

The logo for National 5, featuring the letters 'N5' in a large, white, sans-serif font inside a purple square.

National 5  
Coursework  
Assessment Task



# National 5 Administration and IT Assignment Assessment task – Watch the Wild

Valid for session 2021-22 only.

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

This edition: February 2022 (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 assesses 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:

- ◆ **Background** – a word-processing file
- ◆ **Camera** – a presentation file
- ◆ **Donald** – a jpeg file
- ◆ **Itinerary** – a word-processing file
- ◆ **Magazine Advert** – a word-processing file
- ◆ **Quote** – a word-processing file
- ◆ **ScotXplorer Logo** – a jpeg file
- ◆ **To-do list** – a word-processing file
- ◆ **Tourists** – a spreadsheet file
- ◆ **Watch the Wild** – a word-processing file

# Assessment Task

You are employed as an Admin Assistant for ScotXplorer, a business that runs a range of tours in the highlands of Scotland. You report to Hamish Campbell, Tour Organiser.

ScotXplorer is launching a new tour called Watch the Wild, a 3-day wildlife and dolphin spotting tour based in Inverness. The tour will include land-based dolphin watching, dolphin boat trips, wildlife walks and a land safari, where tourists may see red deer, ospreys, black grouse, otters, dolphins, seals and red squirrels. The first Watch the Wild tour is 19-21 July 2022.

The contact details are:

ScotXplorer  
40 Broadstone Park  
Inverness  
IV2 3LA

Tel: 07732698888  
Web: [www.scotxplorer.co.uk](http://www.scotxplorer.co.uk)  
E-mail: [info@scotxplorer.co.uk](mailto:info@scotxplorer.co.uk)  
Twitter: @sxplorer

Slogan: Walk on the wild side!

**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	Advert	8	
2	Internet printouts: <ul style="list-style-type: none"> <li>◆ accommodation</li> <li>◆ petrol station</li> <li>◆ driving directions</li> </ul>	5	
3	E-diary printout: <ul style="list-style-type: none"> <li>◆ weekly view</li> </ul>	4	
4	Theory – Watch the Wild	9	
5	Itinerary	9	
6	Mail merge: <ul style="list-style-type: none"> <li>◆ showing merge fields</li> <li>◆ showing merged wristband</li> </ul>	7	
7	E-mail	6	
8	Presentation printouts: <ul style="list-style-type: none"> <li>◆ handout – full presentation</li> <li>◆ slide 2 – full page</li> </ul>	11	
9	E-diary printouts: <ul style="list-style-type: none"> <li>◆ daily view</li> <li>◆ task</li> </ul>	3	
10	Certificate	8	

# Task 1

Hamish has started an advert for the Scottish Tourist Board magazine. Complete the file **Magazine Advert** by following all the instructions and using the information below.

Print a copy on one page.

Insert a picture in each box to show 3 different types of wildlife that may be seen on the tour.

## Discover the Wild Side of Scotland

### ScotXplorer Tours

Our tour company has 50 years' experience delivering 5-star, award winning guided tours for small groups. Each tour is carefully designed to give you lots of variety and is the best way to see the real Scotland.

This year we are launching a brand new wildlife tour:

Our wildlife tour lasts for 3 days, is all-inclusive and based in Inverness. It includes a range of activities including land-based dolphin watching, dolphin boat trips, wildlife walks and a land safari.



Benefits of booking this tour:

Guaranteed personal attention from our friendly and knowledgeable guides – the best in the business

Getting off the beaten track to enjoy a real taste of local wildlife and discover tucked away places untouched by tourists

No queuing for tickets at tourist attractions

More time exploring wildlife and extra photo opportunities

Easier to get to know fellow group members due to a more social atmosphere

Visit our website for further information and booking details:

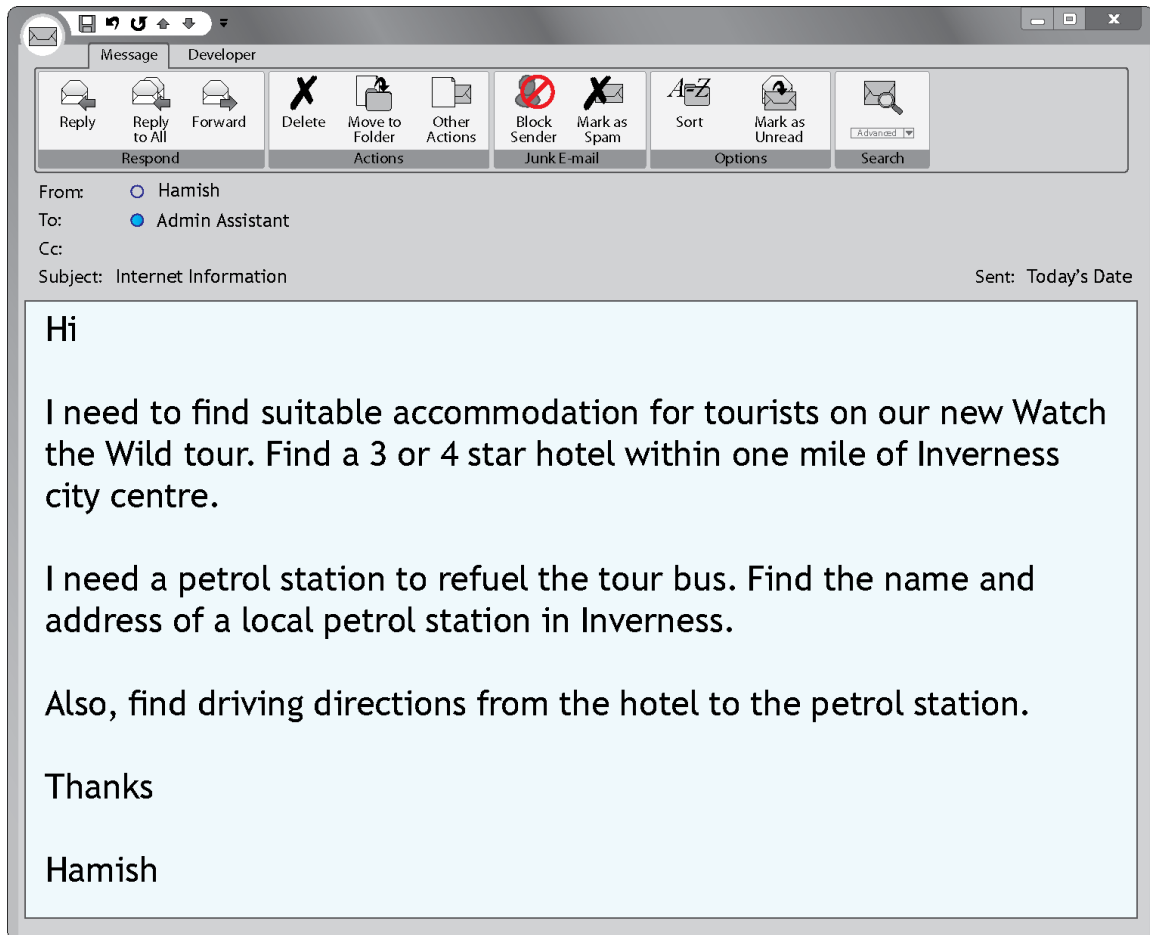
Twitter: @sxplore

Insert a final sentence to the third paragraph naming at least 5 different types of wildlife that may be seen on the tour.

To the right of the benefits, insert a shape containing the following text in large font:  
Only £500

## Task 2

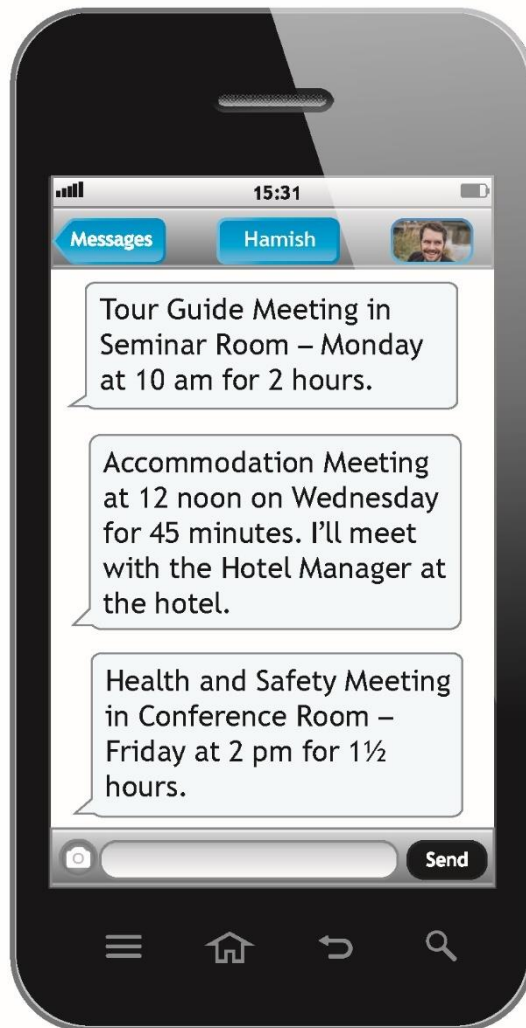
You have received the following e-mail from Hamish. Access the internet to find the following information. Print evidence showing a suitable hotel, petrol station and driving directions. Your printouts must show all the search criteria.



## Task 3

Hamish has some appointments taking place the week before the tour. Using the information below, update the e-diary including locations.

Print the diary in weekly view.



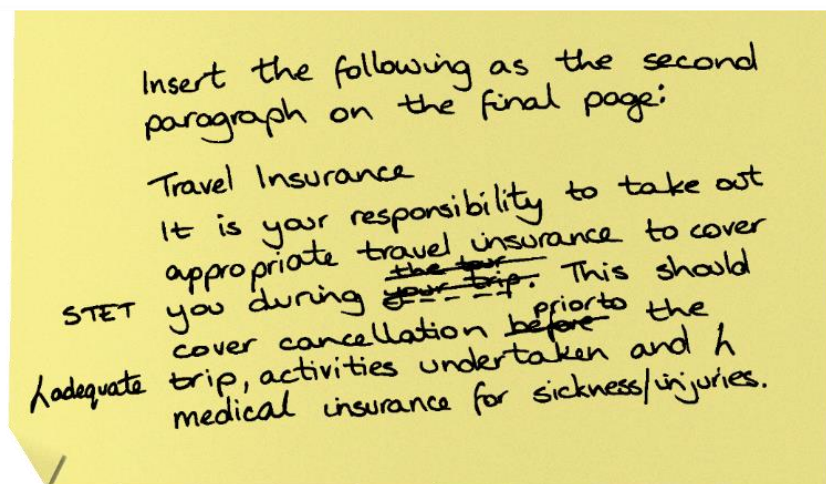
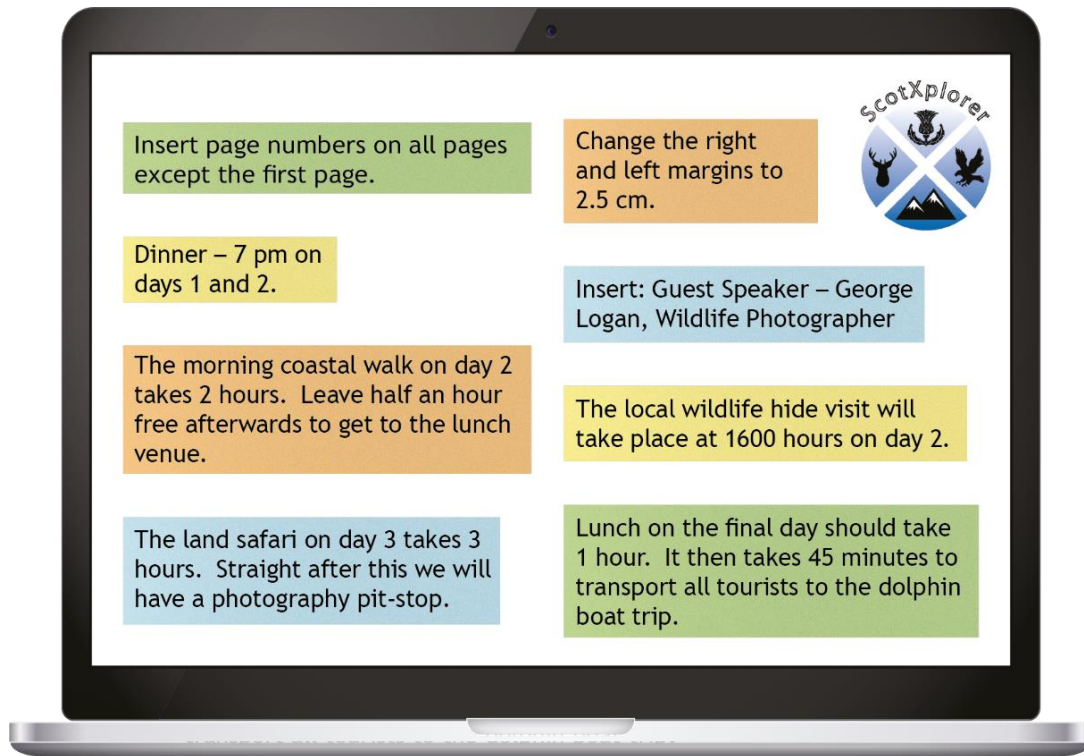
## Task 4

Complete and print the file **Watch the Wild**.

## Task 5

The itinerary for Watch the Wild needs to be finalised and sent to all tourists. Complete the file **Itinerary** by following all instructions and using the information below.

Print a copy of the completed file as a 4-page booklet on one A4 page.



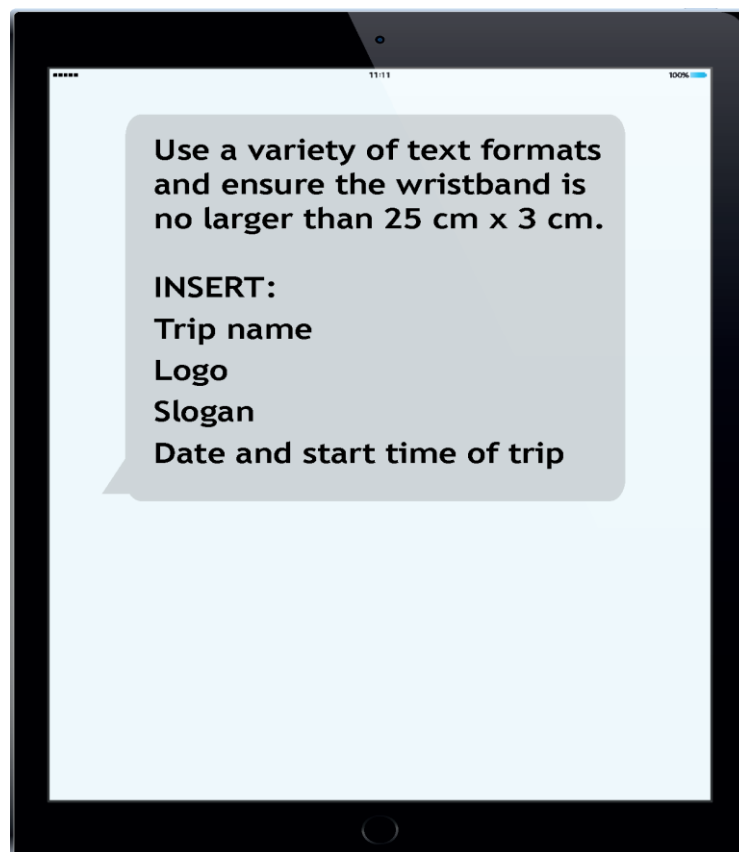


## Task 6

Wristbands will be given to all tourists who are going on the dolphin boat trip.

Design a wristband using the information below and mail merge using the file **Tourists**. Display Tourist Name and Age Category.

Print one copy showing merge fields and one copy of a merged wristband.



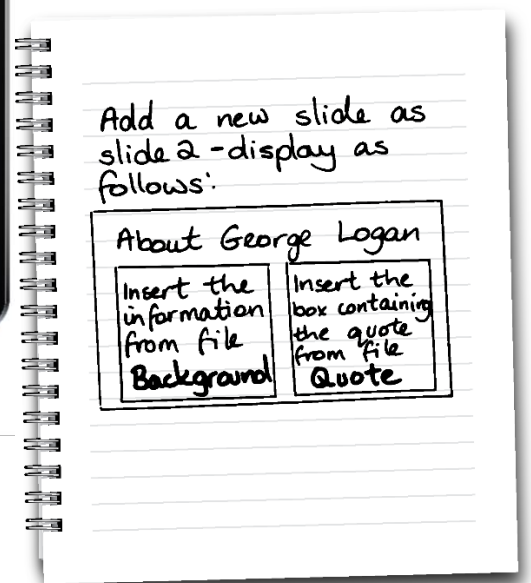
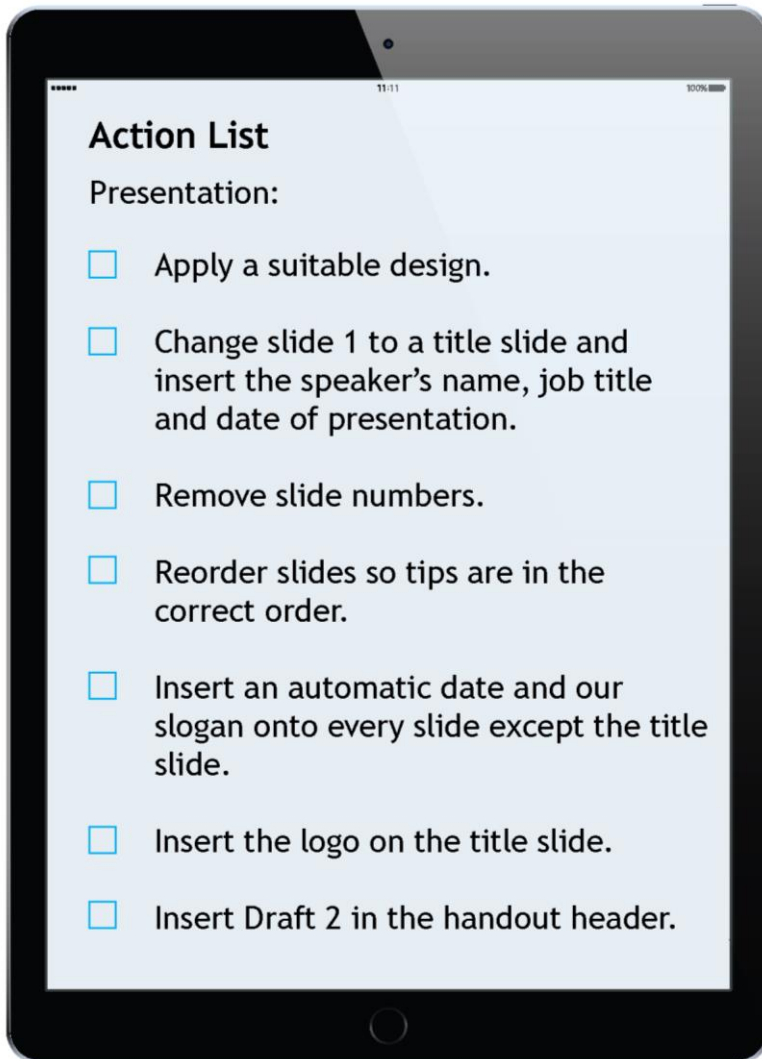
## Task 7

Open the e-mail you have received. Forward this to Hamish reminding him to reply to the tourist within 3 days. Copy in Donald and mark the e-mail as urgent. Print evidence of sending.

## Task 8

George Logan has sent his presentation for the Hunting with a Camera session. Update the file **Camera** using the action list and note below.

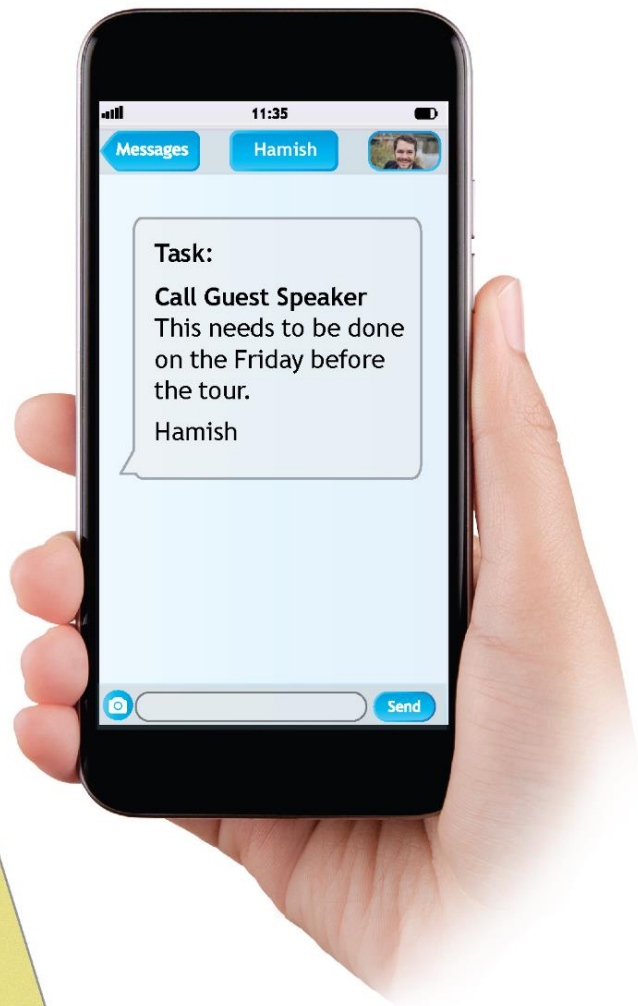
Print a copy of the full presentation as a handout with 6 slides per page. Print slide 2 as a full page slide.



## Task 9

Using the information below, update the e-diary and enter the task.

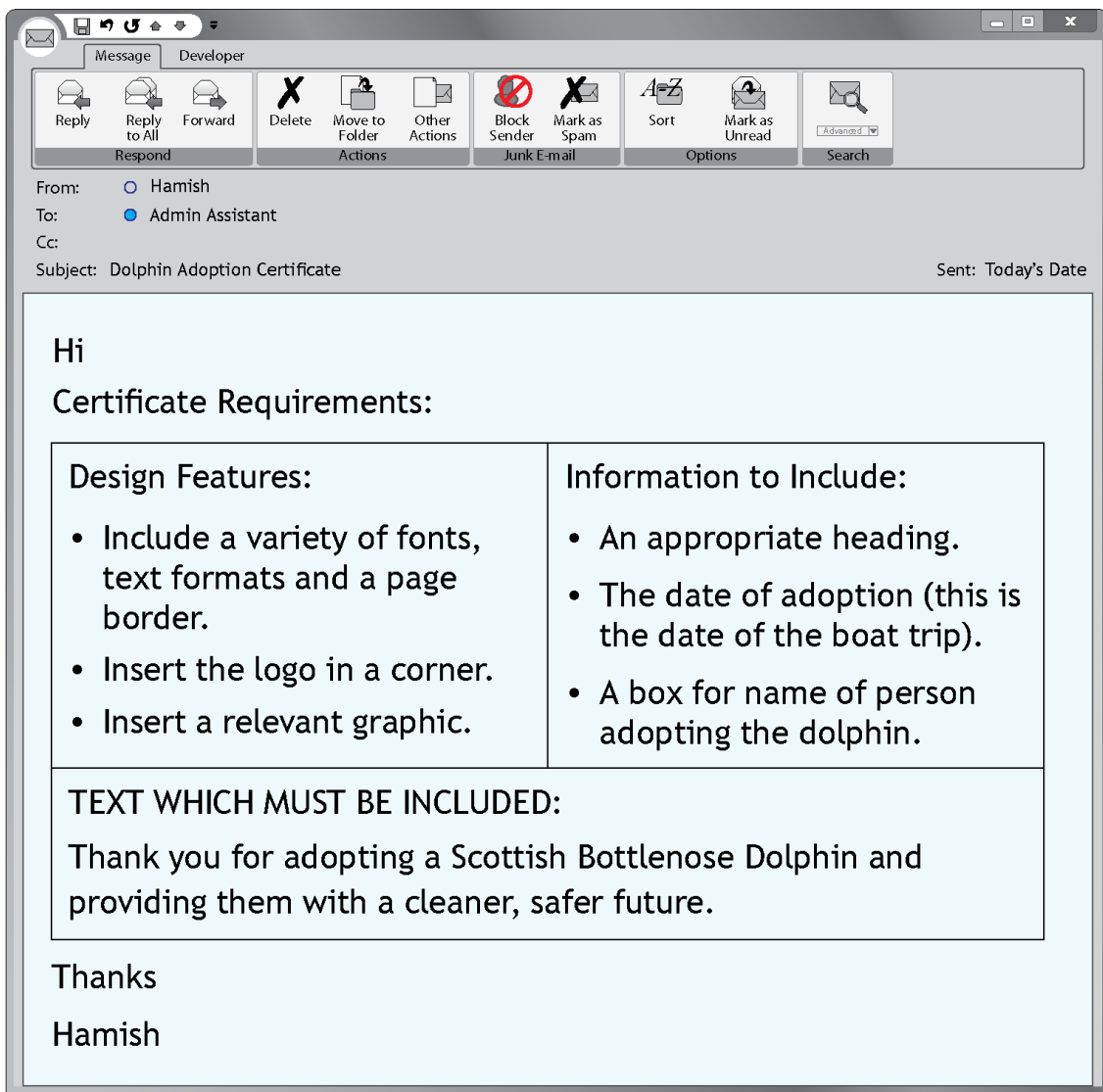
Print the diary in daily view to show this update and print details of the task.



## Task 10

Tourists will have the opportunity to adopt a dolphin after the boat trip. Design a dolphin adoption certificate using the information below, making use of the full page.

Print a copy of the completed certificate.



The screenshot shows an email client interface. The message is from Hamish to Admin Assistant, with the subject 'Dolphin Adoption Certificate'. The email content is as follows:

Hi

Certificate Requirements:

<p><b>Design Features:</b></p> <ul style="list-style-type: none"><li>• Include a variety of fonts, text formats and a page border.</li><li>• Insert the logo in a corner.</li><li>• Insert a relevant graphic.</li></ul>	<p><b>Information to Include:</b></p> <ul style="list-style-type: none"><li>• An appropriate heading.</li><li>• The date of adoption (this is the date of the boat trip).</li><li>• A box for name of person adopting the dolphin.</li></ul>
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**TEXT WHICH MUST BE INCLUDED:**

Thank you for adopting a Scottish Bottlenose Dolphin and providing them with a cleaner, safer future.

Thanks  
Hamish

## Copyright acknowledgements

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Page 8 – image of a laptop screen – Alexey Pushkin/Shutterstock,  
image4stock/Shutterstock, Barmaleeva/Shutterstock, Babkina Svetlana/Shutterstock

## Administrative information

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### History of changes

Version	Description of change	Date

## Security and confidentiality

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