



National 5
Coursework
Assessment Task



2022 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 candidate response does not seem to be covered by either the principles or specific marking instructions, and you are uncertain how to assess it, you must seek guidance from your team leader.
- d Candidates are 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)

- ♦ providing responses as part of an integrated IT task

Word-processing/desktop publishing

Two marks are available for inserting the logo throughout the assignment. Award 1 mark at the first correct use and the second mark at the last use, 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 in bottom left corner), but can be 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. New slides must be consistent.

Note: different backgrounds or design templates can change the font, size, capitalisation and footer position on original slides.

E-mail

E-mail messages must make sense and have:

- ◆ an appropriate subject heading with correct capitalisation (not Task 7)
- ◆ an opening, for example Hi/Hello/First Name/Good Morning/Afternoon
- ◆ a close, for example Thanks/Regards or a closing sentence followed by the candidate name (accept first name only and accept a close with or without a full stop)
- ◆ consistent spacing – 2 returns from opening to start of the e-mail and 2 returns from close to the candidate name. There should be a minimum of 2 returns before the signature block

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, the candidate must provide supplementary printouts
- ◆ weekly or daily view must be printed from the e-diary but supplementary printouts can be a screenshot
- ◆ start and finish times of meetings and events must be clearly shown on printouts – if it is late in the evening, the whole day must be visible in the diary printout, unless a supplementary printout is provided
- ◆ it is not necessary to show location on printouts unless specifically requested – where it is included, mark keyboarding for accuracy
- ◆ accept initial or block capitals for events and appointments
- ◆ ignore extraneous events and meetings

Tasks

- ◆ tasks must be entered using the task manager, or equivalent
- ◆ the date due must be shown
- ◆ mark tasks for keyboarding accuracy
- ◆ accept sentence case, initial or block capitals
- ◆ a screenshot is acceptable

Layouts

Marks are awarded for a wide variety of layouts used in word-processing and desktop publishing tasks. Do not penalise candidates for applying a layout to a document that is different to one supplied in the marking instructions. The overriding principle is that a document must be fit for purpose.

Keyboarding

Marks are awarded for every block of text that is accurately keyed-in (approximately every 20 words). Flags may be included, if appropriate, to identify where marks are awarded.

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

Treat each of the following as one error within a task:

- ◆ incorrect spacing after punctuation at the end of a sentence
- ◆ incorrect spacing for commas, colons, semi-colons, brackets and obliques
- ◆ confusion of hyphens and dashes
- ◆ recurring omission of the same punctuation mark

Date formats

Accept any standard format, for example:

19 July 2022	19/07/2022
19 th July 2022/July 19 th 2022	July 19, 2022
19/7/22	Tuesday, 19 July 2022

Do not accept the 19th of July 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 provided, candidates must use the same style.

Time formats

Accept a variety of formats, for example:

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

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

Text formatting

Accept any of the following:

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

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

Graphics

Accept any of the following:

Clip art	WordArt
Photographs	Watermarks
Scanned drawings	Border

A graphic must not be clipped by the margin or cover any information on the page.

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. Treat inconsistent capitalisation 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.

Conjunctions should not be capitalised in headings with initial capitals, for example Watch the Wild.

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 (there must be no space in telephone numbers)
- ◆ for Twitter accept: Twitter, T, suitable symbol or on its own

There must be consistency of style when using the above pieces of information and if any appear in a sentence, candidates must use sentence case.

Theory

All keyboarding errors should be ignored.

Tasks that ask candidates to 'identify'

Candidates must make a number of brief points up to the total mark allocation, these can be one word answers. 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 brief point

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 cause and effect
- ◆ 1 mark should be given for any further development of a relevant point, including exemplification when appropriate
- ◆ 2 marks should be given for a single response covering 2 points

General

If a task requires specific information to be inserted in a footer, the candidate’s name, task number and SCN should always be below the footer information, or in the header. The only exception is on full-page presentation slides.

If candidates are asked to include a name, they must include the title, first name and surname, unless specifically instructed to use only certain information.

Candidates must action and then delete all comments on e-files.

Errors

Do not award a maximum of 1 mark (1K) per word, for example:

- ◆ co - ordanation should be co-ordination

Printouts

There are clear printing instructions for each task.

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

Specific marking instructions

Task 1

DISCOVER THE WILD SIDE OF SCOTLAND

ScotXplorer Tours

1C

Our tour company has 50 years' experience delivering 5-star, award winning guided tours for small groups. Each tour is carefully designed to give you lots of variety and is the best way to see the real Scotland.

This year we are launching a brand new wildlife tour: **Watch the Wild**

Our wildlife tour lasts for 3 days, is all inclusive and is based in Inverness. It includes a range of activities including land-based dolphin watching, dolphin boat trips, wildlife walks and a land safari. **You may see red deer, lizards, otters, ospreys and dolphins.**



1G

Benefits of booking this tour:

1. Guaranteed personal attention from our friendly and knowledgeable guides – the best in the business
2. Getting off the beaten track to enjoy a real taste of local wildlife and discover tucked away places untouched by tourists
3. More time exploring wildlife and extra photo opportunities
4. Easier to get to know fellow group members due to a more social atmosphere
5. **No queuing for tickets at tourist attractions**

1I

1S

1N

Go to our website for further information and booking details: www.scotxplorer.co.uk

1M

1K

Only
£500

Twitter: @sxplorer

1P

	Marks
Title - block capitals and centre	1C
3 different graphics added	1G
Numbered list	1N
Text moved - 'No queuing...' now final benefit - DNA if full stop is included	1M
Items inserted in correct place - tour name, new sentence, shape and web address	1I
Shape and large font	1S
Keyboarding - tour name, new sentence, shape text, web address	1K
Presentation - one page, landscape and layout	1P
TOTAL	8

TASK 1
Name of the tour must be after the colon.
Accept suitable Scottish wildlife not included in the introduction in both inserted sentence and graphics.
DNA 1K max if there are wrong animals in the sentence eg lions, tigers, giraffes etc and in the graphics but 1G can be awarded.
DNA 1G if graphics are not: • relevant • a similar size • same alignment • different types of wildlife
Accept if numbered list indented or not indented.
DNA 1I if a new sentence is not keyed in.
DNA 1S if the shape is clipped.
Accept shape shaded or not shaded.
DNA 1K if: • there is no space after a colon • there are less than 5 different types of wildlife listed in the new sentence
Accept any capitalisation/case of 'Only £500'. Accept 2 decimal places. Accept if exclamation marks are added after £500. Accept 'Only: £500'.
DNA 1K and 1I if tour name, new sentence, 'Only £500' or web address are omitted.
If any of the items are not inserted in the correct place DNA 1I but ignore inconsistent spacing where it has been inserted.
DNA 1P if: • footer text has been removed • on 2 pages - however, if there is only a header and footer on 2nd page ignore • there is inconsistent or incorrect paragraph spacing in the document • there is not one clear line space after the numbered list • there is more than one clear line space between 'benefits of ..' and the numbered list • there are more than 2 clear line spaces before and after the graphics • the last line 'Visit our website..' is indented • font/size of inserted text is inconsistent eg Watch the Wild
Accept no line space between 'benefits of ..' and the numbered list.

Task 2

1M

1H

Printout of internet evidence of a 3 or 4 star hotel within a mile of Inverness centre.

1S

Printout of internet evidence of a petrol station in Inverness.

2D

Printout of internet evidence of driving directions from the hotel to the petrol station.

	Marks
Hotel - 3 or 4 star	1H
Distance - within one mile of Inverness city centre	1M
Inverness petrol station - name and address	1S
Driving directions - from hotel to petrol station	2D
TOTAL	5

TASK 2

Results should clearly show evidence of an Internet search.

Evidence must be for a hotel and must clearly show 3 or 4 star, **not** review rating.

Avalon is a hotel but must show 3 or 4 star.

1,760 yards = 1 mile.

DNA 1M if hotel evidence does not show distance from city centre ie up to one mile.

Accept if supplementary evidence is provided for distance from hotel to city centre.

Evidence for petrol station must clearly show street/number and postcode (IV1-3).

Driving directions must clearly show start and finish points.

DNA 2D if directions are from the petrol station to the hotel.

Accept map or directions.

Accept if the candidate presents this as a screenshot - however each piece of criteria must still be visible and legible for all marks to be awarded.

Task 3

●

▼

Tour Guide Meeting

Seminar Room

Start: 11 July 2022

10:00

▼

☐ All day

End: 11 July 2022

12:00

▼

1M

●

▼

Accommodation Meeting

Hotel Name

Start: 13 July 2022

12:00

▼

☐ All day

End: 13 July 2022

12:45

▼

1M

●

▼

Health and Safety Meeting

Conference Room

Start: 15 July 2022

14:00

▼

☐ All day

End: 15 July 2022

15:30

▼

1M

Search

←

→

July 2022

Today

Day

Monday	Tuesday	Wednesday	Thursday	Friday
11	12	13	14	15
9				1P
10	Tour Guide Meeting Seminar Room			
11				
12		Accommodation M Hotel Name		
13				
14				Health and Safety Meeting Conference Room
15				

	Marks
Mon - Tour Guide Meeting, Seminar Room - 1000-1200 hours	1M
Wed - Accommodation Meeting, hotel name - 1200-1245 hours	1M
Fri - Health and Safety Meeting, Conference Room - 1400-1530 hours	1M
Print - weekly view - week beginning 10/11 July 2022	1P
TOTAL	4

TASK 3
Ignore any extraneous entries.
For the Accommodation Meeting accept Meet with Hotel Manager or Hotel Manager Meeting or Accommodation Meeting with Hotel Manager.
Accept name or address of hotel for location.
Accept Health & Safety Meeting.
Accept events consistently in sentence case, initial or block capitals.
Accept locations consistently in sentence case, initial or block capitals.
Accept location in the event name eg Tour Guide Meeting in Seminar Room.
DNA event mark if keyboarding is incorrect.
DNA event marks if: • events truncated and no supplementary printouts provided • supplementary printout does not match diary printout
DNA 1 mark max if different events are incorrectly capitalised.
DNA 1P if: • only an agenda is provided • no weekly view provided • wrong dates provided

Task 4

Sources of Information: (identify)

1	Non-biased
2	Complete/sufficient
3	Accurate
4	Up-to-date
5	Reputation of author/trusted source
6	https/secure website
7	Padlock

1T

1T

Administrator: (describe)

<i>Example</i>	<i>Answering the telephone and transferring to the appropriate member of staff.</i>
1	Creating/updating spreadsheets TO produce budgets/charts.
2	Creating charts FOR sales figures/wage sheets etc.
3	Using databases TO keep customer/supplier/employee records.
4	Produce letters/preparing reports/preparing agendas/minutes FOR customers/management/suppliers/meetings etc.
5	Photocopying or printing documents/booklets/leaflets FOR customers/suppliers/employees/meeting etc.
6	Researching or booking travel/accommodation FOR employees/business trips/meetings.
7	Using the internet to search FOR hotels/flights/trains etc.
8	Organising/storing files in eg alphabetical order.
9	Storing documents securely eg passwords/access rights/lockable filing cabinet.
10	File management - saving documents with appropriate name/folder.
11	Sending/receiving e-mails to/from customers/suppliers/employees.
12	E-mailing staff.
13	Making appointments in the electronic diary for meetings/events etc.
14	Dealing with visitors eg welcoming visitors/ensuring visitors' book is signed/badges issued/directing visitors - max 1.
15	Purchasing stationery supplies with petty cash.

1T

1T

1T

Health and Safety: (explain - must be 4 different explanations)

Ex	<i>Employers must ensure there is a safe entrance and exit to work to make sure no accidents happen.</i>
1	Employers should offer employees regular eyesight tests to ensure any sight issues are dealt with.
2	Employers should provide adjustable chairs/blinds/suitable desks) to prevent headache, backache etc.
3	Employers must provide appropriate equipment, eg fire extinguishers, to ensure different types of fires can be dealt with.
4	Employers should carry out regular fire drills, to ensure all staff know how to evacuate safely.
5	Fire exits must be clearly marked, to ensure that visitors are able to evacuate safely.
6	Employers must check fire doors are kept clear, to ensure no-one is trapped in the event of a fire.
7	Employers must provide fire warning systems, to ensure employees know when to evacuate the building.
8	Employers must ensure there is equipment to extinguish a fire.
9	Employers must provide a first aid kit, to ensure minor injuries can be dealt with.
10	Employers must appoint someone to be in charge of first aid/a first aider, to ensure the procedures for accidents/injuries are followed.
11	Employers must provide training on first aid, to ensure first aid skills are kept up-to-date.
12	Employers must inform employees of first aid arrangements, to ensure they know what to do in the event of an accident/injury.
13	Employers must have a health and safety policy to ensure employees know their health and safety responsibilities.

1T

1T

1T

1T

	Marks
Features of reliable internet sources - identify	2T
Tasks/duties of administrators - describe	3T
ScotXplorer health and safety responsibilities - explain	4T
TOTAL	9

TASK 4	
PART ONE	
DNA relevant	DNA well known website
DNA have a date or time when website last updated	DNA no spelling mistakes
DNA 'check the date'	
PART TWO	
DNA schedule meetings on its own	
DNA booking suitable flights/suitable hotels - has to be for something or someone	
Accept e-mailing staff	
Accept reference to tourists instead of customers/employees/staff	
PART THREE	
Only accept 'keep people safe' once	
Must be about health and safety and not security of people or property	
Make sure that the explanation is not a repeat of the example given and each explanation must be different	
DNA any reference to 'suitable surroundings'	

Task 5

ADDITIONAL INFORMATION

Weather

Weather in Scotland can be unpredictable. Please bear this in mind when planning ahead.

Travel Insurance

1M

It is your responsibility to take out appropriate travel insurance to cover you during your trip. This should cover cancellation prior to the trip, activities undertaken and adequate medical insurance for sickness/injuries.

Guide

Your guide will be Donald Alexander. Donald has vast knowledge and experience in Scottish wildlife and landscapes.



Should you have any additional questions, please do not hesitate to contact us:

info@scotxplorer.co.uk
07732698888

1N

4

WATCH THE WILD



1L

19-21 JULY 2022

DAY 1 - 19 July 2022	
1600 hours	Tourists arrive
1800 hours	Welcome Reception
1900 hours	Dinner at hotel
2030 hours	Guest Speaker - George Logan, Wildlife Photographer

DAY 2 - 20 July 2022	
1000 hours	Morning coastal walk - Spey Bay
1230 hours	Lunch - The Quaich Bistro
1330 hours	Moray Coast dolphin spotting
1600 hours	Local wildlife hide visit
1900 hours	Dinner at hotel

DAY 3 - 21 July 2022	
0900 hours	Land safari
1200 hours	Photography pit-stop
1230 hours	Lunch - Cafe One
1415 hours	Dolphin boat trip - Moray Firth
1700 hours	Tourists depart

3K

1P

	Marks
Margins - 2.5 cm or 2.54 cm left and right	1M
Page numbers on all pages except first page	1N
Logo - first use - can be anywhere on front page	1L
Remove shading - top row in each of the 3 tables	1S
Merge top rows in each of the 3 tables	1MR
Keyboarding - travel insurance paragraph, e-mail, telephone, dates	3K
Presentation - 4-page booklet and following template for inserting information	1P
TOTAL	9

TASK 5
Must be 2 landscape pages per sheet. Front and back pages have to be on same sheet.
Accept if page numbers start at page 2 eg pages numbered 1-3 or 2-4 as long as there is no number on front page.
DNA 1K if year is omitted from dates.
Date format on page 1 does not need to be the same as pages 3 and 4 (page 1 is a date range) - dates on pages 2 and 3 must be consistent.
Accept date in initial capitals at the top of each table.
DNA max 2K if whole paragraph including heading is omitted.
DNA max 1K if both e-mail and phone no are omitted.
Accept with or without the words E-mail and Tel.
DNA 1P if: • line spacing between paragraphs is inconsistent • paragraph is inserted in incorrect place • dates are inserted with inconsistent formatting • the e-mail address and tel are not on separate lines • Donald's picture is inserted incorrectly • travel insurance has incorrect line spacing or the heading is not bold and centred
Accept if there is no clear line space before the tel and e-mail.
Accept tel and e-mail in any order.
Check stet - 'your trip' keyed in as eg 'the tour' - 1 error.

Task 6

 <i>Walk on the wild side!</i>	DOLPHIN BOAT TRIP	21 July 2022 2.15 pm
	«Title» «First__Name» «Surname» «Age_Category»	

1M

1M

 <i>Walk on the wild side!</i>	DOLPHIN BOAT TRIP	21 July 2022 2.15 pm
	Miss Jillian Pirozi Adult	

1E

1K

1S

1TF

1P

	Marks
Mail Merge:	
Name fields - Title, First Name, Surname	1M
Age Category	1M
Essential information - trip name, date, time, slogan	1E
Keyboarding	1K
Size of wristband: 25 x 3 cm max	1S
Text formats - minimum 2	1TF
Print merge fields/print merged wristband and overall presentation	1P
TOTAL	7

TASK 6

DNA 1L in task 10 if logo is cropped or omitted.

Accept if additional merge fields are shown.

Trip name must include Dolphin Boat Trip - accept in sentence case.

Award 1S if either the printout is the correct size or the ruler is included which shows the correct size.

If there is a border the measurement should be within the border.

DNA 1K and 1E if any essential information is omitted.

Award 1E if candidates have put in **ANY** trip name, date, time and slogan - if any of this information is incorrect DNA 1K.

DNA 1K if:

- trip name is Watch the Wild or ScotXplorer, but 1E can be awarded if other essential information is shown
- year is missing from date, however 1E can still be awarded

Accept time in 24 hour format.

Be aware of consequentiality with time and date.

DNA 1P if there is:

- no space between merge fields
- more than one merged printout

Task 7

FW: Enquiry **1F**

CN Candidate Name

To : Hamish Campbell

Cc : Donald Alexander

1C

1U

1S

1E

1K

Hi

Please reply to Sandi within 3 days.

Thanks

Candidate Name

Today 14:12

Reply Reply All Forward ...

This message was sent with High importance.

	Marks
Forward function	1F
Message to 2 people	1C
Marked as high priority/urgent	1U
Essential information - reply within 3 days	1E
Keyboarding - start, end, message etc	1K
Print evidence of sending	1S
TOTAL	6

TASK 7
Subject heading must be Enquiry/Fw Enquiry. If it's Enquiry it must either show at least part of the original e-mail or have the ellipsis (...).
Evidence of forward must be provided - eg Fw in subject.
Accept Kind Regards or Kind regards.
If forward function not used check subject heading for keyboarding accuracy.
DNA 1C if there is an attachment or a picture of Donald, even if it is sent to 2 people.
Award 1C if sent to more than 2 people.
Accept both e-mail addresses in To: box or one in To: and one in Cc.
DNA 1U if urgent is keyed in.
DNA 1E if there is no indication of who has to be replied to eg the tourist/e-mail or Sandi.
DNA 1E and 1K if any essential information is missing.
Urgent/High Priority function must be used to be awarded 1U eg !, high importance.
DNA 1K if line spacing is inconsistent and there must be one clear line after close.
Accept signature block but name and job title must be on separate lines.

Task 8

Draft 2

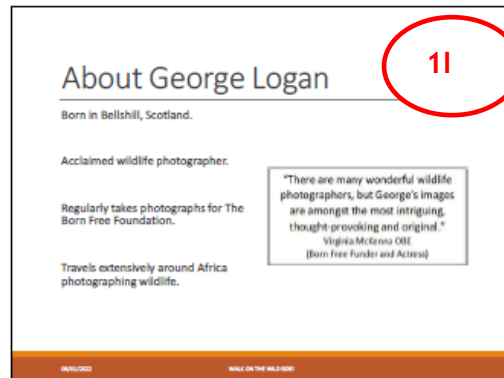
06/01/2022

1HH

1TS

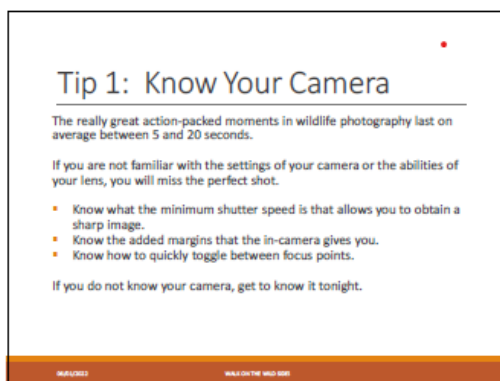


1

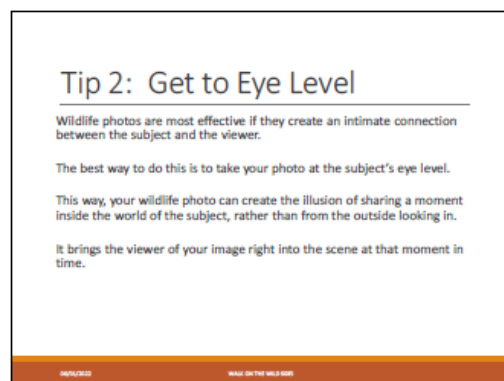


2

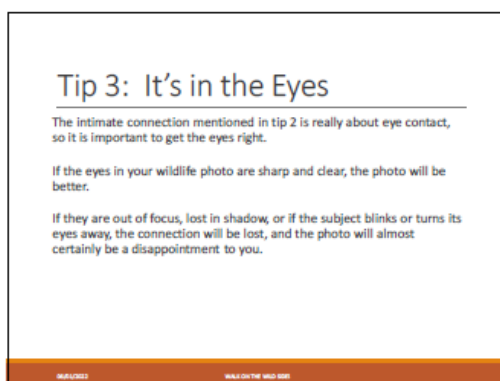
1I



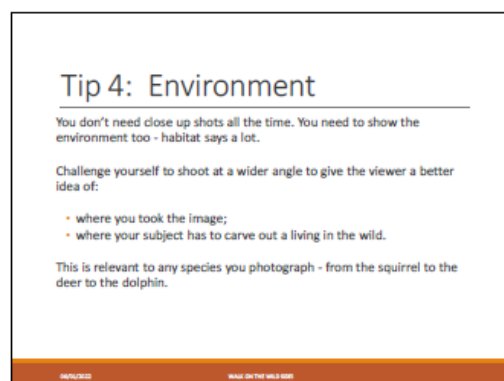
3



4



5



6

1M

1D

1N

About George Logan

1CL

Born in Bellshill, Scotland.

Acclaimed wildlife photographer.

Regularly takes photographs for The Born Free Foundation.

Travels extensively around Africa photographing wildlife.

"There are many wonderful wildlife photographers, but George's images are amongst the most intriguing, thought-provoking and original."

Virginia McKenna OBE
(Born Free Funder and Actress)

1CP

06/01/2022

1SF

WALK ON THE WILD SIDE!

1K

1P

	Marks
Draft 2 in handout header	1HH
Title Slide - George Logan, Wildlife Photographer, 19 July 2022 - all accurate	1TS
New slide added in correct place - must be consistent with other slides	1I
Slides in correct order - Tips 1-4	1M
Design	1D
Remove slide numbers	1N
New slide - correct layout - 2 columns	1CL
New slide - background and quotes - copy and paste from files	1CP
Automatic date and slogan in footer on all slides - except slide 1	1SF
Keyboarding - heading About George Logan, slide footer slogan and handout header text	1K
Print - whole presentation 6 slides per page, slide 2 full slide	1P
TOTAL	11

TASK 8
Logo mark awarded in task 10.
If the logo covers any text DNA 1L in task 10.
If no 'Draft 2' in handout header DNA 1HH and 1K.
DNA 1TS if: • title slide is not the first slide • a new title slide is inserted
Accept background information with/without bullets.
DNA 1CL if the quote is included in text box at the left, must clearly look like 2 columns.
DNA 1CP if: • background information is a screenshot • there are bullets and there is no space before the text • there are additional bullets in the text
Accept slide footer in any location (depends on the design chosen).
DNA 1SF if there is no footer information any of the slides 2-6.
DNA 1SF if the slide footer date has incorrect spelling - it is not automatic date, (should be the date the candidate completed the task), however K can still be awarded.
DNA 1K if text in: • slide footer is incorrect but 1SF can be awarded • handout header incorrect but 1HH can be awarded • text in slide footer is omitted
If only slide 2 printed only 1CL and 1CP can be awarded.
DNA 1P if: • the headings on Tip 1-4 slides are not consistent with each other • either the handout of the full presentation or slide 2, as a full page slide, are omitted • slide 2 is not a full page slide eg printed as one slide in handout format • automatic date is wrapped over 2 lines • footer information is wrapped

Task 9

15 July 2022

Friday

July 2022

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FRIDAY		Daily Task List	
15			Arrange by: Due Date Fri 15/07/2022 ☐ Call Guest Speaker
07			1T
08			
09			
10			
11			
12			
13			
14	Health and Safety Meeting Boardroom		1P
15		1M	
16			

	Marks
Task:	
- Call Guest Speaker/George Logan - Date due: Friday 15 July (2022)	1T
Fri - Health and Safety Meeting, Boardroom - 1400-1500 hours	1M
Print - daily view for Friday	1P
TOTAL	3

TASK 9
Ignore any extraneous entries.
DNA event mark if keyboarding incorrect.
DNA event marks if: - events truncated and no supplementary printouts provided - supplementary printout does not match diary printout
DNA 1P if only an agenda is provided.
Accept task if: - in sentence case, initial or block capitals - printed as a screenshot only 'Call George Logan' instead of 'Call guest speaker' - due date is 15 Jul (without year) - snip is provided for Friday

Task 10

CERTIFICATE

21 JULY 2022

AWARDED TO

Thank you for adopting a Scottish Bottlenose Dolphin and providing them with a cleaner, safer future.

Graphic



	Marks
Text formatting - minimum 2	1TF
Fonts - minimum 2	1F
Page Border	1PB
Graphic	1G
Logo - only award if correctly inserted in tasks 6, 8 and 10 - must be in a corner of the page in task 10	1L
Box for name of person adopting	1B
Keyboarding	1K
Presentation - essential information must be included, read like a certificate and on one page, using minimum two thirds of the page	1P
TOTAL	8

TASK 10
DNA 1L if logo is clipped in tasks 6, 8 or 10.
Date must match the date of the third day on itinerary (task 5).
Essential information includes a heading, the word 'certificate', date and sentence.
DNA 1K and 1P if any essential information is missing.
Accept landscape or portrait certificate.
DNA 1P if: - logo is not in corner of the certificate - heading is not enhanced
Accept if candidate has mail merged the certificate - check for accuracy - DNA 1P if incorrect.

[END OF MARKING INSTRUCTIONS]