2022 Administration and IT Assignment

Higher

Task – Central College Scotland

Finalised 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 — 20 marks (+/- 4 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

Database — 10 marks (+/- 2 marks)
♦   searching and sorting information using a range of criteria
♦   presenting information

Word processing — 20 marks (+/- 4 marks)
♦   layout and presentation of information
♦   integration of information from other IT applications

Communication — 10 marks (+/- 2 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   **Formula**
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, where there are specific 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, to help with the quality assurance of marking.

Specific marking instructions

Task 1 – Database Report		
Detail	**Marks**	**Comment**
Search – Course Leader	1	
Search - Course Name	1	*business* or *admin*
Search – Level	1	>=6
Search – Start Date	1	>=1/1/2015
Calculation – Salary Increase	2	
Currency	1	
New field heading	1	Correct and consistent formatting in line with other headings
Report title and logo	1	Logo top right and beyond mid point
Total Cost at end report	1	Check correct if additional records
Label for total	1	
Presentation	1	Only requested fields Repeated records Stepped layout
Total	**12**	

Accept heading without apostrophe
Field order – only first and second names need to be together
Check course names for wildcard – must have business or administration in the name.

Common results for the search

- If Laiba present – do not award (DNA) **date** mark
- If Patrick and Jordan present – DNA **leader** mark
- If Georgia Wittard is the only one present then DNA **course name** mark only
- If Xuan Lee is the only one present then DNA the **level** mark only

OTHER POINTS TO NOTE
If additional people then accept the total being different.
Check truncation of course names.
Ignore issues with apostrophes.
If salary and increase added together can only get 2 marks (heading and £).
If salary field present DNA presentation.
If salary present but not the increase – DNA 5.
Query only – 8 marks if all correct.

SALARY INCREASE FOR COURSE LEADERS

✓1

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Tutor First Name	Tutor Surname	Course Name	Increase
Bethany	Smith	Administration and Information Technology	£2,175.00
Sareen	Kaur	Business with HR	£2,175.00
Lynne	Keenan	Business with Languages	£2,150.00
Georgia	Wittard	Business	£2,200.00
Harriet	Grogan	Fashion Business	£2,150.00
Xuan	Lee	Digital Business	£2,150.00
TOTAL INCREASE			£13,000.00

✓1 NAME

✓2 CALC

✓1 £

✓1

✓1 TOTAL

✓1
✓1 SEARCH CRITERIA
✓1
✓1

✓1 PRESENTATION

Task 2 (a) – Open Day Spreadsheet		
Detail	**Marks**	**Comment**
Catering Costs	2	Vlookup
Goodie Bags	2	Hlookup
No of Units for Goodie Bags	1	250 – from assignment
Goodie bags – Cost inc VAT	1	
Total Costs (Catering Costs & Goodie Bags)	1	Column D – Multiplication Sum in D22 and E30 (green)
Total	**7**	

Accept v and h lookup with absolute ranges

=VLOOKUP(A17,'Catering Costs'!$A$4:$B$13,2,FALSE)

=HLOOKUP(A26,'Merchandise Costs'!$B$3:$I$4,2,FALSE)

Accept the VAT calculation in 2 parts – eg (D26*0.2)+D26

If other columns totalled eg cost per unit – ignore

OTHER POINTS TO NOTE
Accept the multiplications in column D being in a different format in the 2 sections

Catering Costs			
ITEM	**COST PER UNIT**	**NO OF UNITS**	**TOTAL COST**
Still water bottle 330ml	£0.90	300	£270.00
Sparkling water bottle 330ml	£0.90	150	£135.00
Coffee	£1.10	300	£330.00
Tea	£1.00	200	£200.00
Twin pack biscuits	£0.55	500	£275.00
Catering Costs Total			£1,210.00

Cost of Goodie Bag				
ITEM	**COST PER UNIT**	**NO OF UNITS**	**TOTAL COST (EXC VAT)**	**COST INC VAT**
Pen	£0.70	250	£175.00	£210.00
Canvas bag	£1.81	250	£452.50	£543.00
Highlighter	£0.72	250	£180.00	£216.00
Re-useable cup	£3.12	250	£780.00	£936.00
Merchandise Total				£1,905.00

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Catering Costs

ITEM	COST PER UNIT	NO OF UNITS	TOTAL COST	
Still water bottle 330ml	=VLOOKUP(A17,CATERING,2,FALSE)	300	=B17*C17	
Sparkling water bottle 330ml	=VLOOKUP(A18,CATERING,2,FALSE)	150	=B18*C18	
Coffee	=VLOOKUP(A19,CATERING,2,FALSE)	300	=B19*C19	
Tea	=VLOOKUP(A20,CATERING,2,FALSE)	200	=B20*C20	
Twin pack biscuits	=VLOOKUP(A21,CATERING,2,FALSE)	500	=B21*C21	
Catering Costs Total	✓₂		**=SUM(D17:D21)**	

Cost of Goodie Bag

ITEM	COST PER UNIT	NO OF UNITS	TOTAL COST (EXC VAT)	COST INC VAT
Pen	=HLOOKUP(A26,merch,2,FALSE)	250	=B26*C26	=D26*1.2
Canvas bag	=HLOOKUP(A27,merch,2,FALSE)	250	=B27*C27	=D27*1.2
Highlighter	=HLOOKUP(A28,merch,2,FALSE)	250	=B28*C28	=D28*1.2
Re-useable cup	=HLOOKUP(A29,merch,2,FALSE)	250	=B29*C29	=D29*1.2 ✓₁
				=SUM(E26:E29)
Merchandise Total	✓₂	✓₁		✓₁

> In lookups - if range not precise, eg picking up adjacent cells or columns but the the value is correct then award mark.

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Task 2 (b) – Open Day Acutal Costs Versus Budgeted Costs

Detail	Marks	Comment
Pick up correct cells from Open Day Spreadsheet	1	Pick up only – not typed in Accept if cells named in the other sheet
% Change	1	Accept the values with zero decimal places. (0%,7%,5%) Accept if negative and positives are round the other way but the values must be same as solution (taking into account consequentiality)
Print	1	Value view and formula view for both task 2a and task 2b (each 1 side A4) (include formatted appropriately in value view)
Total	**3**	

Alternative formula for % change
=(C4-B4)/B4

OTHER POINTS TO NOTE
These also work for the % change -   =(C4+B4)/B4-2.   =C4/B4-1

Open Day Budgeted Costs 2022/23

CATEGORY	BUDGET	ACTUAL	% DIFFERENCE TO BUDGET
Support Costs	£2,750.00	£2,758.00	-0.29%
Catering Costs	£1,300.00	£1,210.00	6.92%
Merchandise Costs	£2,000.00	£1,905.00	4.75%

Open Day Budgeted Costs 2022/23

| CATEGORY	BUDGET	ACTUAL	% DIFFERENCE TO BUDGET
Support Costs	2750	='Open Day'!D12	=(B4-C4)/B4
Catering Costs	1300	='Open Day'!D22	=(B5-C5)/B5
Merchandise Costs	2000	='Open Day'!E30	=(B6-C6)/B6

✓₁   ✓₁   ✓₁   PRINT MARK IS FOR ALL 4 SHEETS

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Task 3 – Open Day Presentation

Detail	Marks	Comment
Add college logo to slide 1	1	
Add appropriate design template	1	DNA if design template covers text
Add 5 courses from the database	1	DNA if course name not within the Smart Art graphic

Ignore typos in course names |
| Smart Art graphic | 1 | DNA if more than 5 shapes |
| Add National Minimum Wage/National Living wage from internet | 2 | All or nothing
Must be up to date rates |
Slide numbers on all slides, apart from slide 1	1	
Print in handout format on 1 page	1	Mark includes removal of all comments
Total	**8**	
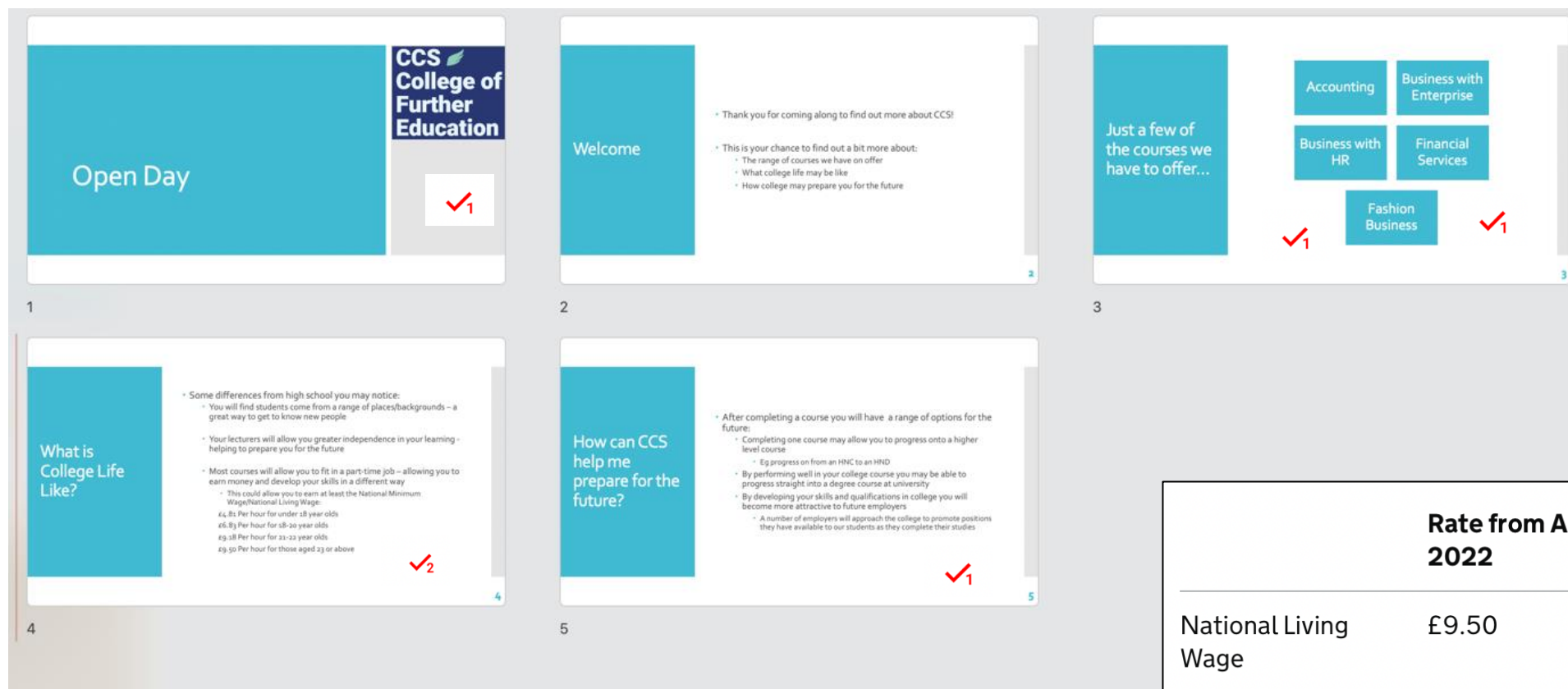
DESIGN TEMPLATE ✓1

PRINT NO COMMENTS ✓1

	Rate from April 2022
National Living Wage	£9.50
21-22 Year Old Rate	£9.18
18-20 Year Old Rate	£6.83
16-17 Year Old Rate	£4.81

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Task 4 – Remote Sessions Pivot Table

Detail	Marks	Comment
By Item	1	
Totals	1	Accept either currency or accounting format
% of Grand Total	1	
Labels	1	Accept capitalisation of minor words eg **per** if consistent across the columns
Total	**4**	

Accept 2 pivot tables – one showing Values and one showing Percentages.

If column B total is £636 then candidate has summed unit cost. DNA the Totals mark but award the percentage mark.

Ignore decimilasation inconsistencies between the columns.

SESSION ✓₁	VALUE	PERCENTAGE ✓₁
Audio Visual Support	£756.00	45.11%
Live Chat Support	£444.00	26.49%
Telephone Line Support	£476.00	28.40%
Grand Total	**£1,676.00** ✓₁	**100.00%** ✓₁

Some candidates may have values of
324
144
168
636
But have the % as per the solution. DNA the Value mark.

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Task 5 (a) Advertisers Spreadsheet - Sponsors Sheet

Detail	Marks	Comment
Discount amount	2 1	Nested IF (Sponsors Sheet) Multiplication
Income	1	If income formulae is correct however based on error in discount cell award, (consequential error)
Total	**4**	

Candidates may not multiply by 100 in the discount amount column but will calculate the amount in the Income column.
Accept this but award 3/4.

Accept IFS formula – the order of the statement is important *and the =0 has to come first. The table below shows the first 5 rows.*

Number of placements	Discount Amount	Income
26	=IFS(C4=0,0,C4>10,15%,C4>0,10%)*100	=100-D4
4	=IFS(C5=0,0,C5>10,15%,C5>0,10%)*100	=100-D5
3	=IFS(C6=0,0,C6>10,15%,C6>0,10%)*100	=100-D6
6	=IFS(C7=0,0,C7>10,15%,C7>0,10%)*100	=100-D7
0	=IFS(C8=0,0,C8>10,15%,C8>0,10%)*100	=100-D8

OTHER POINTS TO NOTE
Accept 3 logical tests however the order is important – if less than 10 is used before =0 then will not pick up the 0.

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Open Day Advertisers 2022/23				
Business Name	**Advert Format**	**Number of placements**	**Discount Amount**	**Income**
AKA Building Services	A1 Poster	26	£15.00	£85.00
Ann Strang Soft Furnishings	Digital Screen	4	£10.00	£90.00
Bell's Boxing Gym	A1 Poster	3	£10.00	£90.00
Body Beautiful	Free Standing Display	6	£10.00	£90.00
Brenda's Snack Bar	Digital Screen	0	£0.00	£100.00
Coffee Connoisseur	Digital Screen	2	£10.00	£90.00
Ellen Adams Hair	Free Standing Display	2	£10.00	£90.00
Fighting Fit Martial Arts Gym	Free Standing Display	2	£10.00	£90.00
Flat 1 Student Residences	Free Standing Display	4	£10.00	£90.00
Galasso Glaziers	Free Standing Display	18	£15.00	£85.00
Grinds Coffee Bar	Digital Screen	0	£0.00	£100.00
H Hope Electricians and Joiners	A1 Poster	12	£15.00	£85.00
Hair Lounge by Dario	Digital Screen	2	£10.00	£90.00
Hunterhill Garage	Free Standing Display	4	£10.00	£90.00
Jay's Barbers	Digital Screen	2	£10.00	£90.00
JoJo's Dance Studio	A1 Poster	4	£10.00	£90.00
KK Plumbers	A1 Poster	14	£15.00	£85.00
Lower Clyde Shipyard	Free Standing Display	34	£15.00	£85.00
McGarvey Builders and Roofers	Digital Screen	21	£15.00	£85.00
Moorhill Garages	Digital Screen	12	£15.00	£85.00
Nails & Makeup by Seb	A1 Poster	0	£0.00	£100.00
Newton Garage	Free Standing Display	4	£10.00	£90.00
Oak Tree Bar and Restaurant	A1 Poster	12	£15.00	£85.00
Peregrine Builders	Free Standing Display	25	£15.00	£85.00
Picolo Italian Restaurants	A1 Poster	12	£15.00	£85.00
Pizza Paradise	Digital Screen	4	£10.00	£90.00
Platinum Student Residences	Free Standing Display	7	£10.00	£90.00
S Martin Electricians	A1 Poster	19	£15.00	£85.00
Stobo Electricians	A1 Poster	12	£15.00	£85.00
Tate and Lyall Builders	A1 Poster	32	£15.00	£85.00
Tyson Floor Coverings	Free Standing Display	27	£15.00	£85.00
Whelan Roofers	A1 Poster	12	£15.00	£85.00
Woods Plumbers	A1 Poster	10	£10.00	£90.00
Yoga Life Studio	Free Standing Display	0	£0.00	£100.00

Open Day Advertisers 2022/23				
Business Name	Advert Format	Number of placements	Discount Amount	Income
AKA Building Services	A1 Poster	26	=IF(C4>10,15%,IF(C4>0,10%,0))*100	=100-D4
Ann Strang Soft Furnishings	Digital Screen	4	=IF(C5>10,15%,IF(C5>0,10%,0))*100	=100-D5
Bell's Boxing Gym	A1 Poster	3	=IF(C6>10,15%,IF(C6>0,10%,0))*100	=100-D6
Body Beautiful	Free Standing Display	6	=IF(C7>10,15%,IF(C7>0,10%,0))*100	=100-D7
Brenda's Snack Bar	Digital Screen	0	=IF(C8>10,15%,IF(C8>0,10%,0))*100	=100-D8
Coffee Connoisseur	Digital Screen	2	=IF(C9>10,15%,IF(C9>0,10%,0))*100	=100-D9
Ellen Adams Hair	Free Standing Display	2	=IF(C10>10,15%,IF(C10>0,10%,0))*100	=100-D10
Fighting Fit Martial Arts Gym	Free Standing Display	2	=IF(C11>10,15%,IF(C11>0,10%,0))*100	=100-D11
Flat 1 Student Residences	Free Standing Display	4	=IF(C12>10,15%,IF(C12>0,10%,0))*100	=100-D12
Galasso Glaziers	Free Standing Display	18	=IF(C13>10,15%,IF(C13>0,10%,0))*100	=100-D13
Grinds Coffee Bar	Digital Screen	0	=IF(C14>10,15%,IF(C14>0,10%,0))*100	=100-D14
H Hope Electricians and Joiners	A1 Poster	12	=IF(C15>10,15%,IF(C15>0,10%,0))*100	=100-D15
Hair Lounge by Dario	Digital Screen	2	=IF(C16>10,15%,IF(C16>0,10%,0))*100	=100-D16
Hunterhill Garage	Free Standing Display	4	=IF(C17>10,15%,IF(C17>0,10%,0))*100	=100-D17
Jay's Barbers	Digital Screen	2	=IF(C18>10,15%,IF(C18>0,10%,0))*100	=100-D18
JoJo's Dance Studio	A1 Poster	4	=IF(C19>10,15%,IF(C19>0,10%,0))*100	=100-D19
KK Plumbers	A1 Poster	14	=IF(C20>10,15%,IF(C20>0,10%,0))*100	=100-D20
Lower Clyde Shipyard	Free Standing Display	34	=IF(C21>10,15%,IF(C21>0,10%,0))*100	=100-D21
McGarvey Builders and Roofers	Digital Screen	21	=IF(C22>10,15%,IF(C22>0,10%,0))*100	=100-D22
Moorhill Garages	Digital Screen	12	=IF(C23>10,15%,IF(C23>0,10%,0))*100	=100-D23
Nails & Makeup by Seb	A1 Poster	0	=IF(C24>10,15%,IF(C24>0,10%,0))*100	=100-D24
Newton Garage	Free Standing Display	4	=IF(C25>10,15%,IF(C25>0,10%,0))*100	=100-D25
Oak Tree Bar and Restaurant	A1 Poster	12	=IF(C26>10,15%,IF(C26>0,10%,0))*100	=100-D26
Peregrine Builders	Free Standing Display	25	=IF(C27>10,15%,IF(C27>0,10%,0))*100	=100-D27
Picolo Italian Restaurants	A1 Poster	12	=IF(C28>10,15%,IF(C28>0,10%,0))*100	=100-D28
Pizza Paradise	Digital Screen	4	=IF(C29>10,15%,IF(C29>0,10%,0))*100	=100-D29
Platinum Student Residences	Free Standing Display	7	=IF(C30>10,15%,IF(C30>0,10%,0))*100	=100-D30
S Martin Electricians	A1 Poster	19	=IF(C31>10,15%,IF(C31>0,10%,0))*100	=100-D31
Stobo Electricians	A1 Poster	12	=IF(C32>10,15%,IF(C32>0,10%,0))*100	=100-D32
Tate and Lyall Builders	A1 Poster	32	=IF(C33>10,15%,IF(C33>0,10%,0))*100	=100-D33
Tyson Floor Coverings	Free Standing Display	27	=IF(C34>10,15%,IF(C34>0,10%,0))*100	=100-D34
Whelan Roofers	A1 Poster	12	=IF(C35>10,15%,IF(C35>0,10%,0))*100	=100-D35
Woods Plumbers	A1 Poster	10	=IF(C36>10,15%,IF(C36>0,10%,0))*100	=100-D36
Yoga Life Studio	Free Standing Display	0	=IF(C37>10,15%,IF(C37>0,10%,0))*100	=100-D37

✓₂   ✓₁   ✓₁

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Task 5 (b) Advertisers Spreadsheet - Summary Sheet

Detail	Marks	Comment
No of Advertisers by Category	2	CountIF
Income by Category	2	SumIF
Total	**4**	

Absoluted ranges for the countif and sumif are shown below:

=countif(Advertisers!$B$4:$B$37,A4)

=sumif(Advertisers!$B$4:$B$37,A4,Advertisers!$E$4:$E$37)

Accept consequentiality in the Income column if there were errors in 5a but the formulae for Income in this sheet is correct.

Numbers of Advertisers may be out due to not absoluting the range or doing it incorrectly, starting the absolute on the second row.

OTHER POINTS TO NOTE
May use B:B for range – may not always work but does in this instance

Advertising Summary 2022/23

Advert Format	No of Advertisers	Income
Free Standing Display	12	£1,070.00
A1 Poster	13	£1,135.00
Digital Screen	9	£820.00
Total Income		**£3,025.00**

Advertising Summary 2022/23

Advert Format	No of Advertisers	Income
Free Standing Display	=COUNTIF(ADVERT,A4)	=SUMIF(ADVERT,A4,INCOME)
A1 Poster	=COUNTIF(ADVERT,A5)	=SUMIF(ADVERT,A5,INCOME)
Digital Screen	=COUNTIF(ADVERT,A6)	=SUMIF(ADVERT,A6,INCOME)
Total Income		**=SUM(C4:C6)**

✓₂ ✓₂

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Task 6 – New Student Guide Word Task

Detail	Marks	Comment
Front cover – headings, college name and logo	1	No typos
Front cover – enhance	1	Any change to font, size and style
Front cover – page border	1	Cover page only

CCS College of Further Education

CENTRAL COLLEGE SCOTLAND

✓₁ details

New Student Guide

Open Day 2022

✓₁ enhance

✓₁ border

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Detail	Marks	Comment
Contents page headings	3	Main Headings (1) Sub Headings (1) On own page (1)

Footer can start on this page or the next

OTHER POINTS TO NOTE
If there are 0s for the page numbers DNA the main heading mark

Table of Contents

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Detail	Marks	Comment
Footer – page no centre	1	All pages, apart from front cover
Footer – left side even pages & right side odd pages	1	College name (all pages, apart from front cover) Some candidates have the wrong college name on front page, do not penalise in the footer if exactly the same name
Indent comments	1	Both margins

Footer – if number and text are in correct position but on different levels then award.

What are the benefits of studying here at Central College Scotland?

Choosing a college can mean that you learn the practical skills that will help you in your future studies or when joining the workplace. We have an excellent range of courses at a range of levels here, all taught by committed and supportive lecturers who have a genuine interest in your progression.

We have excellent facilities to support both on campus and remote learning, ensuring that we keep up to date with industry standard software/equipment and practices. We have a great reputation with both past and present students as well as employers and universities that our students move on to following their studies here.

See some comments below:

"College has been the right move for me – I was able to come and study an HNC to let me see what my area of interest would be like and I got great support from the lecturers. I am now moving onto the HND and if I do well in that I have been told I can apply to go straight into 3rd year of a degree at university. I never imagined this would be possible for me!" (Rachel, HNC Accounting Student)

"I loved my time here, made loads of friends on my course and the staff were so friendly and helpful. I moved straight into a job from my HND Fashion Business and felt so prepared after the course!" (Aadya, former HND Fashion Business Student) ✓1

"We have had many former students of Central College Scotland join our workforce over the years – we are generally so impressed with the skills they bring with them from college, and how workplace ready they are." (Aadam Malik, Founder of AMX Business Solutions)

How can the college support me during my time here?

The college has a range of support services available to ensure students are able to maximise their time here.

Student Counselling Services

We have trained counsellors who are able to provide a range of services for students who may be experiencing some challenges, this can range from one to one support, to small group work. We also offer students the chance to sign up for helpful Mindfulness sessions which have proven extremely useful for a large number of our students, and staff, in recent years.

Subsidised Student Gym

Students and staff are able to join our gym and fitness classes at a heavily subsidised rate which can allow participants to enjoy the many benefits of exercise on both physical and mental health.

3 ✓1   ✓1 Central College Scotland

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Detail	Marks	Comment
Create table with cost details	1	
Add total cost at bottom of table	1	Only award if £225.00 (same format as other numbers) Accept with or without label – ignore errors in the label
Footnote – suitable placement and no typos	1	DNA if in front of RENT or outside the table
Keyboarding	3	One mark for each section Accept capitalisation at bullets – must be consistent

Financial Advice

Students are able to book a session with an advisor to discuss financial difficulties you may be experiencing. Advisors may also be able to direct students towards possible financial support, depending on individual circumstances.

Student Finances

The costs of life as a student will vary depending on your situation, whether you are living at home or near campus, whether you need to commute, etc.

Many students will try to have a part-time job whilst they are studying, not only can this be a benefit to your financial situation, it can also provide you with crucial work experience which will benefit you as you try to find a full-time job after your studies.

Keep checking notice boards on campus for current vacancies which many local employers will share with the college – both for part-time positions and full-time positions for those ready to finish their studies. These opportunities will also be shared on our virtual platforms which you will learn more about during your Induction sessions.

If you do decide that moving to live on campus or near campus is for you, we have estimated below some of the costs for a student who may be living away from home. These costs are estimated on a per week basis. Please be aware that rental costs can vary significantly.

Rent[1]	£125.00
Food	£30.00
Going out	£30.00
Travel	£15.00
Miscellaneous costs (clothes etc)	£25.00
TOTAL COST PER WEEK	£225.00

Course Fees

Your course fee will vary depending on the level of study that you are completing and an up-to-date fee will have been quoted to you when you were offered your place at College.

You can apply to SAAS based on residency. To meet their general residence conditions, you must:

- be ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man for the three years immediately before the relevant date, and

- have 'settled status' in the UK (as set out in the Immigration Act 1971) on the relevant date, and

- be ordinarily resident in Scotland on the relevant date.

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[1] Based on self-catering college accommodation, single en-suite room.

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Detail	Marks	Comment
Advice for new students – presented in speech bubbles	1	Name can be outside bubble

Advice for New Students ✓1

We have asked a range of people what advice they would pass on to new students joining the college, below are a few ideas they have offered you.

"Make sure you keep it all in perspective – at times you may feel overwhelmed, but these times will pass and you will be able to move on from this. If you are struggling, seek support from your lecturers or Student Counselling." (Aqsa Khan, Student Counsellor)

"Make sure you keep on top of your coursework – there will be times when you may have a lot of deadlines so it really makes sense to start early when pieces of work are assigned." (Natalie, HND Student)

"Don't be afraid to ask your lecturers if you are unsure of anything. It may feel very different to school but your lecturers want you to succeed and will happily help you out when you need it." (Jade Johnson, Lecturer)

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Detail	Marks	Comment
Cafe bar information as landscape page	1	If the heading and text are on page 5 and the price list on a separate page DNA the presentation mark (similar to bad page break)
Presentation	1	Line spacing (depending on style chosen there may be an additional line above a heading) Poor page breaks No space before the bulleted list New Student Guide is on first and third page (eg copied on to front cover) Comments not removed

College Coffee Bar Sample Price List

The College Coffee Bar is open from 8.30 am daily with a range of hot and cold drinks and snacks at reasonable prices. Please see below for a sample of items available and prices.

Hot Drinks:	
Americano	£1.10
Cappuccino	£1.30
Latte	£1.30
Hot Chocolate	£1.50
Tea/Infusions	£0.90

Cold Drinks:	
Water (500ml)	£1.20
Orange Juice (250ml)	£1.50
Apple Juice (250ml)	£1.50

Food:	
Soup (varies daily)	£1.30
Roll with Sausage	£1.50
Roll with Vegetarian Sausage	£1.40
Sandwiches (varies daily – vegetarian and vegan options available)	From £1.50
Cakes/Biscuits	From £1.00
Fruit Salad	£1.20

LANDSCAPE ✓1

PRESENTATION ✓1

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Additional comments

[END OF MARKING INSTRUCTIONS]

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