowenna	Ross	2	£16·15

Candidate has grouped on member rather than type of membership.

Alternative aggregate query – worth 5 if headings accurate		
Category	Total Cost	Number of Costumes
Adult	£368·15	38
Senior	£83·77	10
Youth	£158·58	18

Candidate has grouped on category rather than type of membership.

First Name	Surname	Contact Number	Description	Late Fee
Kyle	Sung	07106896878	Morning suit	£6-00
Fiona	Erskine	07391692455	Flapper dress	£2-77
Sarila	Dodds	07106554542	Maid's dress	£3-00
Emma	Dawson	07400784632	Hobo	£1-84
Deborah	Kirk	07377886476	Hobo	£1-84
Deborah	Kirk	07377886476	Maid's dress	£3-00
Freya	Stark	07401774209	Evening dress	£5-40
Martyna	Urbaniak	07403318934	Hobo	£1-84
Martyna	Urbaniak	07403318934	Maid's dress	£3-00
Martyna	Urbaniak	07403318934	Flapper dress	£2-77
Louise	Logan	07396553780	Flapper dress	£2-77
Phoebe	Cain	07783765567	Day dress	£3-81
Simone	Swan	07489114011	Hobo	£1-84

(13 records)

Date ✓
Age ✓
AN* ✗

First Name	Surname	Contact Number	Description	Late Fee
Kyle	Sung	07106896878	Morning suit	£6-00
Fiona	Erskine	07391692455	Flapper dress	£2-77
Sarila	Dodds	07106554542	Maid's dress	£3-00
Emma	Dawson	07400784632	Hobo	£1-84
Deborah	Kirk	07377886476	Hobo	£1-84
Deborah	Kirk	07377886476	Maid's dress	£3-00
Micky	Donovan	07391689234	Pinstripe suit	£2-70
Freya	Stark	07401774209	Evening dress	£5-40
Martyna	Urbaniak	07403318934	Hobo	£1-84
Martyna	Urbaniak	07403318934	Maid's dress	£3-00
Martyna	Urbaniak	07403318934	Flapper dress	£2-77
Louise	Logan	07396553780	Flapper dress	£2-77
Phoebe	Cain	07783765567	Day dress	£3-81
Simone	Swan	07489114011	Hobo	£1-84
Simone	Swan	07489114011	Maid's dress	£3-00
Steven	Burgess	07795400928	Red jumpsuit	£2-33

(16 records)

Date ✗ (>=16/3/2019)
Age ✓
AN* ✗

First Name	Surname	Contact Number	Description	Late Fee
Omar	Yousef	07375172867	Billy's red dungarees	£3.00
Simone	Swan	07489114011	Hobo	£1.84
Emma	Dawson	07400784632	Hobo	£1.84
Martyna	Urbaniak	07403318934	Hobo	£1.84
Deborah	Kirk	07377886476	Hobo	£1.84
Kathryn	Smith	07342090823	Hobo	£1.84
Omar	Yousef	07375172867	Orphan rags	£2.40
Arya	Robertson	07394826354	Orphan rags	£2.40
Gail	Hodgkinson	07340562329	Orphan rags	£2.40
Arya	Robertson	07394826354	Billy's blue tracksuit	£3.00
Jerry	Neil	07107251765	Maid's dress	£3.00
Sarila	Dodds	07106554542	Maid's dress	£3.00
Deborah	Kirk	07377886476	Maid's dress	£3.00
Martyna	Urbaniak	07403318934	Maid's dress	£3.00
Kathryn	Smith	07342090823	Maid's dress	£3.00
Kyle	Sung	07106896878	Morning suit	£6.00
Jerry	Neil	07107251765	Flapper dress	£2.77
Louise	Logan	07396553780	Flapper dress	£2.77
Fiona	Erskine	07391692455	Flapper dress	£2.77
Martyna	Urbaniak	07403318934	Flapper dress	£2.77
Freya	Stark	07401774209	Evening dress	£5.40
Phoebe	Cain	07783765567	Day dress	£3.81

(22 records)

Date ✓
Age ✗
AN* ✗



First Name	Surname	Contact Number	Description	Late Fee
Lionel	Smith	07106358900	Black dinner suit	£4.50
Lionel	Smith	07106358900	Business suit navy	£2.63
Kyle	Sung	07106896878	Morning suit	£6.00
Rachel	Sung	07342775812	Hobo	£1.84
Rachel	Sung	07342775812	Maid's dress	£3.00
Rachel	Sung	07342775812	Flapper dress	£2.77
Fiona	Enkine	07301692455	Hobo	£1.84
Fiona	Enkine	07301692455	Maid's dress	£3.00
Fiona	Enkine	07301692455	Flapper dress	£2.77
Serika	Coats	07106554542	Hobo	£1.84
Serika	Coats	07106554542	Maid's dress	£3.00
Serika	Coats	07106554542	Flapper dress	£2.77
Emma	Dawson	07400784632	Hobo	£1.84
Emma	Dawson	07400784632	Maid's dress	£3.00
Emma	Dawson	07400784632	Flapper dress	£2.77
Emma	Dawson	07400784632	Day dress	£3.81
Deborah	Kirk	07377886476	Hobo	£1.84
Deborah	Kirk	07377886476	Maid's dress	£3.00
Deborah	Kirk	07377886476	Flapper dress	£2.77
Melissa	Woods	07304604364	Cook's outfit	£2.45
Cara	Coat	07301967740	Flapper dress	£2.77
Louise	Allan	07306397033	Hobo	£1.84
Louise	Allan	07306397033	Maid's dress	£3.00
Louise	Allan	07306397033	Flapper dress	£2.77
Micky	Donovan	07301680234	Pinstripe suit	£2.70
Freya	Stark	07401774200	Skirt suit	£3.60
Freya	Stark	07401774200	Evening dress	£5.40
Wendy	Woods	07403318934	Hobo	£1.84
Wendy	Woods	07403318934	Maid's dress	£3.00
Wendy	Woods	07403318934	Flapper dress	£2.77
Wendy	Little	07306432432	Maid's dress	£3.00
Jamie	Fray	07307088032	Black dinner suit	£4.50
Louise	Logan	07306553780	Hobo	£1.84
Louise	Logan	07306553780	Maid's dress	£3.00
Louise	Logan	07306553780	Flapper dress	£2.77
Caroline	Ross	07377332286	Orphan rags	£2.40
Caroline	Ross	07377332286	Party dress	£2.45
Alexa	Keanagh	07773611242	Hobo	£1.84
Alexa	Keanagh	07773611242	Maid's dress	£3.00
Alexa	Keanagh	07773611242	Flapper dress	£2.77
Phoebe	Cain	07783765567	Day dress	£3.81
Simone	Swan	07489114011	Hobo	£1.84
Simone	Swan	07489114011	Maid's dress	£3.00
Tim	Donnelly	07980680348	Laundry uniform	£2.40
Steven	Burgess	07795400928	Red jumpsuit	£2.33

(45 records)

Date x

Age ✓

AN* x

First Name	Surname	Contact Number	Description	Late Fee
Kyle	Sung	07106896878	Morning suit	£6.00
Sarila	Dodds	07106554542	Maid's dress	£3.00
Emma	Dawson	07400784632	Hobo	£1.84
Freya	Stark	07401774209	Evening dress	£5.40
Martyna	Urbaniak	07403318934	Hobo	£1.84
Martyna	Urbaniak	07403318934	Maid's dress	£3.00
Martyna	Urbaniak	07403318934	Flapper dress	£2.77
Louise	Logan	07396553780	Flapper dress	£2.77
Phoebe	Cain	07783765567	Day dress	£3.81
Simone	Swan	07489114011	Hobo	£1.84

(10 records)

Date ✓
Age ✗ (>18 and <60)
AN* ✗

First Name	Surname	Contact Number	Description	Late Fee
Louise	Logan	07396553780	Hobo	£1.84
Louise	Logan	07396553780	Maid's dress	£3.00
Alexa	Kavanagh	07773611242	Hobo	£1.84
Alexa	Kavanagh	07773611242	Maid's dress	£3.00
Rachel	Sung	07342775812	Hobo	£1.84
Fiona	Erskine	07391692455	Hobo	£1.84
Louise	Allan	07396397033	Hobo	£1.84
Sarila	Dodds	07106554542	Hobo	£1.84
Rachel	Sung	07342775812	Maid's dress	£3.00
Fiona	Erskine	07391692455	Maid's dress	£3.00
Emma	Dawson	07400784632	Maid's dress	£3.00
Louise	Allan	07396397033	Maid's dress	£3.00
Tim	Donnelly	07980689348	Laundry uniform	£2.40
Melissa	Hopkirk	07394604364	Cook's outfit	£2.45
Myrcella	Little	07396432432	Maid's dress	£3.00
Rowenna	Ross	07377332286	Orphan rags	£2.40

(16 records)

Date * (<16/3/2019)

Age ✓

AN* ✓

First Name	Surname	Contact Number	Description	Late Fee	Age
Louise	Logan	07396553780	Hobo	£1.84	19
Louise	Logan	07396553780	Maid's dress	£3.00	19
Alexa	Kavanagh	07773611242	Hobo	£1.84	21
Alexa	Kavanagh	07773611242	Maid's dress	£3.00	21
Simone	Swan	07489114011	Hobo	£1.84	29
Rachel	Sung	07342775812	Hobo	£1.84	57
Fiona	Erskine	07391692455	Hobo	£1.84	60
Emma	Dawson	07400784632	Hobo	£1.84	49
Martyna	Urbaniak	07403318934	Hobo	£1.84	20
Louise	Allan	07396397033	Hobo	£1.84	22
Deborah	Kirk	07377886476	Hobo	£1.84	18
Sarila	Dodds	07106554542	Hobo	£1.84	30
Simone	Swan	07489114011	Maid's dress	£3.00	29
Rachel	Sung	07342775812	Maid's dress	£3.00	57
Fiona	Erskine	07391692455	Maid's dress	£3.00	60
Sarila	Dodds	07106554542	Maid's dress	£3.00	30
Emma	Dawson	07400784632	Maid's dress	£3.00	49
Deborah	Kirk	07377886476	Maid's dress	£3.00	18
Louise	Allan	07396397033	Maid's dress	£3.00	22
Martyna	Urbaniak	07403318934	Maid's dress	£3.00	20
Tim	Donnelly	07980689348	Laundry uniform	£2.40	51
Kyle	Sung	07106896878	Morning suit	£6.00	19
Melissa	Hopkirk	07394604364	Cook's outfit	£2.45	35
Myrcella	Little	07396432432	Maid's dress	£3.00	41
Rowenna	Ross	07377332286	Orphan rags	£2.40	37

(25 records)

Date * (not queried on date)

Age ✓

AN* ✓

[END OF MARKING INSTRUCTIONS]