



National
Qualifications
2021 ASSESSMENT RESOURCE

**Administration and IT
Information and Instructions**

Information and instructions

Electronic file security

The electronic files (e-files) are confidential and must be subject to the same level of security as the question paper. They should be downloaded and saved in a secure location that cannot be accessed by candidates or unauthorised staff.

On the day of the assessment

Prior to candidates starting the question paper, an authorised member of staff should save the following e-files in a designated folder and ensure that the e-files open correctly.

Up to 10 minutes before the start of the exam, candidates should check that they can see the required e-files. Candidates are permitted to open the question paper to *page 02* for this purpose.

E-files for National 5 Administration and IT question paper

- **Administration Priorities** — this is a word-processing file
- **Healthcare Plan** — this is a spreadsheet file containing 2 worksheets (Price List with 5 comments/notes and Treatment Plan with 10 comments/notes)
- **Passionate Paws Logo** — this is a jpeg file

[END OF INFORMATION AND INSTRUCTIONS]