National 5 Administration and IT Assignment

Assessment task — Bellsquarry Talent Show

Instructions for teachers and lecturers

Valid for session 2020-21 only.

This document is given to centres in strictest confidence. You must keep it in a secure place until it is used.

This edition: December 2020 (version 1.0)

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 assessment.

- **Acts** — a spreadsheet file
- **Agenda** — a word-processing file with 3 comments
- **Audience Information** — a PowerPoint file
- **Bellsquarry High School** — a word-processing file
- **Bellsquarry Logo** — a jpeg file
- **Certificate** — a word-processing file with 2 comments
- **Graphic 1** — jpeg file
- **Graphic 2** — jpeg file
- **Minutes** — a word-processing file with 3 comments
- **Running Order** — a word-processing file with 3 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.

Administrative information

Published: December 2020 (version 1.0)

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.

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