



Accounting

Top tips when using ICT in the question paper

For your assessment you can use a spreadsheet, the National 5 PDF, the National 5 workbook, the Higher or Advanced Higher answer booklet, or a combination of these.

If you are using a spreadsheet, we recommend that you:

- use a different worksheet for each question — this makes it easier to print.
- clearly show the section and question number at the top of each page — making it easier to put the questions in the right order when you submit your work.
- show all your workings in full — as markers don't look at any formula printouts.
- ensure all cells used have a white background (don't use shading), especially cells with labels or data — as it can sometimes be difficult for markers to read.
- make sure your printout is large enough to read (think about showing gridlines, and printing in landscape orientation for some questions) — this makes it easier to check your work and for markers.
- check you have not truncated any cells in your printouts — this ensures markers can read everything.
- put your work in the correct order and follow your invigilator's instructions at the end of the exam.