



Higher
Coursework
Assessment Task



Higher Administration and IT Assignment – Kilcarthy Pipe Band

Instructions for teachers and lecturers

Valid for session 2023-24 only.

This document is given to centres in strictest confidence. You must keep it in a secure place.

This edition: March 2024 (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 files secure, and candidates must not access them in advance of assessment.

- ◆ **Awards Ceremony Presentation** – a presentation file with 2 comments
- ◆ **Awards Ceremony Supplies** – a spreadsheet file
- ◆ **Fees** – a spreadsheet file
- ◆ **Kilcarthy Pipe Band Logo** – a PNG file but can be saved as a word file, if required
- ◆ **Members** – a database file
- ◆ **Office Bearers** – a word-processing file with 2 comments
- ◆ **Report** – a word-processing file with 3 comments
- ◆ **Trophies** – a spreadsheet file with 1 note/comment

Note: We no longer provide the database as a file exported to Excel format. If you need this, please contact gpdelivery@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 support candidates with this at the end of the assessment. 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

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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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