



Higher
Coursework
Assessment Task



Higher Administration and IT Assignment

Assessment task – Gadot Amateur Athletics Club

Marking instructions

General marking principles

Always apply these general principles. Use them in conjunction with the detailed/specific marking instructions, which identify the key features required in candidates' responses.

- a Always use positive marking. This means candidates accumulate marks for the demonstration of relevant skills, knowledge and understanding; marks are not deducted for errors or omissions.
- b If a candidate response does not seem to be covered by either the principles or detailed/specific marking instructions, and you are uncertain how to assess it, you must seek guidance from your team leader.
- c Candidates gain marks for specific skills, knowledge and understanding. Award marks for using different functions and features of a variety of IT applications in the following areas:

Spreadsheet – 24 marks

- ◆ using a range of simple, complex and advanced formulae to perform calculations and summarise information
- ◆ using a range of simple, complex and advanced functions to manipulate and analyse information

Word processing – 24 marks

- ◆ layout and presentation of information
- ◆ integration of information from other IT applications

Communication – 12 marks

- ◆ presenting/disseminating information to different audiences

d Layouts

Marks will be awarded for a wide variety of layouts used in word processing and desktop publishing tasks. Candidates will not be penalised for applying a layout to a document that is different to one that has been supplied in the detailed Marking Instructions. The over-riding principle is that a document must be 'fit-for-purpose'.

e Formulae

It is possible for candidates to use a variety of different formulae to resolve the problem and provide the information needed in the spreadsheet. Marks will be awarded where a formulae has been used that provides the correct answer, the formulae provided in the Marking Instructions is not the only correct answer.

f Printouts

Candidates are clearly directed, within the instructions, as to the printing requirements. Where a printout for a task is missing, marks will be awarded on any available alternative printout.

g Keying-in

Marks will be awarded for every block of text that is accurately keyed in. This will be for approximately every 25 words. Flags may be included where appropriate to identify where marks are awarded.

h **Marking codes**

Marking codes may be provided in the marking instructions for markers to use to identify what they are awarding marks for, eg F - formula, L - layout, to help with the quality assurance of marking.

Specific marking instructions

| GUEST PRESENTATION | MARKS | COMMENT |
|-----------------------|----------|--|
| Insert date | 1 | |
| Logo on all slides | 1 | In same position |
| Slide order | 1 | |
| Note added | 1 | |
| Internet research | 2 | 3 pieces of personal information and 3 sporting achievements |
| Insert photograph | 1 | |
| Printing – all slides | 1 | Landscape, comments deleted |
| Printing – notes page | 1 | |
| Total | 9 | |



Welcome
Laura Muir!


2 October 2021

1

The story so far...



Accept suitable photo of Laura Muir with a medal



PERSONAL FACTS


- Born in Inverness
- 1 brother – Rory
- Went to Glasgow University

SPORTING ACHIEVEMENTS

- 2018 European 1500 metres champion
- 2018 World indoor 1500 metres champion
- 2018 Diamond league winner 1500 metres

2

Train like a pro – weekly training routine



Running


- Three track sessions a week, on Monday, Wednesday and Saturday, and they tend to be pretty tough.
- Fast pace with short recoveries, with the intervals ranging from 200m to 600m.

Strength and conditioning

- Body-weight training, which would involve press-ups, sit-ups, triceps dips and moves like that.
- Weights - working with a light barbell, about 12kg, and do squats, lunges and other leg work.

3

Fuel like a pro – food diary



- Breakfast – porridge
- Lunch – eggs
- Dinner – fish and vegetables
- Snacks – apple and peanut butter
- Treats – chocolate or ice cream
- Alcohol – no thanks

4

Train like a pro – weekly training routine



Running

- Three track sessions a week, on Monday, Wednesday and Saturday, and they tend to be pretty tough.
- Fast pace with short recoveries, with the intervals ranging from 200m to 600m.

Strength and conditioning

- Body-weight training, which would involve press-ups, sit-ups, triceps dips and moves like that.
- Weights - working with a light barbell, about 12kg, and do squats, lunges and other leg work.

Laura trains 6 days a week. She runs 50/60 miles per week and spends one day in the gym.

| LETTER WITH ITINERARY | MARKS | COMMENT |
|--|-----------|---------|
| Insert Letterhead | 1 | |
| Ref & date | 1 | |
| Subject heading | 1 | |
| Footer – all both pages | 1 | centred |
| Header – only on page 2 | 1 | |
| Landscape – page 2 | 1 | |
| Convert text to table | 1 | |
| Enhance itinerary & fit to 1 page | 1 | |
| Keyboarding – Ardentinnny Information | 3 | |
| Indent keyboarding | 1 | |
| Footnote | 1 | |
| Sort kit alphabetically | 1 | |
| Kit 2 columns | 1 | |
| Find/replace | 1 | |
| Complimentary close, name & designation | 1 | |
| Presentation | 1 | |
| Print double sided with comments removed | 1 | |
| Total | 19 | |

Gadot Amateur Athletics Club
Bayley Sports Hub
130 Red Lane
PAISLEY
PA31 6RS



Email: gaac@mailler.com
Tel: 01412283331

PM/Candidate Initials

Date

Dear Member

END OF SEASON AWAY DAY – 4 SEPTEMBER 2021

As a reward for all your hard work and effort at training sessions and at competitions, the Club has organised a trip to Ardentinnny Outdoor Centre for athletes in all categories from Under 11 to Under 17.

Ardentinnny has provided us with the following information about the Centre:

We're an outdoor education centre, situated in the remote village of Ardentinnny, where you, your family or group can experience and learn a wide range of challenging and exciting outdoor activities. We see the great outdoors as a place to inspire and motivate; a context for exploring and developing personality and relationships.

Different from most outdoor centres, we are a registered charity. That means that we work to give every person the possibility to enjoy the benefits of outdoor education.

Many exciting activities are offered at the Centre including abseiling, archery, climbing, orienteering, kayaking and many more. Athletes will need to bring the following items:

| | |
|-----------|--------------------------------|
| Fleece | Spare clothes |
| Gloves | Thick socks |
| Hat | Water bottle |
| Lunch box | Waterproof jacket ¹ |
| Snacks | Wellies |

Please find a copy of the itinerary for the day overleaf.

If you are interested please collect an Expression of Interest form from The Hub — this should be signed and returned by 2 August 2021. Places will be allocated on a first come basis. If all places have been allocated, your name can be added to a reserve list.

Looking forward to a great day after a successful season.

Yours faithfully

Peter MacDonald
Competitions Manager

¹ waterproof jackets and wellies will be available to borrow from the Centre

Good is not good when better is expected

ITINERARY

| | |
|-------------------|---|
| 0800 hours | Bus departs The Hub |
| 0840 hours | Arrive Gourock for ferry to Dunoon |
| 0915 hours | Ferry departs for Dunoon |
| 0940 hours | Arrive Dunoon |
| 1000 hours | Arrive at Ardentinnny Outdoor Centre – centre-led activities |
| 1600 hours | Depart Centre for ferry terminal |
| 1620 hours | Arrive Dunoon ferry terminal |
| 1650 hours | Ferry departs for Gourock |
| 1715 hours | Arrive Gourock |
| 1815 hours | Estimated arrival time at The Hub |

Good is not good when better is expected

| EXPRESSION OF INTEREST FORM | MARKS | COMMENT |
|-----------------------------|----------|---|
| Logo | 1 | Club name and logo |
| Relevant information | 3 | Heading/expression of interest Name of trip Date of trip Athlete's name Signature |
| Presentation/layout | 1 | |
| Total | 5 | |

Expression of Interest Form

Ardentinny Outdoor Centre

4 September 2021



| | |
|-----------------------------|--|
| First Name | |
| Surname | |
| Category | |
| Date of Application | |
| Signature of Parent | |
| Signature of Athlete | |

| AWARDS COST | MARKS | COMMENT |
|-------------------------|----------|---|
| Cost of Items (Vlookup) | 2 | |
| Sort by Event then Item | 1 | |
| Print | 1 | Omitting price list Must fit on one page |
| Total | 4 | |

VALUE VIEW

CLUB CHAMPIONSHIP AWARDS - 2021

| EVENT NAME | AGE GROUP | ITEM | COST |
|--------------------|----------------|-----------------|--------|
| 100 metres | Under 11 Boys | Boxed medal | £1.95 |
| 100 metres | Under 11 Girls | Boxed medal | £1.95 |
| 100 metres | Under 13 Girls | Metal plaque | £2.20 |
| 100 metres | Under 13 Boys | Metal plaque | £2.20 |
| 100 metres | Under 17 Girls | Trophy - silver | £12.99 |
| 100 metres | Under 17 Boys | Trophy - silver | £12.99 |
| 100 metres hurdles | Under 15 Boys | Silver salver | £7.50 |
| 100 metres hurdles | Under 15 Girls | Silver salver | £7.50 |
| 110 metres hurdles | Under 17 Boys | Trophy - silver | £12.99 |
| 110 metres hurdles | Under 17 Girls | Trophy - silver | £12.99 |
| 1500 metres | Under 13 Girls | Metal plaque | £2.20 |
| 1500 metres | Under 13 Boys | Metal plaque | £2.20 |
| 1500 metres | Under 15 Boys | Silver salver | £7.50 |
| 1500 metres | Under 15 Girls | Silver salver | £7.50 |
| 1500 metres | Under 17 Boys | Trophy - silver | £12.99 |
| 1500 metres | Under 17 Girls | Trophy - silver | £12.99 |
| 200 metres | Under 13 Girls | Metal plaque | £2.20 |
| 200 metres | Under 13 Boys | Metal plaque | £2.20 |
| 200 metres | Under 15 Boys | Silver salver | £7.50 |
| 200 metres | Under 15 Girls | Silver salver | £7.50 |
| 200 metres | Under 17 Girls | Trophy - silver | £12.99 |
| 200 metres | Under 17 Boys | Trophy - silver | £12.99 |
| 300 metres | Under 15 Boys | Silver salver | £7.50 |
| 300 metres | Under 15 Girls | Silver salver | £7.50 |
| 400 metres | Under 13 Girls | Metal plaque | £2.20 |
| 400 metres | Under 17 Girls | Trophy - silver | £12.99 |
| 400 metres | Under 17 Boys | Trophy - silver | £12.99 |
| 50 metres hurdles | Under 11 Girls | Boxed medal | £1.95 |
| 50 metres hurdles | Under 11 Boys | Boxed medal | £1.95 |
| 60 metres hurdles | Under 13 Girls | Metal plaque | £2.20 |
| 60 metres hurdles | Under 13 Boys | Metal plaque | £2.20 |
| 600 metres | Under 11 Girls | Boxed medal | £1.95 |
| 600 metres | Under 11 Boys | Boxed medal | £1.95 |

| | | | |
|-------------|----------------|----------------|--------|
| 800 metres | Under 13 Girls | Metal plaque | £2.20 |
| 800 metres | Under 13 Boys | Metal plaque | £2.20 |
| 800 metres | Under 13 Girls | Metal plaque | £2.20 |
| 800 metres | Under 15 Boys | Silver salver | £7.50 |
| High Jump | Under 11 Girls | Boxed medal | £1.95 |
| High Jump | Under 11 Boys | Boxed medal | £1.95 |
| High Jump | Under 13 Girls | Metal plaque | £2.20 |
| High Jump | Under 13 Boys | Metal plaque | £2.20 |
| High Jump | Under 17 Girls | Trophy - glass | £10.50 |
| High Jump | Under 15 Boys | Wooden shield | £8.99 |
| High Jump | Under 15 Girls | Wooden shield | £8.99 |
| Javelin | Under 13 Girls | Metal plaque | £2.20 |
| Javelin | Under 13 Boys | Metal plaque | £2.20 |
| Javelin | Under 17 Girls | Trophy - glass | £10.50 |
| Javelin | Under 17 Boys | Trophy - glass | £10.50 |
| Javelin | Under 15 Boys | Wooden shield | £8.99 |
| Javelin | Under 15 Girls | Wooden shield | £8.99 |
| Long Jump | Under 11 Girls | Boxed medal | £1.95 |
| Long Jump | Under 11 Boys | Boxed medal | £1.95 |
| Long Jump | Under 13 Girls | Metal plaque | £2.20 |
| Long Jump | Under 13 Boys | Metal plaque | £2.20 |
| Long Jump | Under 17 Boys | Trophy - glass | £10.50 |
| Long Jump | Under 17 Girls | Trophy - glass | £10.50 |
| Long Jump | Under 15 Girls | Wooden shield | £8.99 |
| Long Jump | Under 15 Boys | Wooden shield | £8.99 |
| Pole Vault | Under 17 Boys | Trophy - glass | £10.50 |
| Pole Vault | Under 17 Girls | Trophy - glass | £10.50 |
| Shot Put | Under 11 Girls | Boxed medal | £1.95 |
| Shot Put | Under 11 Boys | Boxed medal | £1.95 |
| Shot Put | Under 13 Girls | Metal plaque | £2.20 |
| Shot Put | Under 13 Boys | Metal plaque | £2.20 |
| Shot Put | Under 17 Boys | Trophy - glass | £10.50 |
| Shot Put | Under 17 Girls | Trophy - glass | £10.50 |
| Shot Put | Under 15 Boys | Wooden shield | £8.99 |
| Shot Put | Under 15 Girls | Wooden shield | £8.99 |
| Triple Jump | Under 17 Girls | Trophy - glass | £10.50 |
| Triple Jump | Under 17 Boys | Trophy - glass | £10.50 |
| Triple Jump | Under 15 Boys | Wooden shield | £8.99 |
| Triple Jump | Under 15 Girls | Wooden shield | £8.99 |

CLUB CHAMPIONSHIP AWARDS - 2021

| EVENT NAME | AGE GROUP | ITEM | COST |
|--------------------|----------------|-----------------|-------------------------------------|
| 100 metres | Under 11 Boys | Boxed medal | =VLOOKUP(C4,\$F\$3:\$G\$8,2,FALSE) |
| 100 metres | Under 11 Girls | Boxed medal | =VLOOKUP(C5,\$F\$3:\$G\$8,2,FALSE) |
| 100 metres | Under 13 Girls | Metal plaque | =VLOOKUP(C6,\$F\$3:\$G\$8,2,FALSE) |
| 100 metres | Under 13 Boys | Metal plaque | =VLOOKUP(C7,\$F\$3:\$G\$8,2,FALSE) |
| 100 metres | Under 17 Girls | Trophy - silver | =VLOOKUP(C8,\$F\$3:\$G\$8,2,FALSE) |
| 100 metres | Under 17 Boys | Trophy - silver | =VLOOKUP(C9,\$F\$3:\$G\$8,2,FALSE) |
| 100 metres hurdles | Under 15 Boys | Silver salver | =VLOOKUP(C10,\$F\$3:\$G\$8,2,FALSE) |
| 100 metres hurdles | Under 15 Girls | Silver salver | =VLOOKUP(C11,\$F\$3:\$G\$8,2,FALSE) |
| 110 metres hurdles | Under 17 Boys | Trophy - silver | =VLOOKUP(C12,\$F\$3:\$G\$8,2,FALSE) |
| 110 metres hurdles | Under 17 Girls | Trophy - silver | =VLOOKUP(C13,\$F\$3:\$G\$8,2,FALSE) |
| 1500 metres | Under 13 Girls | Metal plaque | =VLOOKUP(C14,\$F\$3:\$G\$8,2,FALSE) |
| 1500 metres | Under 13 Boys | Metal plaque | =VLOOKUP(C15,\$F\$3:\$G\$8,2,FALSE) |
| 1500 metres | Under 15 Boys | Silver salver | =VLOOKUP(C16,\$F\$3:\$G\$8,2,FALSE) |
| 1500 metres | Under 15 Girls | Silver salver | =VLOOKUP(C17,\$F\$3:\$G\$8,2,FALSE) |
| 1500 metres | Under 17 Boys | Trophy - silver | =VLOOKUP(C18,\$F\$3:\$G\$8,2,FALSE) |
| 1500 metres | Under 17 Girls | Trophy - silver | =VLOOKUP(C19,\$F\$3:\$G\$8,2,FALSE) |
| 200 metres | Under 13 Girls | Metal plaque | =VLOOKUP(C20,\$F\$3:\$G\$8,2,FALSE) |
| 200 metres | Under 13 Boys | Metal plaque | =VLOOKUP(C21,\$F\$3:\$G\$8,2,FALSE) |
| 200 metres | Under 15 Boys | Silver salver | =VLOOKUP(C22,\$F\$3:\$G\$8,2,FALSE) |
| 200 metres | Under 15 Girls | Silver salver | =VLOOKUP(C23,\$F\$3:\$G\$8,2,FALSE) |
| 200 metres | Under 17 Girls | Trophy - silver | =VLOOKUP(C24,\$F\$3:\$G\$8,2,FALSE) |
| 200 metres | Under 17 Boys | Trophy - silver | =VLOOKUP(C25,\$F\$3:\$G\$8,2,FALSE) |
| 300 metres | Under 15 Boys | Silver salver | =VLOOKUP(C26,\$F\$3:\$G\$8,2,FALSE) |
| 300 metres | Under 15 Girls | Silver salver | =VLOOKUP(C27,\$F\$3:\$G\$8,2,FALSE) |
| 400 metres | Under 13 Girls | Metal plaque | =VLOOKUP(C28,\$F\$3:\$G\$8,2,FALSE) |
| 400 metres | Under 17 Girls | Trophy - silver | =VLOOKUP(C29,\$F\$3:\$G\$8,2,FALSE) |
| 400 metres | Under 17 Boys | Trophy - silver | =VLOOKUP(C30,\$F\$3:\$G\$8,2,FALSE) |
| 50 metres hurdles | Under 11 Girls | Boxed medal | =VLOOKUP(C31,\$F\$3:\$G\$8,2,FALSE) |
| 50 metres hurdles | Under 11 Boys | Boxed medal | =VLOOKUP(C32,\$F\$3:\$G\$8,2,FALSE) |
| 60 metres hurdles | Under 13 Girls | Metal plaque | =VLOOKUP(C33,\$F\$3:\$G\$8,2,FALSE) |
| 60 metres hurdles | Under 13 Boys | Metal plaque | =VLOOKUP(C34,\$F\$3:\$G\$8,2,FALSE) |
| 600 metres | Under 11 Girls | Boxed medal | =VLOOKUP(C35,\$F\$3:\$G\$8,2,FALSE) |
| 600 metres | Under 11 Boys | Boxed medal | =VLOOKUP(C36,\$F\$3:\$G\$8,2,FALSE) |
| 800 metres | Under 13 Girls | Metal plaque | =VLOOKUP(C37,\$F\$3:\$G\$8,2,FALSE) |
| 800 metres | Under 13 Boys | Metal plaque | =VLOOKUP(C38,\$F\$3:\$G\$8,2,FALSE) |
| 800 metres | Under 13 Girls | Metal plaque | =VLOOKUP(C39,\$F\$3:\$G\$8,2,FALSE) |
| 800 metres | Under 15 Boys | Silver salver | =VLOOKUP(C40,\$F\$3:\$G\$8,2,FALSE) |
| High Jump | Under 11 Girls | Boxed medal | =VLOOKUP(C41,\$F\$3:\$G\$8,2,FALSE) |
| High Jump | Under 11 Boys | Boxed medal | =VLOOKUP(C42,\$F\$3:\$G\$8,2,FALSE) |
| High Jump | Under 13 Girls | Metal plaque | =VLOOKUP(C43,\$F\$3:\$G\$8,2,FALSE) |
| High Jump | Under 13 Boys | Metal plaque | =VLOOKUP(C44,\$F\$3:\$G\$8,2,FALSE) |
| High Jump | Under 17 Girls | Trophy - glass | =VLOOKUP(C45,\$F\$3:\$G\$8,2,FALSE) |

| | | | |
|-------------|----------------|----------------|-------------------------------------|
| High Jump | Under 15 Boys | Wooden shield | =VLOOKUP(C46,\$F\$3:\$G\$8,2,FALSE) |
| High Jump | Under 15 Girls | Wooden shield | =VLOOKUP(C47,\$F\$3:\$G\$8,2,FALSE) |
| Javelin | Under 13 Girls | Metal plaque | =VLOOKUP(C48,\$F\$3:\$G\$8,2,FALSE) |
| Javelin | Under 13 Boys | Metal plaque | =VLOOKUP(C49,\$F\$3:\$G\$8,2,FALSE) |
| Javelin | Under 17 Girls | Trophy - glass | =VLOOKUP(C50,\$F\$3:\$G\$8,2,FALSE) |
| Javelin | Under 17 Boys | Trophy - glass | =VLOOKUP(C51,\$F\$3:\$G\$8,2,FALSE) |
| Javelin | Under 15 Boys | Wooden shield | =VLOOKUP(C52,\$F\$3:\$G\$8,2,FALSE) |
| Javelin | Under 15 Girls | Wooden shield | =VLOOKUP(C53,\$F\$3:\$G\$8,2,FALSE) |
| Long Jump | Under 11 Girls | Boxed medal | =VLOOKUP(C54,\$F\$3:\$G\$8,2,FALSE) |
| Long Jump | Under 11 Boys | Boxed medal | =VLOOKUP(C55,\$F\$3:\$G\$8,2,FALSE) |
| Long Jump | Under 13 Girls | Metal plaque | =VLOOKUP(C56,\$F\$3:\$G\$8,2,FALSE) |
| Long Jump | Under 13 Boys | Metal plaque | =VLOOKUP(C57,\$F\$3:\$G\$8,2,FALSE) |
| Long Jump | Under 17 Boys | Trophy - glass | =VLOOKUP(C58,\$F\$3:\$G\$8,2,FALSE) |
| Long Jump | Under 17 Girls | Trophy - glass | =VLOOKUP(C59,\$F\$3:\$G\$8,2,FALSE) |
| Long Jump | Under 15 Girls | Wooden shield | =VLOOKUP(C60,\$F\$3:\$G\$8,2,FALSE) |
| Long Jump | Under 15 Boys | Wooden shield | =VLOOKUP(C61,\$F\$3:\$G\$8,2,FALSE) |
| Pole Vault | Under 17 Boys | Trophy - glass | =VLOOKUP(C62,\$F\$3:\$G\$8,2,FALSE) |
| Pole Vault | Under 17 Girls | Trophy - glass | =VLOOKUP(C63,\$F\$3:\$G\$8,2,FALSE) |
| Shot Put | Under 11 Girls | Boxed medal | =VLOOKUP(C64,\$F\$3:\$G\$8,2,FALSE) |
| Shot Put | Under 11 Boys | Boxed medal | =VLOOKUP(C65,\$F\$3:\$G\$8,2,FALSE) |
| Shot Put | Under 13 Girls | Metal plaque | =VLOOKUP(C66,\$F\$3:\$G\$8,2,FALSE) |
| Shot Put | Under 13 Boys | Metal plaque | =VLOOKUP(C67,\$F\$3:\$G\$8,2,FALSE) |
| Shot Put | Under 17 Boys | Trophy - glass | =VLOOKUP(C68,\$F\$3:\$G\$8,2,FALSE) |
| Shot Put | Under 17 Girls | Trophy - glass | =VLOOKUP(C69,\$F\$3:\$G\$8,2,FALSE) |
| Shot Put | Under 15 Boys | Wooden shield | =VLOOKUP(C70,\$F\$3:\$G\$8,2,FALSE) |
| Shot Put | Under 15 Girls | Wooden shield | =VLOOKUP(C71,\$F\$3:\$G\$8,2,FALSE) |
| Triple Jump | Under 17 Girls | Trophy - glass | =VLOOKUP(C72,\$F\$3:\$G\$8,2,FALSE) |
| Triple Jump | Under 17 Boys | Trophy - glass | =VLOOKUP(C73,\$F\$3:\$G\$8,2,FALSE) |
| Triple Jump | Under 15 Boys | Wooden shield | =VLOOKUP(C74,\$F\$3:\$G\$8,2,FALSE) |
| Triple Jump | Under 15 Girls | Wooden shield | =VLOOKUP(C75,\$F\$3:\$G\$8,2,FALSE) |

| SUMMARY SHEET | MARKS | COMMENT |
|---------------------------------------|----------|---|
| Number of Awards (Countif) | 2 | |
| Total Costs (Sumif) | 2 | Some candidates may use a Vlookup here to find the price and then multiply - in this instance would only be worth 2 marks |
| Discount Rate (conditional statement) | 2 | |
| Discount Amount | 1 | |
| Discounted Cost | 1 | |
| Totalling columns | 1 | Must have £ |
| Total | 9 | |

VALUE VIEW

SUMMARY OF AWARDS WITH COSTS

| | TOTAL NUMBER | TOTAL COST | DISCOUNT AMOUNT | DISCOUNTED COST |
|-----------------|-----------------|----------------|--------------------|--------------------|
| Boxed medal | 12 | £23.40 | £1.17 | £22.23 |
| Metal plaque | 20 | £44.00 | £4.40 | £39.60 |
| Wooden shield | 10 | £89.90 | £4.50 | £85.41 |
| Silver salver | 9 | £67.50 | £0.00 | £67.50 |
| Trophy - silver | 10 | £129.90 | £6.50 | £123.41 |
| Trophy - glass | 11 | £115.50 | £5.78 | £109.73 |
| Total | 72 | £470.20 | £22.34 | £447.87 |

FORMULA VIEW

SUMMARY OF AWARDS WITH COSTS

| | TOTAL NUMBER | TOTAL COST | DISCOUNT AMOUNT | DISCOUNTED COST |
|-----------------|---------------------------------------|--|-----------------------------------|-----------------|
| Boxed medal | =COUNTIF('Awards '!\$C\$4:\$C\$75,A4) | =SUMIF('Awards '!\$C\$4:\$C\$75,A4,'Awards '!\$D\$4:\$D\$75) | =IF(B4>15,10%,IF(B4>=10,5%,0))*C4 | =C4-D4 |
| Metal plaque | =COUNTIF('Awards '!\$C\$4:\$C\$75,A5) | =SUMIF('Awards '!\$C\$4:\$C\$75,A5,'Awards '!\$D\$4:\$D\$75) | =IF(B5>15,10%,IF(B5>=10,5%,0))*C5 | =C5-D5 |
| Wooden shield | =COUNTIF('Awards '!\$C\$4:\$C\$75,A6) | =SUMIF('Awards '!\$C\$4:\$C\$75,A6,'Awards '!\$D\$4:\$D\$75) | =IF(B6>15,10%,IF(B6>=10,5%,0))*C6 | =C6-D6 |
| Silver salver | =COUNTIF('Awards '!\$C\$4:\$C\$75,A7) | =SUMIF('Awards '!\$C\$4:\$C\$75,A7,'Awards '!\$D\$4:\$D\$75) | =IF(B7>15,10%,IF(B7>=10,5%,0))*C7 | =C7-D7 |
| Trophy - silver | =COUNTIF('Awards '!\$C\$4:\$C\$75,A8) | =SUMIF('Awards '!\$C\$4:\$C\$75,A8,'Awards '!\$D\$4:\$D\$75) | =IF(B8>15,10%,IF(B8>=10,5%,0))*C8 | =C8-D8 |
| Trophy - glass | =COUNTIF('Awards '!\$C\$4:\$C\$75,A9) | =SUMIF('Awards '!\$C\$4:\$C\$75,A9,'Awards '!\$D\$4:\$D\$75) | =IF(B9>15,10%,IF(B9>=10,5%,0))*C9 | =C9-D9 |
| Total | =SUM(B4:B9) | =SUM(C4:C9) | =SUM(D4:D9) | =SUM(E4:E9) |

| EVENT COSTS | MARKS | COMMENT |
|--------------|----------|-------------|
| Link cell | 1 | |
| Round | 1 | Must have £ |
| % difference | 1 | |
| Total | 3 | |

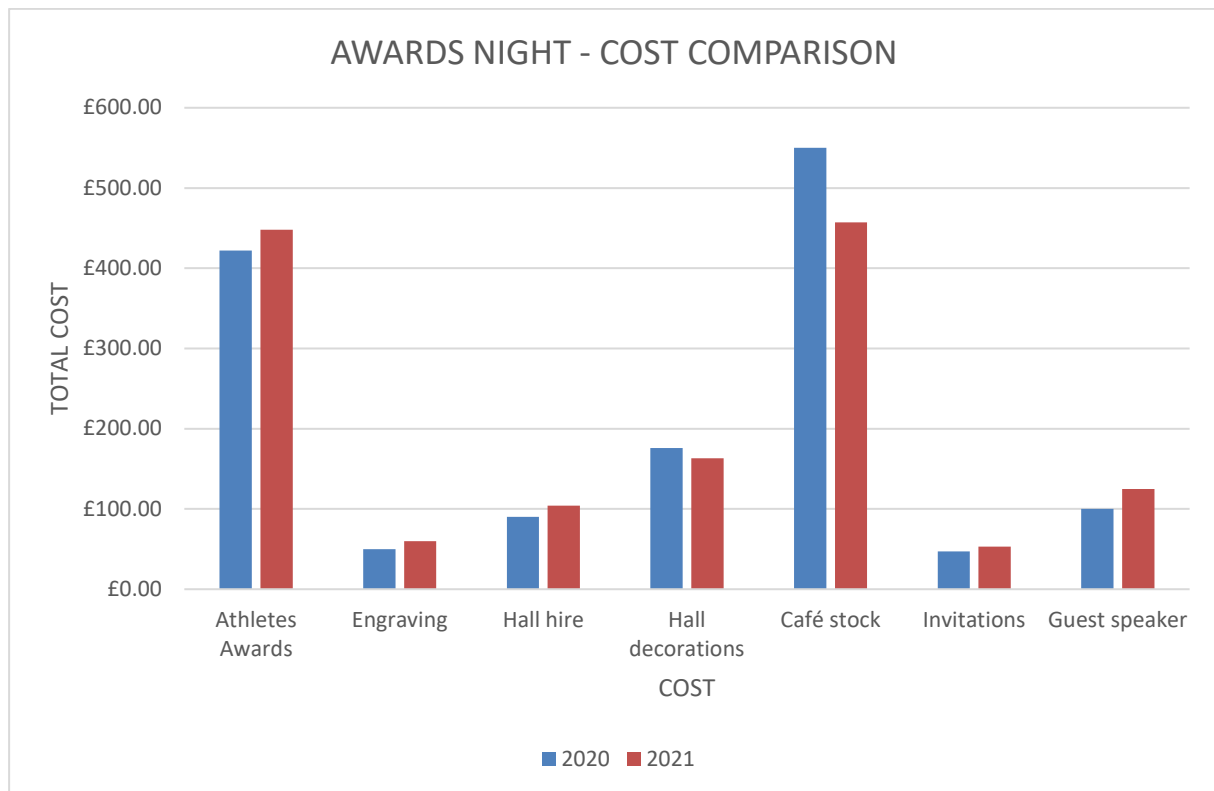
VALUE VIEW

| COMPARISON OF COSTS | | | |
|---------------------|---------|---------|-----------------------|
| COST | 2020 | 2021 | PERCENTAGE DIFFERENCE |
| Athletes Awards | £422.00 | £448.00 | 6% |
| Engraving | £50.00 | £60.00 | 20% |
| Hall hire | £90.00 | £104.00 | 16% |
| Hall decorations | £176.00 | £163.00 | -7% |
| Cafe stock | £550.00 | £457.00 | -17% |
| Invitations | £47.00 | £53.00 | 13% |
| Guest speaker | £100.00 | £125.00 | 25% |

FORMULA VIEW

| COMPARISON OF COSTS | | | |
|---------------------|------|-------------------------------|-----------------------|
| COST | 2020 | 2021 | PERCENTAGE DIFFERENCE |
| Athletes Awards | 422 | =ROUND('Summary Sheet'!E10,0) | =(C3-B3)/B3 |
| Engraving | 50 | 60 | =(C4-B4)/B4 |
| Hall hire | 90 | 104 | =(C5-B5)/B5 |
| Hall decorations | 176 | 163 | =(C6-B6)/B6 |
| Cafe stock | 550 | 457 | =(C7-B7)/B7 |
| Invitations | 47 | 53 | =(C8-B8)/B8 |
| Guest speaker | 100 | 125 | =(C9-B9)/B9 |

| COMPARISON CHART | MARKS | COMMENT |
|--|----------|-----------------|
| Labelling | 1 | With data table |
| Correct data | 1 | |
| Suitable chart and printed on a separate sheet | 1 | |
| Total | 3 | |



| E-MAIL TO GUEST | MARKS | COMMENT |
|----------------------------------|----------|---------|
| Marked as urgent | 1 | |
| Text composition/subject heading | 1 | |
| Attachment | 1 | |
| Total | 3 | |

From: [REDACTED]
Sent: 13 January 2021 15:29
To: [REDACTED]
Subject: Club Awards Night
Attachments: Guest_Information.pptx

Importance: High

Hi Laura

Can you please confirm your attendance at our club awards night on 2 October 2021? I've also attached a presentation, can you confirm you are happy for this to be used to introduce you on the night?

Thanks

Candidate Name

| SUPPLIER PAYMENTS | MARKS | COMMENT |
|----------------------------|----------|---------|
| Labelling | 1 | |
| Filter date | 1 | |
| Data/correct fields | 1 | |
| % of overall total | 1 | |
| Print showing comment/note | 1 | |
| Total | 5 | |

| | | | | | |
|--------------------|----------------|-------------------|--|--|--|
| MONTH OF ORDER | April | | | | |
| | | | | | |
| Supplier | Cost | Percentage | | | |
| Bubba Inc | £115.99 | 45.73% | | | |
| Candor & Sons | £20.00 | 7.89% | | | |
| Lionel F Supplies | £68.63 | 27.06% | | | |
| Woodcase | £49.00 | 19.32% | | | |
| Grand Total | £253.62 | 100.00% | | | |
| | | | | | |

Candidate Name:
Investigate a possible discount?

[END OF MARKING INSTRUCTIONS]