



National 5
Coursework
Assessment Task



National 5 Administration and IT Assignment

Assessment task – Bellsquarry Talent Show

Valid for session 2020-21 only.

This assessment 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)

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Instructions for candidates

This assessment applies to the assignment for National 5 Administration and IT.

This assignment has 70 marks out of a total of 110 marks available for the course assessment.

It assesses the following skills, knowledge and understanding:

- ◆ using IT functions in word-processing/desktop publishing and presentations to produce and process information
- ◆ using technology for investigation
- ◆ using technology for electronic communication
- ◆ problem-solving
- ◆ administration theory

Your teacher or lecturer will let you know how the assessment will be carried out and any required conditions for doing it.

In this assessment, you have to work through a series of tasks:

- ◆ which assess the skills, knowledge and understanding listed above
- ◆ within 3 hours (excluding printing time)
- ◆ in a maximum of two sittings – where additional printing time is required, this should be completed immediately after each sitting

This is a closed book assessment. However, you can use the internet when specifically instructed to do so.

Your teacher or lecturer will provide the following electronic files for you to use during the assignment:

- ◆ **Acts** – a spreadsheet file
- ◆ **Agenda** – a word-processing file
- ◆ **Audience Information** – a PowerPoint file
- ◆ **Bellsquarry High School** – a word-processing file
- ◆ **Bellsquarry Logo** – a jpeg file
- ◆ **Certificate** – a word-processing file
- ◆ **Graphic 1** – jpeg file
- ◆ **Graphic 2** – jpeg file
- ◆ **Minutes** – a word-processing file
- ◆ **Running Order** – a word-processing file
- ◆ **To-do list** – a word-processing file

Assessment Task

You are an Admin Assistant at Bellsquarry High School in Livingston. You have been asked to help organise the Bellsquarry Talent Show which will be held on Friday 4 June 2021 at 7.30 pm.

The Headteacher, Mrs Linda Farrell, has asked you to report to Mr Ross Salisbury, Music and Drama Teacher, who is the show director.

The school's contact details are:

Bellsquarry High School
9 Cochrane Square
Livingston
EH54 9DR

Tel: 01506882743

E-mail: bellsquarryhs@wlothian.sch.uk

Twitter: @bellsquarryhs

Your teacher or lecturer will provide you with e-mail addresses.

You must:

- ◆ complete each task in order
- ◆ action and delete all comments within files
- ◆ display your name and task number on each printout
- ◆ key-in or write your Scottish Candidate Number on all printouts
- ◆ ensure that the e-mail printout shows evidence of sending

TO-DO LIST

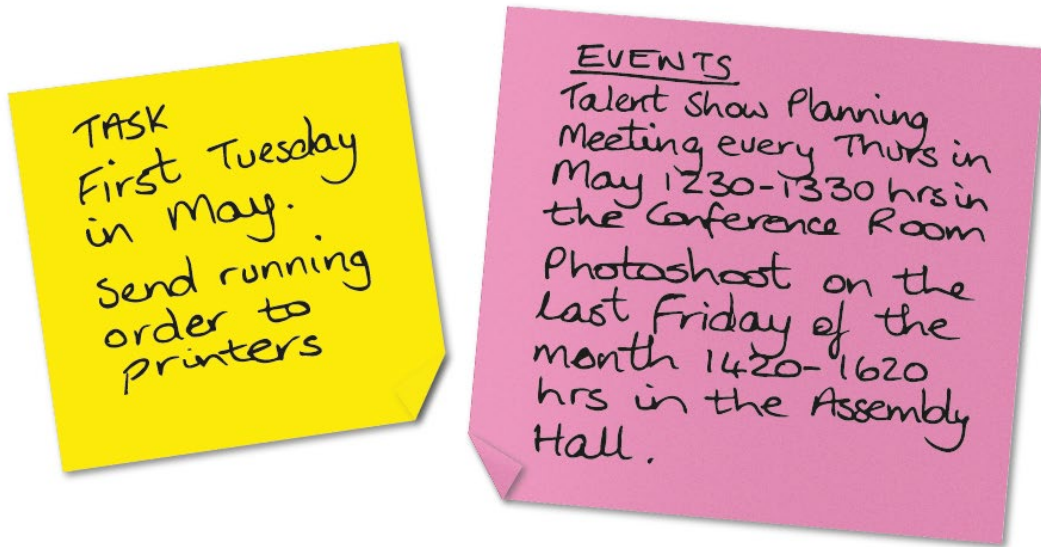


You should use the following table to make sure you have all the printouts required.

| Task | Printouts | Marks available | Completed (✓) |
|------|---|-----------------|---------------|
| 1 | E-diary: <ul style="list-style-type: none">◆ task◆ monthly view | 4 | |
| 2 | Theory – Bellsquarry High School | 7 | |
| 3 | Minutes | 6 | |
| 4 | Running Order | 7 | |
| 5 | Entry Form | 5 | |
| 6 | Internet printouts: <ul style="list-style-type: none">◆ trophy supplier◆ florist◆ driving directions | 4 | |
| 7 | Badge | 5 | |
| 8 | E-diary Reminder | 2 | |
| 9 | Agenda | 4 | |
| 10 | E-mail – print evidence of sending | 5 | |
| 11 | Presentation | 16 | |
| 12 | Mail Merge – Certificate: <ul style="list-style-type: none">◆ showing merge fields◆ showing merged certificate | 5 | |

Task 1

Enter the following task and events (with locations) in the e-diary for May. Print a copy in monthly view and details of the task.



Task 2

Open the file **Bellsquarry High School** and print a copy of the completed file.

Task 3

Update the file **Minutes** by following all instructions and using the information below. Print a copy of the completed file.

Rehearsal Times

The Music Studio and Assembly Hall will be available for acts to book at lunchtimes and after school, until 1700 hours. All bookings NP must be made through Ross Salisbury.

Act Requirements

An entry form will be available from the school office for all acts to complete. All requirements and props must be ~~included~~ entered STET on this form.

Task 4

Ross has asked you to update the running order for the backstage staff.

Open the file **Running Order**, update it following all instructions and using the information below. Print a copy of the completed file on one page.

Delete the following acts as they are no longer taking part:
Daniel Berryman
Alan Ferguson

Change the times of the last 2 acts to start 10 mins earlier.

Insert a new row in the appropriate place to show the interval at 8.30 pm and embolden this row.

Key in the following sentence after the last act:
The raffle will be drawn during judging.

Task 5

Design and print a Talent Show Entry Form (making use of the whole page) that will be given to all entrants. The form will be completed manually and must fit on one page. The form should include the following information.

A suitable heading

The school logo in the top right corner

Name of Act

No in Act

Name(s) of Pupil(s) Involved

Type of Act

REQUIREMENTS*

Backing Music

Microphones

Lighting

Sound System

PROPS NEEDED*

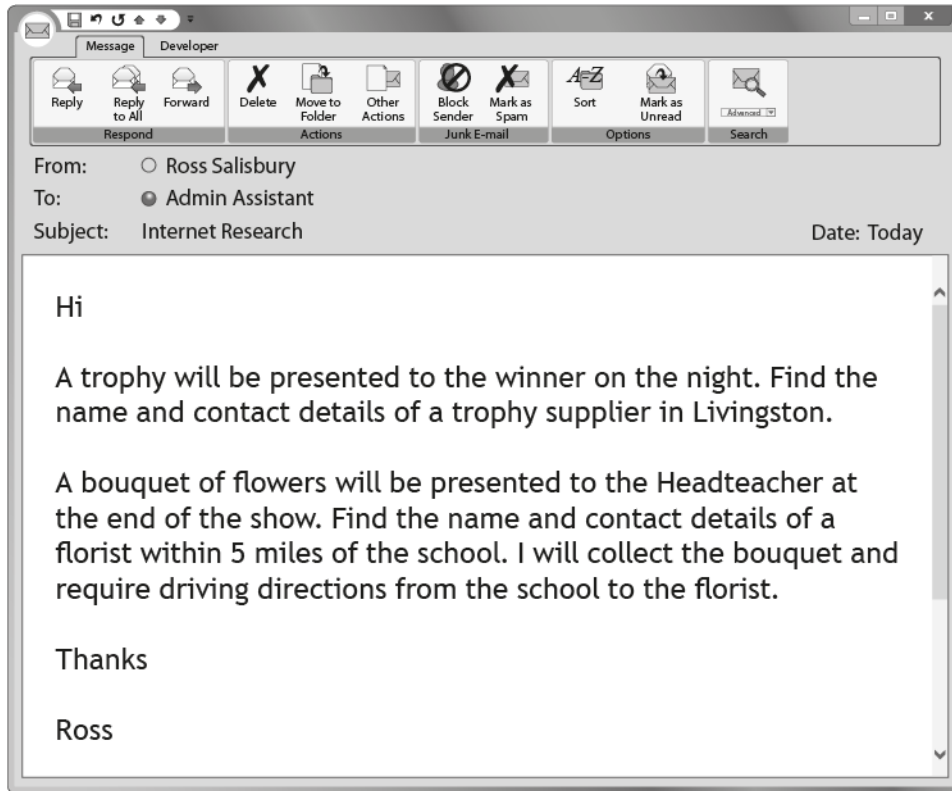
YES NO

Details if Required

* Tick as appropriate

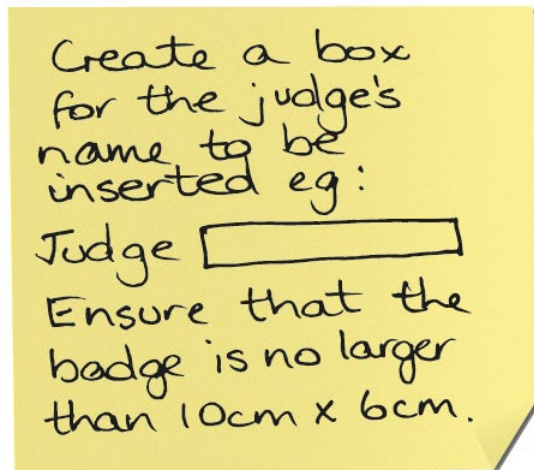
Task 6

Access the internet to find the following information. Print evidence from websites showing a trophy supplier, a florist and driving directions.



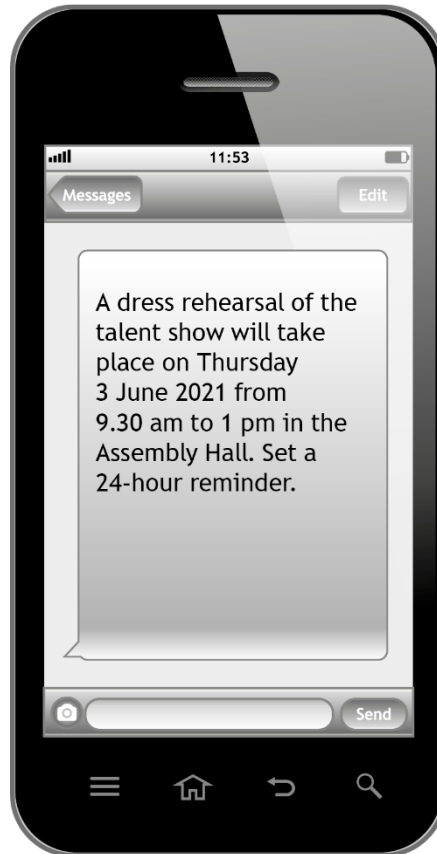
Task 7

Create a badge to be issued to each judge. Use the information below and a variety of fonts and text formats in your design. Print a copy of the completed badge.



Task 8

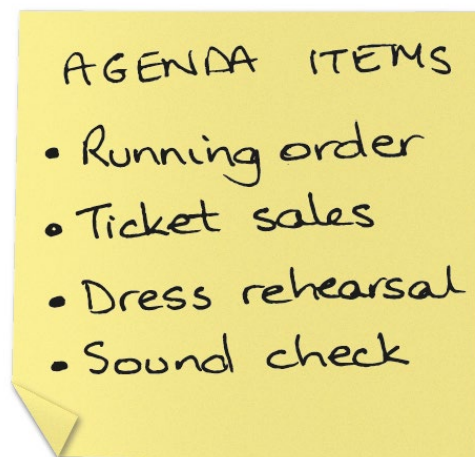
Update the e-diary using the following information. Print evidence of the reminder, showing the details and location.



Task 9

Complete the file **Agenda** by following all instructions and using the information below.

Print a copy.



Task 10

You have received the following e-message. Use the information below and print evidence of sending.

Once you have completed the agenda, send a copy to Linda Farrell in an urgent e-mail asking for her approval, and copy me in to it.

Thanks

Ross

Task 11

Ross would like to see a copy of the presentation to be shown before the talent show starts. Update the file **Audience Information** following the instructions below.

Print:

- ◆ all slides in handout format, 6 slides to a page
- ◆ Let the Fun Commence slide, as a full page slide
- ◆ Mobile Phones slide, as a full page slide

Change the layout of the first slide to be a title slide. Insert the date and start time of the show along with the school logo.

Key in the following information on the mobile phones slide: Mobile phones interfere with our sound system. Please ensure all mobile phones are switched off to allow everyone to enjoy the show.

- Move slide 3 to become slide 2.
- Apply a design/background.
- Insert slide numbers on all slides, except the title slide.
- Insert action buttons on all slides

Create a final slide with the heading:
Thank You
and the following content:
Now sit back and enjoy the show!

Insert a handout header with the following text:
Edited on (insert today's date)

Remove the bullets from the Safety Information slide.

Insert graphic 1 on the mobile phones slide.
Insert graphic 2 on the photography slide.

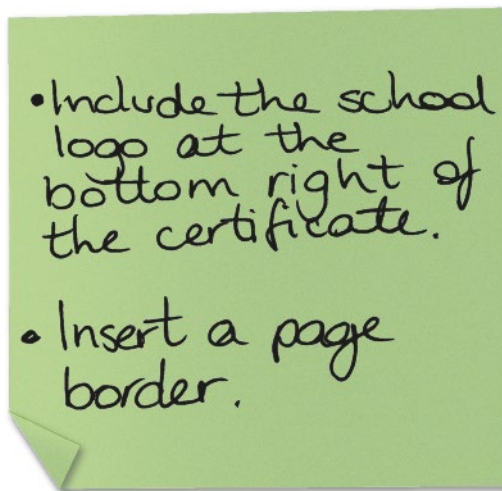
Create the following table on the 'Let the Fun Commence' slide.

| Time | Plan |
|--------|--|
| 7.30pm | First half begins |
| 8.30pm | Interval - remember to buy your raffle tickets |
| 8.50pm | Second half begins |
| 9.50pm | Raffle |

Task 12

Update the file **Certificate** following all instructions and the information below. Use the file **Acts** to mail merge for the 2021 show.

Print one copy of the certificate showing the merge fields and one copy of a merged certificate.



Administrative information

Published: December 2020 (version 1.0)

History of changes

| Version | Description of change | Date |
|---------|-----------------------|------|
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Security and confidentiality

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