

N5

National 5
Coursework
Assessment Task



National 5 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 2019-20 only.

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Instructions for teachers and lecturers

Before candidates start the assignment, you must download the following e-files and make them available for candidates to use. You must keep the files secure and candidates must not access them in advance of the assessment.

- ◆ **Circus in the Sky** – this is a word-processing file
- ◆ **Flyer** – this is a word-processing file
- ◆ **Letter** – this is a word-processing file
- ◆ **Logo** – this is a jpeg file
- ◆ **Presentation** – this is a PowerPoint file
- ◆ **Primary Schools** – this is a database file
- ◆ **Programme** – this is a word-processing file
- ◆ **To-do List** – this is a word-processing file, which may be useful for candidates to complete as they do the tasks. It is not compulsory and does not need to be handed in.

A folder, **Performers**, with the following files:

- ◆ **Laney** – this is a jpeg file
- ◆ **Mabel** – this is a jpeg file
- ◆ **Phillipe** – this is a jpeg file

E-mail

As part of the assignment assessment task, candidates have to reply to an e-mail, copying in another person. To allow candidates to complete this part of the task, you must supply 2 functioning e-mail addresses.

Copy the contents of the file called '**E-mail to Candidates**' into a blank e-mail and send this to your candidates from your e-mail address. You should supply them with a second e-mail address so that they can complete the task.

New for 2020

Candidates must include their Scottish Candidate Number on all printouts submitted. This can either be keyed-in or handwritten.

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.