



Higher Administration and IT Assignment

Instructions for teachers and lecturers

This document provides information for teachers and lecturers about the coursework component of this course in terms of the skills, knowledge and understanding that are assessed. It must be read in conjunction with the course specification.

Valid for session 2018-19 only.

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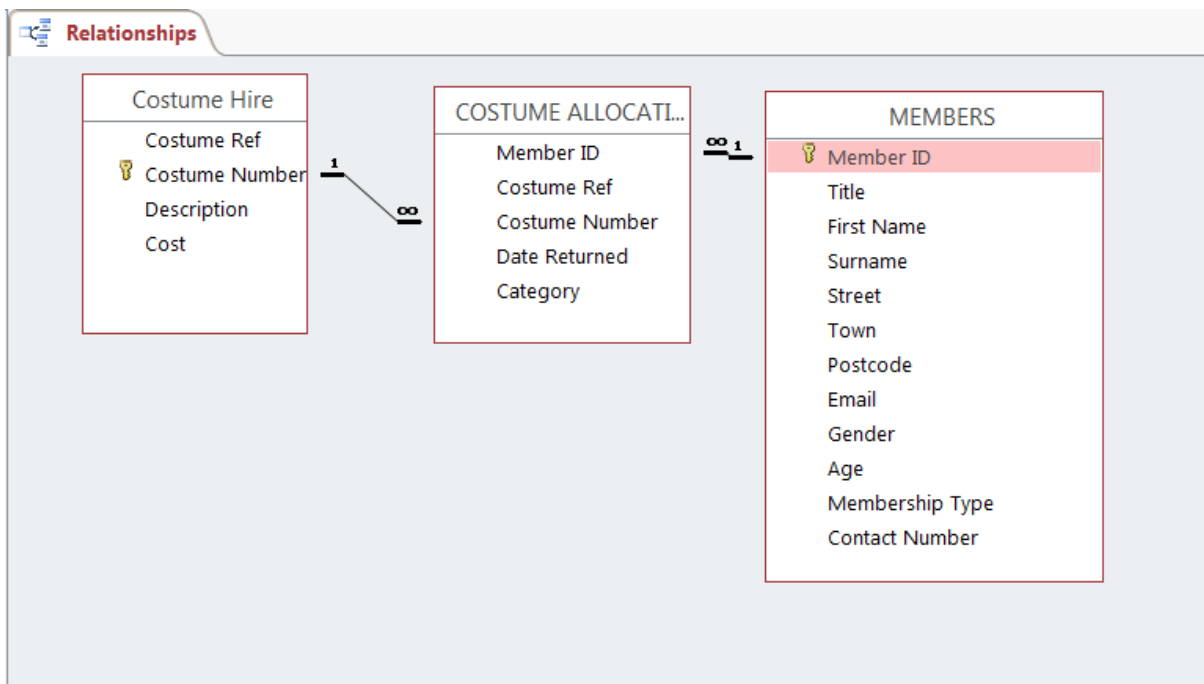
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Before candidates start the assignment, you must download the following e-files and place them in a folder named 2019 Assignment. You must keep the files secure and candidates must not access them in advance of assessment.

- **Director's Notes** – this is a PowerPoint file
- **Good Luck Messages** – this is a word-processing file
- **Income and Expenditure** – this is a spreadsheet file
- **Membership** – this is a spreadsheet file with 2 sheets
- **Programme** – this is a word-processing file
- **Starlight Theatre Company Logo** – this is a PNG file but can be saved as a Word file if required
- **Ticket Sales** – this is a spreadsheet file with one sheet
- **Show Details** – this is a database file, which contains 3 tables. These tables are also available as Excel files if required – Costume Hire, Costume Allocation and Members.

See below for primary keys and relationships.



E-mail

You must supply candidates with a functioning e-mail address so that they are able to send an e-mail for a task. This can be your own e-mail address.

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

This document can be used by practitioners in SQA approved centres for the assessment of National Courses and not for any other purpose.