



# **Higher Administration and IT Assignment Assessment task – Kilcarthy Pipe Band 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 – 20 marks (+/- 4 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 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, for example F - formula, L - layout, to help with the quality assurance of marking.

## Specific marking instructions

### Task 1

DATABASE - FORM		
Detail	Marks	Comment
Title/logo	1	Both must be in Header Section Check accuracy/relevance of title Logo must not be truncated
Create form with sub-form	1	Correct fields Accept with or without "Title" field
Edit record	1	Add <b>BP13, Hire Fee Paid</b> and Hire Date of <b>21 April 2024</b>
Print record - William McLaren	1	Do not award (DNA) if field headings are truncated Ignore 'Hires' table name
<b>Total</b>	<b>4</b>	

## INSTRUMENT HIRES

1 T/L



TITLE	Mr
FIRST NAME	William
SURNAME	McLaren

Hires

HIRE ID	INSTRUMENT ID	MEMBER ID	HIRE FEE PAID?	DATE HIRED	INSTRUMENT TYPE
33 BP13		13	<input checked="" type="checkbox"/>	21/04/2024	Bagpipes

1 CF

1 KB

1 PRT

page 04

## Task 2 (a)

SPREADSHEET - PIPE BAND MEMBERS' FEES		
Detail	Marks	Comment
Sort - surname then first name	1	All or nothing
Adults only	1	
Format as currency	1	Accept 2 decimal places
Band members' fees	2	Vlookup - all formulae must be correct Must have 'false' or '0' Lookup "table" range may start at row 3 ie \$A\$3
<b>Total</b>	<b>5</b>	

KILCARTHY PIPE BAND MEMBERS				
FIRST NAME	SURNAME	INSTRUMENT	MEMBERSHIP TYPE	TOTAL FEE
Natalie	Coyle	Side drum	Adult	£170
Alistair	Gilmour	Bass drum	Adult	£170
Andrew	Gilmour	Bass drum	Adult	£170
Amber	Kerr	Pipes	Adult	£170
Colin	Kerr	Pipes	Adult	£170
Donnie	Livingstone	Tenor drum	Adult	£170
Chloe	Logan	Pipes	Adult	£170
Peter	Logan	Side drum	Adult	£170
Grant	Mackintosh	Side drum	Adult	£170
Emma	McBride	Pipes	Adult	£170
Catriona	McLaren	Side drum	Adult	£170
Lesley	McLaren	Pipes	Adult	£170
Jamie	Robertson	Pipes	Adult	£170
Gordon	Scott	Pipes	Adult	£170
Michael	Young	Pipes	Adult	£170

Alternative formulae if using named range: =VLOOKUP(D7,FEES,4,FALSE)

1

1

1

FIRST NAME	SURNAME	INSTRUMENT	MEMBERSHIP TYPE	TOTAL FEE
Natalie	Coyle	Side drum	Adult	=VLOOKUP(D7,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Alistair	Gilmour	Bass drum	Adult	=VLOOKUP(D9,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Andrew	Gilmour	Bass drum	Adult	=VLOOKUP(D10,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Amber	Kerr	Pipes	Adult	=VLOOKUP(D19,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Colin	Kerr	Pipes	Adult	=VLOOKUP(D20,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Donnie	Livingstone	Tenor drum	Adult	=VLOOKUP(D22,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Chloe	Logan	Pipes	Adult	=VLOOKUP(D23,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Peter	Logan	Side drum	Adult	=VLOOKUP(D24,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Grant	Mackintosh	Side drum	Adult	=VLOOKUP(D26,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Emma	McBride	Pipes	Adult	=VLOOKUP(D28,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Catriona	McLaren	Side drum	Adult	=VLOOKUP(D32,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Lesley	McLaren	Pipes	Adult	=VLOOKUP(D33,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Jamie	Robertson	Pipes	Adult	=VLOOKUP(D44,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Gordon	Scott	Pipes	Adult	=VLOOKUP(D46,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Michael	Young	Pipes	Adult	=VLOOKUP(D53,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)

2

FIRST NAME	SURNAME	INSTRUMENT	MEMBERSHIP TYPE	TOTAL FEE
Natalie	Coyle	Side drum	Adult	=VLOOKUP(D5,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Alistair	Gilmour	Bass drum	Adult	=VLOOKUP(D7,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Andrew	Gilmour	Bass drum	Adult	=VLOOKUP(D9,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Amber	Kerr	Pipes	Adult	=VLOOKUP(D10,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Colin	Kerr	Pipes	Adult	=VLOOKUP(D15,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Donnie	Livingstone	Tenor drum	Adult	=VLOOKUP(D21,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Chloe	Logan	Pipes	Adult	=VLOOKUP(D22,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Peter	Logan	Side drum	Adult	=VLOOKUP(D33,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Grant	Mackintosh	Side drum	Adult	=VLOOKUP(D35,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Emma	McBride	Pipes	Adult	=VLOOKUP(D39,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Catriona	McLaren	Side drum	Adult	=VLOOKUP(D40,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Lesley	McLaren	Pipes	Adult	=VLOOKUP(D47,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Jamie	Robertson	Pipes	Adult	=VLOOKUP(D49,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Gordon	Scott	Pipes	Adult	=VLOOKUP(D50,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)
Michael	Young	Pipes	Adult	=VLOOKUP(D51,'Membership Fees'!\$A\$4:\$D\$6,4,FALSE)

## Task 2 (b)

SPREADSHEET - SUMMARY		
Detail	Marks	Comment
No of Members	2	Countif - must have cell reference for criteria, DNA if keyed-in 'Adult' etc
Total Income	2	Sumif - must have cell reference for criteria, DNA if keyed-in 'Adult' etc
<b>Total</b>	<b>4</b>	

SUMMARY		
MEMBERSHIP TYPE	NO OF PEOPLE	TOTAL INCOME FROM FEES
Adult	15	£2,550
Senior	22	£2,640
Youth	13	£1,040
<b>Overall Total</b>		<b>£6,230</b>

SUMMARY		
MEMBERSHIP TYPE	NO OF PEOPLE	TOTAL INCOME FROM FEES
Adult	=COUNTIF('Pipe Band Members'!\$D\$4:\$D\$53,A4)	=SUMIF('Pipe Band Members'!\$D\$4:\$D\$53,A4,'Pipe Band Members'!\$E\$4:\$E\$53)
Senior	=COUNTIF('Pipe Band Members'!\$D\$4:\$D\$53,A5)	=SUMIF('Pipe Band Members'!\$D\$4:\$D\$53,A5,'Pipe Band Members'!\$E\$4:\$E\$53)
Youth	=COUNTIF('Pipe Band Members'!\$D\$4:\$D\$53,A6)	=SUMIF('Pipe Band Members'!\$D\$4:\$D\$53,A6,'Pipe Band Members'!\$E\$4:\$E\$53)
<b>Overall Total</b>		=SUM(C4:C6)

Alternative formulae if using named ranges:

NO OF PEOPLE	TOTAL INCOME FROM FEES
=COUNTIF(MEMBERSHIP_TYPE,A4)	=SUMIF(MEMBERSHIP_TYPE,A4,TOTAL_FEE)

Task 3 (a)

SPREADSHEET - COST OF AWARDS		
Detail	Marks	Comment
Calculate sub total and total cost	1	Watch for consequentiality on total cost
Find discount %	2	Nested IF - candidates must use cell references from the discount table - accept \$\$ format or named cells for absolute references  DNA if candidate has keyed in the percentage figures
Calculate discount amount	1	
Print value and formula view	1	Each printout must be <b>on one page</b> and with the <b>discount table omitted</b>
<b>Total</b>	<b>5</b>	

COST OF AWARDS 2024					
TYPE OF AWARD	NUMBER PURCHASED	PRICE PER ITEM	SUB TOTAL	DISCOUNT AMOUNT	TOTAL COST
Mirrored Edge Glass	2	£14.25	£28.50	£0.29	£28.22
Engraved Silver Trophy	7	£8.95	£62.65	£1.88	£60.77
Engraved Star Trophy	7	£5.99	£41.93	£1.26	£40.67
Bronze Medal	15	£1.30	£19.50	£0.98	£18.53
Silver Medal	10	£1.69	£16.90	£0.51	£16.39
Gold Medal	5	£2.49	£12.45	£0.37	£12.08
<b>TOTAL</b>					£176.65



COST OF AWARDS 2024					
TYPE OF AWARD	NUMBER PURCHASED	PRICE PER ITEM	SUB TOTAL	DISCOUNT AMOUNT	TOTAL COST
Mirrored Edge Glass	2	14.25	=B4*C4	=IF(B4>10,\$B\$17,IF(B4>=5,\$B\$16,\$B\$15))*D4	=D4-E4
Engraved Silver Trophy	7	8.95	=B5*C5	=IF(B5>10,\$B\$17,IF(B5>=5,\$B\$16,\$B\$15))*D5	=D5-E5
Engraved Star Trophy	7	5.99	=B6*C6	=IF(B6>10,\$B\$17,IF(B6>=5,\$B\$16,\$B\$15))*D6	=D6-E6
Bronze Medal	15	1.3	=B7*C7	=IF(B7>10,\$B\$17,IF(B7>=5,\$B\$16,\$B\$15))*D7	=D7-E7
Silver Medal	10	1.69	=B8*C8	=IF(B8>10,\$B\$17,IF(B8>=5,\$B\$16,\$B\$15))*D8	=D8-E8
Gold Medal	5	2.49	=B9*C9	=IF(B9>10,\$B\$17,IF(B9>=5,\$B\$16,\$B\$15))*D9	=D9-E9
<b>TOTAL</b>					=SUM(F4:F9)

Alternative formulae for Nested If/Ifs:

=IF(B4>10,\$B\$17\*D4,IF(B4>=5,\$B\$16\*D4,\$B\$15\*D4))

=IF(B4<5,\$B\$15,IF(B4>10,\$B\$17,\$B\$16))\*D4

=IF(B4<=4,\$B\$15,IF(B4>10,\$B\$17,\$B\$16))\*D4

=IF(B4>10,More\_than\_10,IF(B4>=5,\_5\_10,Less\_than\_5))\*D4

=IFS(B4>10,\$B\$17,B4>=5,\$B\$16,B4<5,\$B\$15)

=IFS(B4<5,\$B\$15,B4<=10,\$B\$16,B4>10,\$B\$17)

2

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1 PRT

### Task 3 (b)

SPREADSHEET - COST COMPARISON		
Detail	Marks	Comment
Formula for 2024	1	Accept accurate vlookup if used
% Difference	1	Accept $=(C4/B4)-1$
Total	2	

COMPARISON OF COSTS			
TYPE OF AWARD	2023 TOTAL COST	2024 TOTAL COST	% DIFFERENCE
Mirrored Edge Glass	£13.00	£28.22	117.04%
Engraved Silver Trophy	£40.69	£60.77	49.35%
Engraved Star Trophy	£28.59	£40.67	42.26%
Bronze Medal	£11.50	£18.53	61.09%
Silver Medal	£12.04	£16.39	36.15%
Gold Medal	£3.93	£12.08	207.29%

COMPARISON OF COSTS			
TYPE OF AWARD	2023 TOTAL COST	2024 TOTAL COST	% DIFFERENCE
Mirrored Edge Glass	13	=Awards!F4	=(C4-B4)/B4
Engraved Silver Trophy	40.69	=Awards!F5	=(C5-B5)/B5
Engraved Star Trophy	28.59	=Awards!F6	=(C6-B6)/B6
Bronze Medal	11.5	=Awards!F7	=(C7-B7)/B7
Silver Medal	12.04	=Awards!F8	=(C8-B8)/B8
Gold Medal	3.93	=Awards!F9	=(C9-B9)/B9

Alternative formula for picking up 2024 costs:

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#### 2024

#### TOTAL COST

=VLOOKUP(A4,Awards!\$A\$4:\$F\$9,6,FALSE)

=VLOOKUP(A5,Awards!\$A\$4:\$F\$9,6,FALSE)

=VLOOKUP(A6,Awards!\$A\$4:\$F\$9,6,FALSE)

=VLOOKUP(A7,Awards!\$A\$4:\$F\$9,6,FALSE)

=VLOOKUP(A8,Awards!\$A\$4:\$F\$9,6,FALSE)

=VLOOKUP(A9,Awards!\$A\$4:\$F\$9,6,FALSE)

#### Task 4

WORD-PROCESSING - REPORT FOR AGM - PAGE 1		
Detail	Marks	Comment
Front cover - name of band, Report for AGM, correct day/date	2	For each feature missing or error, do not award one mark
Enhance/page border/logo	1	

# KILCARTHY PIPE BAND

## ANNUAL GENERAL MEETING REPORT

THURSDAY 9 MAY 2024

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# Task 4 (continued)

WORD-PROCESSING - REPORT FOR AGM - PAGE 2		
Detail	Marks	Comment
Table of Contents - on separate page	1	
All headings present and page numbers correct	1	DNA sub-headings Accept 1 LS, 2 LS etc

KILCARTHY PIPE BAND

1

## Contents

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BAND POLO SHIRTS.....	5
BAND RECRUITMENT .....	5
SUMMER SCHOOL .....	5

1

## Task 4 (continued)

WORD-PROCESSING - REPORT FOR AGM - PAGE 3		
Detail	Marks	Comment
Justify text	1	Check whole document
Add footnote	1	Check for accuracy - accept full stop at end

### KILCARTHY PIPE BAND

#### INTRODUCTION

Welcome to Kilcarthy Pipe Band's AGM. This report which has been sent out to all members is quite comprehensive and we will work through each section of the report in detail during the meeting.

It is proposed that next year's AGM will take place on Thursday 8 May 2025 at 7 pm in the Scout Hall.

#### SECRETARY'S REPORT

We only received one nomination for Pipe Major, proposed by Colin Simpson and Margaret McNair. This will be accepted and Michael Young will continue in his current role as Pipe Major.

Chloe Reid has intimated that the list of registered players is up-to-date, with a couple of transfers in and out. Chloe has also processed several new younger members which is very exciting for the future of the band.

1 J

Chloe has also informed the band that she is now a member of the Management Committee of the RSPBA which will mean that the band will have a bigger say in the West of Scotland branch.

Chloe has agreed to continue the role of Secretary for next year.

#### TREASURER'S REPORT

Financial records are currently up-to-date and were submitted on time to OSCR<sup>1</sup>. The band is in a healthy position at present, but we definitely need to investigate new ways of generating income. This will be discussed in more detail during the meeting.

All the accounts are available to view for all members – please see Donnie Livingstone if you would like a copy. If you have any questions regarding the accounts, please contact Donnie.

#### PIPE MAJOR'S REPORT

Michael Young sent thanks to the Office Bearers and Committee for all their hard work throughout the year. He also personally thanked all the band tutors as, without them, the band wouldn't be where it is today in terms of achievements.

Michael stated that becoming world champions at Grade 4B was an outstanding achievement and has been the best year ever for winning trophies – 13 in total.

The pipe band is always looking to the future – with every session we deliver, lessons to our members and through the competitions we enter – Michael is determined to ensure that we keep improving and, hopefully, will continue to welcome new members to the band.

<sup>1</sup> Accounts officially submitted as registered charity SC022693

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## Task 4 (continued)

WORD-PROCESSING - REPORT FOR AGM - PAGE 4		
Detail	Marks	Comment
Insert Office Bearers details	1	Must be in correct place DNA if any information is omitted
Shade first row	1	
Convert text to table	1	
Make page landscape	1	

KILCARTHY PIPE BAND

### OFFICE BEARERS

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Through nominations, the following Office Bearers were elected for next year:

NAME	POSITION
Michael Young	Pipe Major
Lauren Hardie	Pipe Sergeant
Catriona McLaren	Pipe Corporal
Jim Shedden	Drum Sergeant
Alistair Jones	Chairperson
Chloe Reid	Secretary
Donnie Livingstone	Treasurer
Danielle McKnight	Minute Secretary

1 SHD

1 TTT

1 LS

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## Task 4 (continued)

WORD-PROCESSING - REPORT FOR AGM - PAGE 5		
Detail	Marks	Comment
Key-in polo shirts information	3	See solution for mark flags
Insert information from spreadsheet - number of members and income from fees	1	Correct place - with/without gridlines Accept with or without "Summary" heading Requires the membership type
Header - Kilcarthy Pipe Band	1	Not on front cover
Footer - page numbers	1	Odd pages - must be at <b>left</b> hand side Even pages - must be at <b>right</b> hand side DNA if on front cover
Remove watermark	1	
Layout/presentation	1	Inconsistent line spacing/inappropriate page breaks/truncated information in Office Bearers table/spreadsheet insert, inconsistent fonts in document (does not apply to table of contents, spreadsheet insert and section headings)
<b>Total</b>	<b>19</b>	

KILCARTHY PIPE BAND

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### FUNDRAISING

Although the band's financial accounts are in a healthy position, there is always scope for more fundraising. The committee is always looking for suggestions for activities/events – please pass ideas to Donnie Livingstone. This year, some events included: bag packs, Christmas Fayre, Christmas Hampers and a Quiz Night.

We are thinking of offering a subsidy this year to some pipers and drummers in order to provide some financial support. It is our hope that we can include more band members next year, but we will need to raise more money to help with this.

### BAND POLO SHIRTS

It was decided at the last committee meeting that each playing member would be supplied with a grey polo shirt, displaying the band logo, as part of our uniform.

We are looking to secure a sponsor to contribute to the cost of the polo shirts. So, if anyone has any business contacts who may be willing to help, please speak to any committee member. There will be the opportunity to have their name/logo printed on the shirt.

### BAND RECRUITMENT

We currently have 50 fee-paying members in the band. Whilst this is a good number, it would be beneficial to recruit more adult and youth members. The information below shows our current number of members and total fees:

MEMBERSHIP TYPE	NO OF PEOPLE	TOTAL INCOME FROM FEES
Adult	15	£2,550
Senior	22	£2,640
Youth	13	£1,040
<b>Overall Total</b>		£6,230

It is our intention to start a recruitment drive in the next few weeks. Lauren Hardie has volunteered to oversee this – please contact her if you have any ideas or would like to help.

### SUMMER SCHOOL

This year, we are delighted to announce that we will have 30 young people (some already members) receiving tuition from members of the band during the summer school from Monday 29 July 2024 – Friday 2 August 2024.

These students have a range of experience from never having played an instrument to being very competent on pipes and drums. Students will have the opportunity to learn all 4 instruments: pipes, side drum, tenor drum and bass drum.

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1 PG NO

1 RW

1 PRS

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## Task 5

DATABASE - AGGREGATE QUERY		
Detail	Marks	Comment
Grouped by instrument	1	Appropriate and accurate field names
No of instruments	2	Count function - all or nothing
Total value of instruments	2	Sum function - all or nothing
<b>Total</b>	<b>5</b>	

INSTRUMENT TYPE	NO OF INSTRUMENTS	TOTAL VALUE
Bagpipes	22	£13,875.00
Bass drum	2	£1,340.00
Side drum	11	£6,430.00
Tenor drum	5	£2,375.00

1	2	2
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Other common results:

INSTRUMENT TYPE	NO OF INSTRUMENTS	TOTAL VALUE
Bagpipes	20	£12,875.00
Bass drum	1	£760.00
Side drum	8	£4,730.00
Tenor drum	4	£1,925.00

4 marks

INSTRUMENT TYPE	NO OF INSTRUMENTS	TOTAL VALUE
Bagpipes	19	£12,300.00
Bass drum	1	£760.00
Side drum	8	£4,730.00
Tenor drum	4	£1,925.00

4 marks

NO OF INSTRUMENTS	TOTAL VALUE
40	£24,020.00

4 marks

NO OF INSTRUMENTS	TOTAL VALUE
33	£20,290.00

4 marks

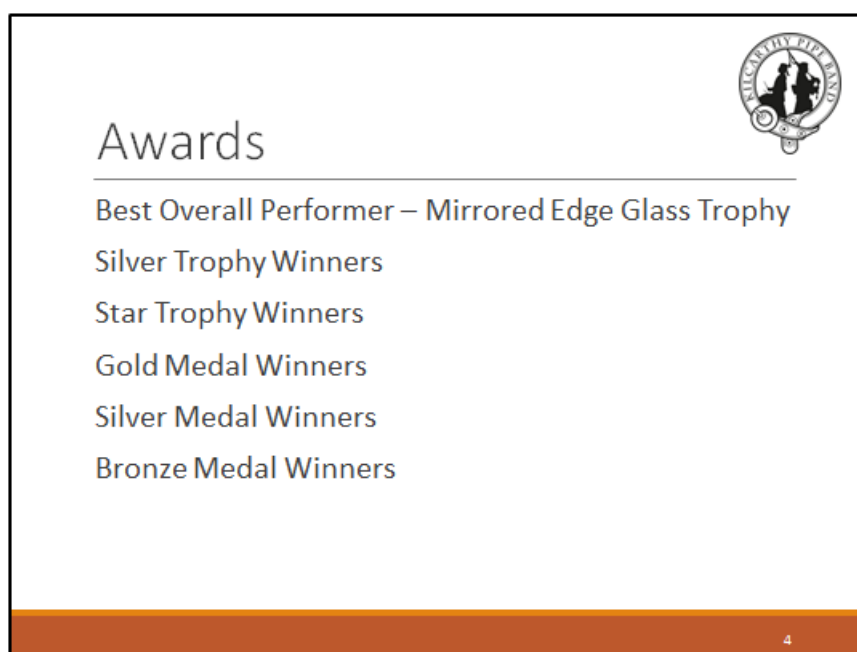
NO OF INSTRUMENTS	TOTAL VALUE
32	£19,715.00

4 marks



## Task 6

POWERPOINT - AWARDS CEREMONY		
Detail	Marks	Comment
Slide 1 - change to title slide	1	
Information for title slide - event name and date	1	Accept 'Saturday' if included with date 27 April 2024
Logo on all slides	1	Must be at top right-hand side
Insert 2 Highland Games	2	All or nothing Must be part of the RSHGA calendar and have a pipe band contest Games, town/city and date must all be factually correct
Notes for Awards slide	1	Must be accurate and <b>in the notes area</b> of the slide With or without a full stop
Slide number/handout footer	1	Slide no - not on title slide Footer must be accurate
Presentation	1	Slide design cannot overlap text/graphics If Highland Games marks have been allocated check that all text in the internet research table is accurate and consistent with first entry
Print	1	"Handout" format (2 slides per page) and Awards slide in "Notes" format Remove comments - slides 1 & 3
<b>Total</b>	<b>9</b>	



This has been a fantastic season for the pipe band, and we have many award winners – please refrain from applauding until the end of each category.

1 KB

1 PRT

page 17

1 L

# ANNUAL AWARDS CEREMONY

1 TS

1 INF

SATURDAY 27 APRIL 2024

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## Summary of Year

The Pipe Band has had an outstanding season for 2023-24.

We won 1<sup>st</sup> place at Grade 4B in the following events:

- Scottish Pipe Band Championships
- UK Pipe Band Championships
- World Pipe Band Championships

outstanding performance

2

KPB Annual Awards Ceremony 2023-24

## Proposed Highland Games 2024-25

As a newly promoted Grade 4A band we plan to compete in the following Highland Games during the 2024-25 season:

GAMES	TOWN/CITY	DATE
Bridge of Allan Highland Games	Bridge of Allan	4 August 2024
Gourock Highland Games	Gourock	12 May 2024
Markinch Highland Games	Markinch	2 June 2024

2

3

## Awards

Best Overall Performer – Mirrored Edge Glass Trophy

Silver Trophy Winners

Star Trophy Winners

Gold Medal Winners

Silver Medal Winners

Bronze Medal Winners

4

KPB Annual Awards Ceremony 2023-24

## Tonight's Entertainment

Photo booth	Donut wall
Chocolate fountain	Raffle
Prosecco wall	Karaoke
Mocktail wall	DJ

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## Thank You!

We'd like to take this opportunity to say a huge THANK YOU to each and every one of you who have supported us on our journey as a Pipe Band. We are so proud of our achievements this season at Grade 4B and are looking forward to our onward journey as we progress onto Grade 4A.

We hope you all have a great evening!

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1 SN &amp; FTR

1 PRS

KPB Annual Awards Ceremony 2023-24

## Task 7

DATABASE - QUERY AND REPORT		
Detail	Marks	Comment
Title and logo in report header	1	Title must be accurate and appropriate Logo must not be truncated
New field headings - band contribution and member payment	1	Accurate and consistent with other headings
Band contribution calculation	2	All or nothing
Member payment calculation	2	All or nothing
Overall totals and label	1	Must be in report footer
Currency format	1	New fields <b>and</b> overall totals
Sort by Hire ID	1	
Youth and Adults	1	
Family member or Worlds	1	wildcard
Hire Cost	1	>100
Presentation/Layout	1	Requested fields only, no truncation of field headings/labels and/or missing details due to grouping
<b>Total</b>	<b>13</b>	

YOUTH AND ADULT MEMBERS ENTITLED TO FINANCIAL SUPPORT							1 T/L	
HIRE ID	TITLE	FIRST NAME	SURNAME	CONTACT NO	BAND CONTRIBUTION	MEMBER PAYMENT	1 NF	
8	Mrs	Amber	Kerr	07500821523	2	£100.00	2	£150.00
10	Mr	Colin	Simpson	07240185925		£100.00		£150.00
11	Ms	Chloe	Reid	07292825982		£90.00		£135.00
12	Ms	Jamie	Robertson	07263920535		£90.00		£135.00
20	Mr	Alistair	Jones	07654398562		£80.00		£120.00
24	Mr	Paul	McNair	07576976320		£50.00		£75.00
25	Mr	Grant	Mackintosh	07269246021		£80.00		£120.00
26	Mrs	Natalie	Coyle	07259942815		£80.00		£120.00
Totals						£670.00	1 T & L	£1,005.00

1 SRT

23 April 2024

1

1

1

1 PRS

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## Task 8

SPREADSHEET - PIVOT TABLE		
Detail	Marks	Comment
Create pivot table with appropriate headings	1	Consistent and accurate
Total for supplier and overall total	1	
% of overall total	1	
Formatting	1	£ (must be 2 decimal places) and % Accept Accounting format
<b>Total</b>	<b>4</b>	

SUPPLIER	TOTAL COST	% OF TOTAL	1
Catering Direct	£469.00	22.83%	
Dimension Entertainment	£300.00	14.60%	
Glitzy Balloon Chic	£282.00	13.72%	
Invite Express	£35.00	1.70%	
Party Crafts	£11.75	0.57%	
Party Pieces	£120.00	5.84%	
Photo Blast	£299.00	14.55%	
Sweet Dreams Candy	£388.00	18.88%	
Sweetie Cart Hire	£150.00	7.30%	1
<b>Grand Total</b>	<b>£2,054.75</b>	<b>100.00%</b>	
	1		
		1 £%	

[END OF MARKING INSTRUCTIONS]