



National 5
Coursework
Assessment Task



National 5 Administration and IT Assignment — Milton Community Centre Instructions for teachers and lecturers

Valid for session 2024–25 only.

SQA provides this document to centres in the strictest of confidence. You must keep it secure.

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 e-files secure and candidates must not access them in advance of the assessment or between assessment sittings.

- ◆ **Activities** — a presentation file
- ◆ **Agenda** — a word-processing file with 4 comments
- ◆ **Booking Form** — a word-processing file with 4 comments
- ◆ **Headed Paper** — a word-processing file
- ◆ **Letter** — a word-processing file with 1 comment
- ◆ **MCC Logo** — a jpg file
- ◆ **Milton Community Centre** — a word-processing file
- ◆ **QR Code** — a jpg file
- ◆ **Review** — a word-processing file with 2 comments
- ◆ **To-do list** — a word-processing file

E-mail

You must supply candidates with 2 functioning e-mail addresses so that they are able to send an e-mail for a task. One of these can be your own e-mail address.

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

Teachers and lecturers must not write notes on the printed candidate evidence. If any of your candidates experience ICT issues during the assignment, you can report these to SQA using our online ICT issues form. The form is available from our secure website.

At the end of the assignment, it is important that candidates check they have all their printouts and place them in the correct order behind the flyleaf. Teachers and lecturers should be in the room towards the end of the assessment to support this. Additional time is permitted for printing. Candidates are permitted to reprint missing pages during this time however, they must not complete any further tasks.

Administrative information

Published: February 2025 (version 1.0)

History of changes

Version	Description of change	Date

Security and confidentiality

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

This document may only be downloaded from SQA's designated secure website by authorised personnel.

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