Higher Administration and IT Assignment — Fife Flower Festival

Instructions for teachers and lecturers

Valid for session 2022–23 only.

This edition: March 2023 (version 1·0)

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Instructions for teachers and lecturers

Before candidates start the assignment, you must download the following e-files and make them available for candidates to use. You must keep the e-files secure and candidates must not access them in advance of assessment.

♦ **Employee Wages** — a spreadsheet file with 2 notes/comments
♦ **Exhibitor Guide** — a word-processing file with 6 comments
♦ **Fife Visitor Facts** — a word-processing file
♦ **Karl Vickers** — a PNG file
♦ **Logo** — a PNG file but can be saved as a word file, if required
♦ **NFS Clients** — a database file
♦ **Nicola Moyes** — a PNG file
♦ **Product Sales** — a spreadsheet file
♦ **Shelly Grieve** — a PNG file
♦ **Sponsor Presentation** — a presentation file with 4 comments

Note: We no longer provide the database as a file exported to Excel format. If you need this, please contact qpdelivery@sqa.org.uk or call us on 0345 213 6779.

At the end of the assignment, it is important that candidates check they have all their printouts and place them in the correct order behind the flyleaf. Teachers and lecturers should be in the room towards the end of the assessment to support this. Additional time is permitted for printing. Candidates are permitted to reprint missing pages during this time however, they must not complete any further tasks.

Candidates must include their Scottish Candidate Number on all printouts submitted. This can either be keyed-in or handwritten.

Administrative information

Published: March 2023 (version 1.0)

History of changes

Version	Description of change	Date

Security and confidentiality

This document can be used by SQA approved centres for the assessment of National Courses and not for any other purpose.

This document may only be downloaded from SQA's designated secure website by authorised personnel.

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