



Higher  
coursework  
assessment task



# Higher Administration and IT Assignment Assessment Task — Blue Horizon Events

Valid for session 2025–26 only.

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You must keep it in a secure place until it is used and until the end of  
the assessment period.**

This edition: March 2026 (version 1.0)

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# Instructions for candidates

This assessment applies to the assignment for Higher Administration and IT.

This assignment is worth 70 marks. This is 58% of the overall marks for the course assessment.

It assesses the following skills, knowledge and understanding:

- ◆ using advanced functions in word processing, spreadsheets, databases and presentation software to produce, process and manage information, and solve problems in unfamiliar contexts
- ◆ electronic research skills to source complex information
- ◆ effective communication skills, taking account of context, purpose and audience

Your teacher or lecturer will let you know if there are any specific conditions for doing this assessment.

In this assessment, you have to work through a series of tasks:

- ◆ in the order presented
- ◆ that assess the skills, knowledge and understanding listed above
- ◆ in one 2-hour block (excluding printing time) — all printing must be completed on the same day as the assignment

You must carry out the assessment under a high degree of supervision and control, although you can access the internet.

Make sure you include your name and Scottish Candidate Number on each printout you submit.

# Assessment Task

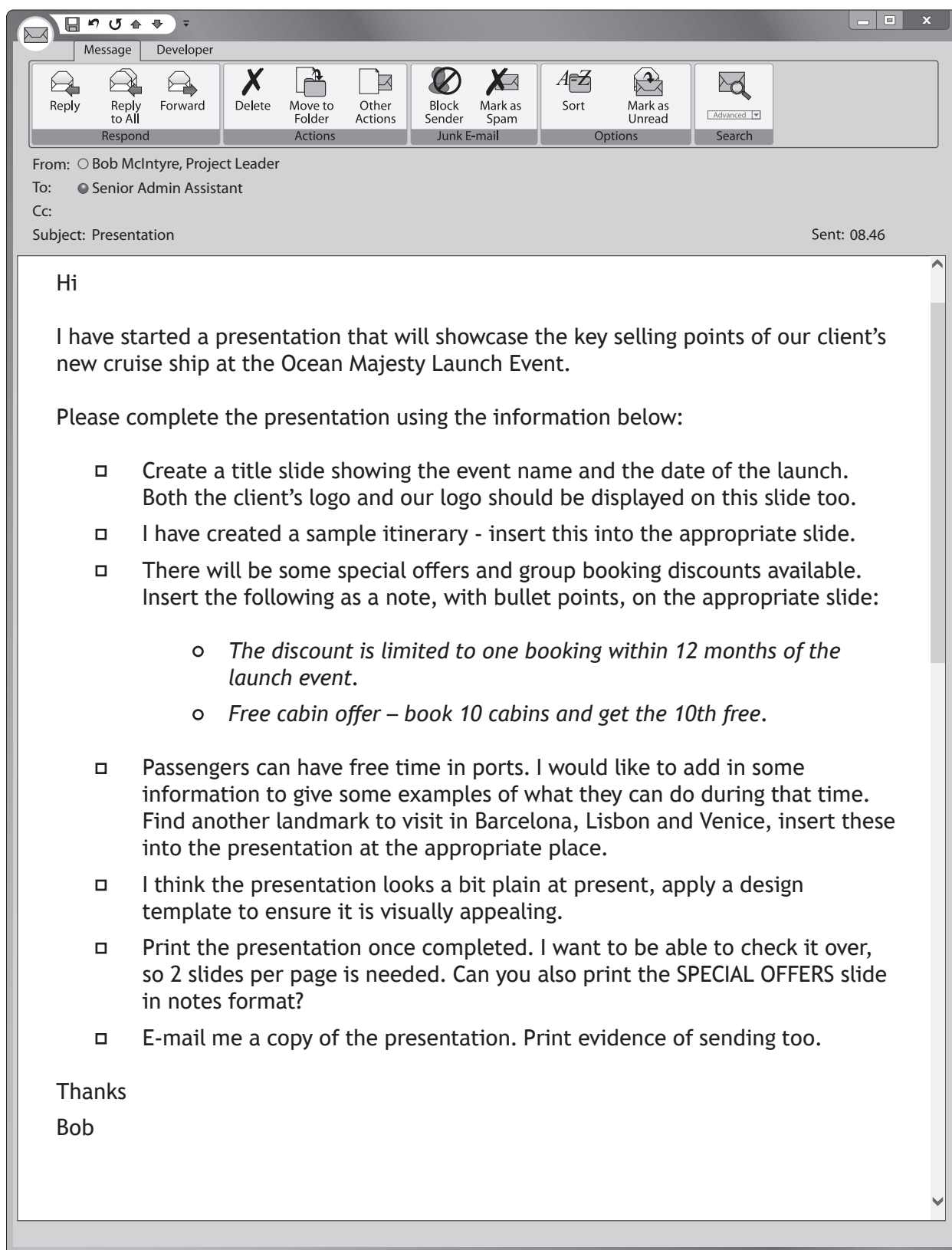
You are the senior admin assistant for Bob McIntyre, Project Leader.

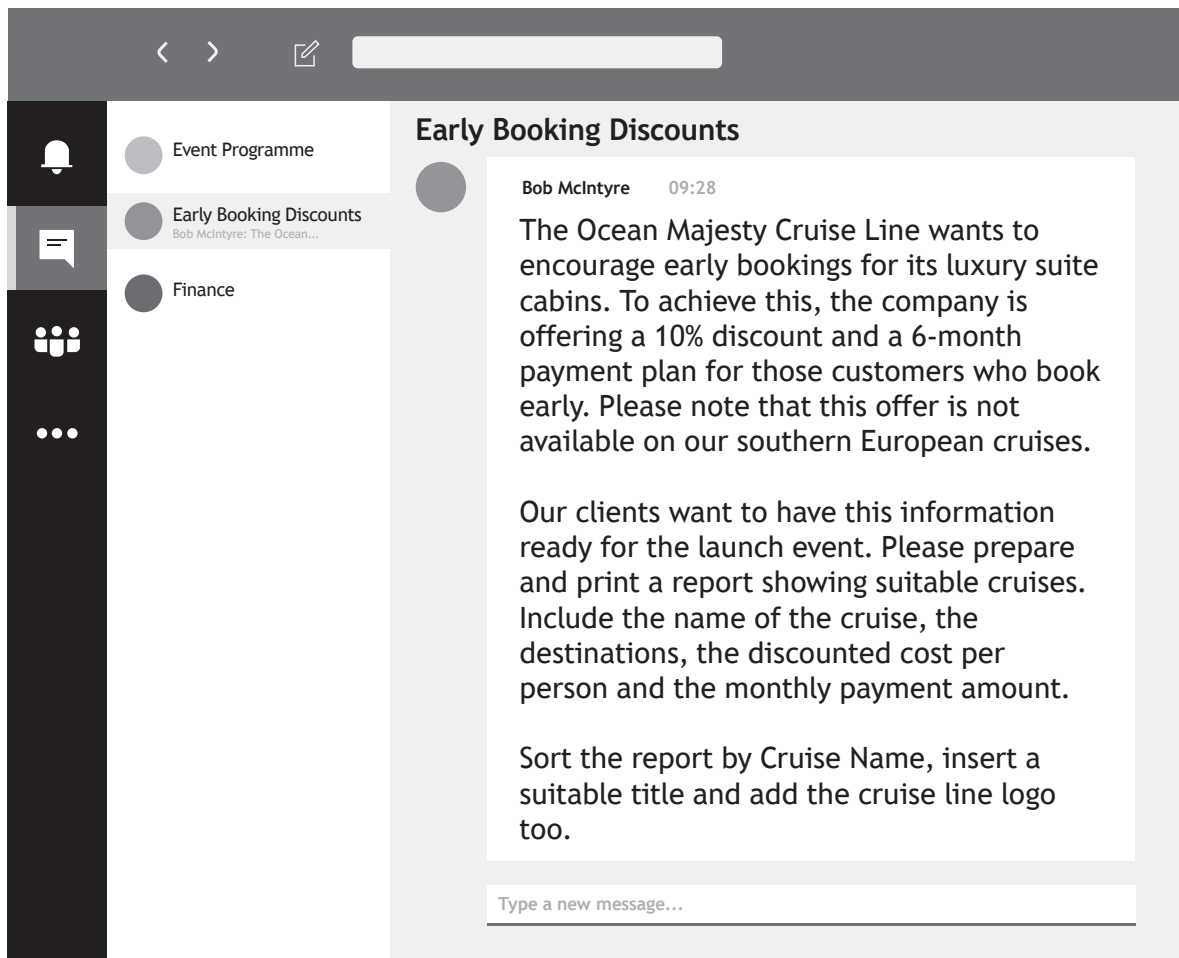
Your company, Blue Horizon Events, has been hired to manage the launch of the Ocean Majesty — a brand-new luxury cruise ship owned by Majestic International Cruises. This includes planning and promoting a launch event, and dealing with initial bookings.

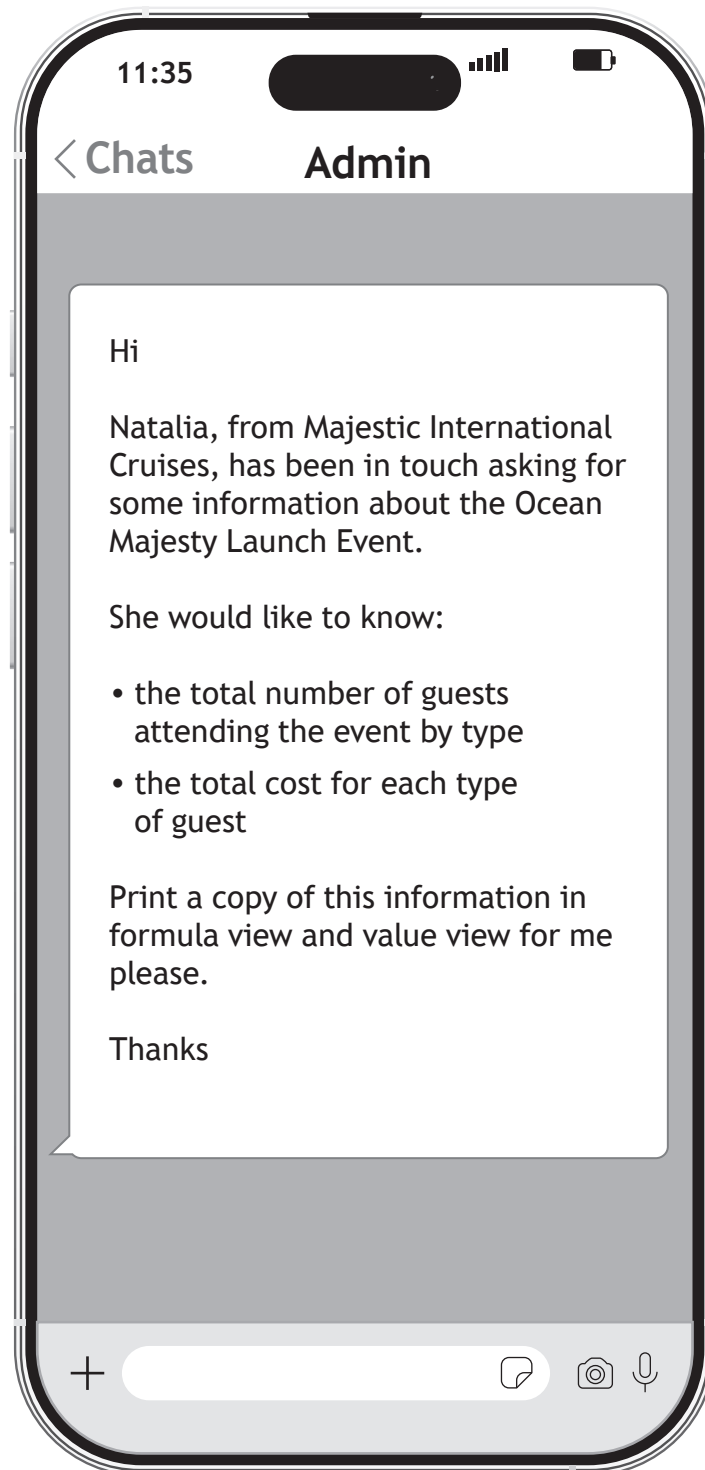
The ship will be unveiled during a special VIP launch at Greenock Port on Thursday 30 April 2026.

There are several administrative tasks that you must complete. You can use the following to-do list and tick off each task as you complete it.

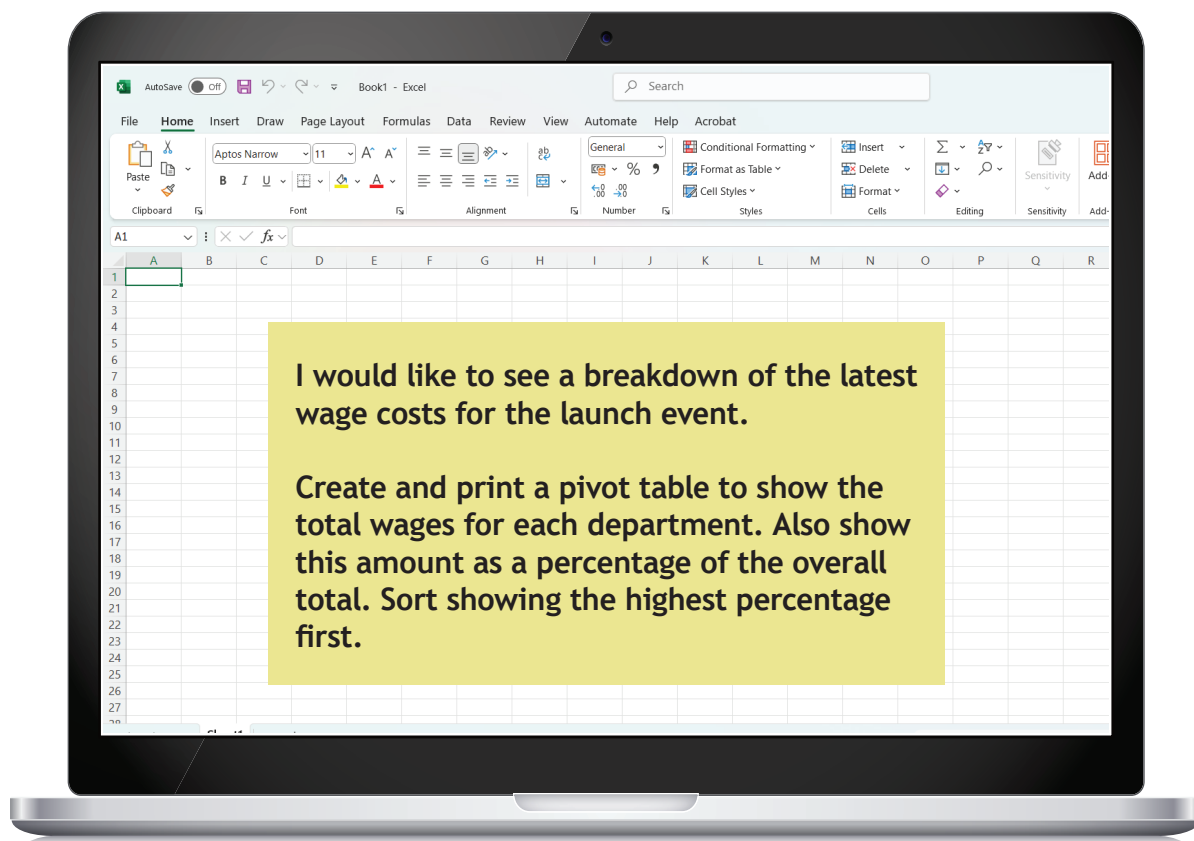
| TO-DO LIST                                                                    |  |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Finish event presentation                            |                                                                                     |
| <input type="checkbox"/> E-mail presentation                                  |                                                                                     |
| <input type="checkbox"/> Prepare report for discounted costs and payment plan |                                                                                     |
| <input type="checkbox"/> Calculate guest costs                                |                                                                                     |
| <input type="checkbox"/> Complete event programme                             |                                                                                     |
| <input type="checkbox"/> Breakdown of staff wages                             |                                                                                     |
| <input type="checkbox"/> Calculate event costs                                |                                                                                     |
| <input type="checkbox"/> Find cruises and prices                              |                                                                                     |
| <input type="checkbox"/> Find suitable cruises for Mr O'Dowd                  |                                                                                     |











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Event Costs

Bob McIntyre: I have a...

Event Programme

Finance

Event Costs

Bob McIntyre

13:52

Hi

I have a meeting with the Board of Directors soon and they have asked to see the final costs for the Ocean Majesty Launch Event.

I have started working on a spreadsheet to calculate the final costs but haven't had time to finish it, can you complete this for me please?

Our supplier has offered us a discount based on the following information:

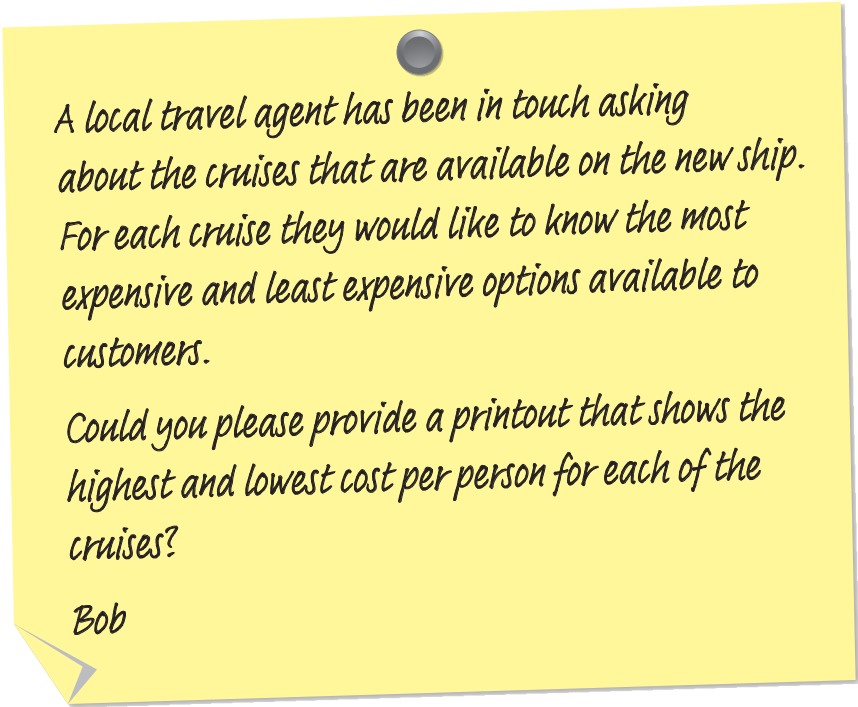
| Order Amount              | Discount Rate |
|---------------------------|---------------|
| Over £15000               | 5%            |
| Between £10000 and £15000 | 3%            |
| Less than £10000          | 1%            |

When you're done, please print in formula view and value view, fit each to one page of A4.

Thanks

Bob

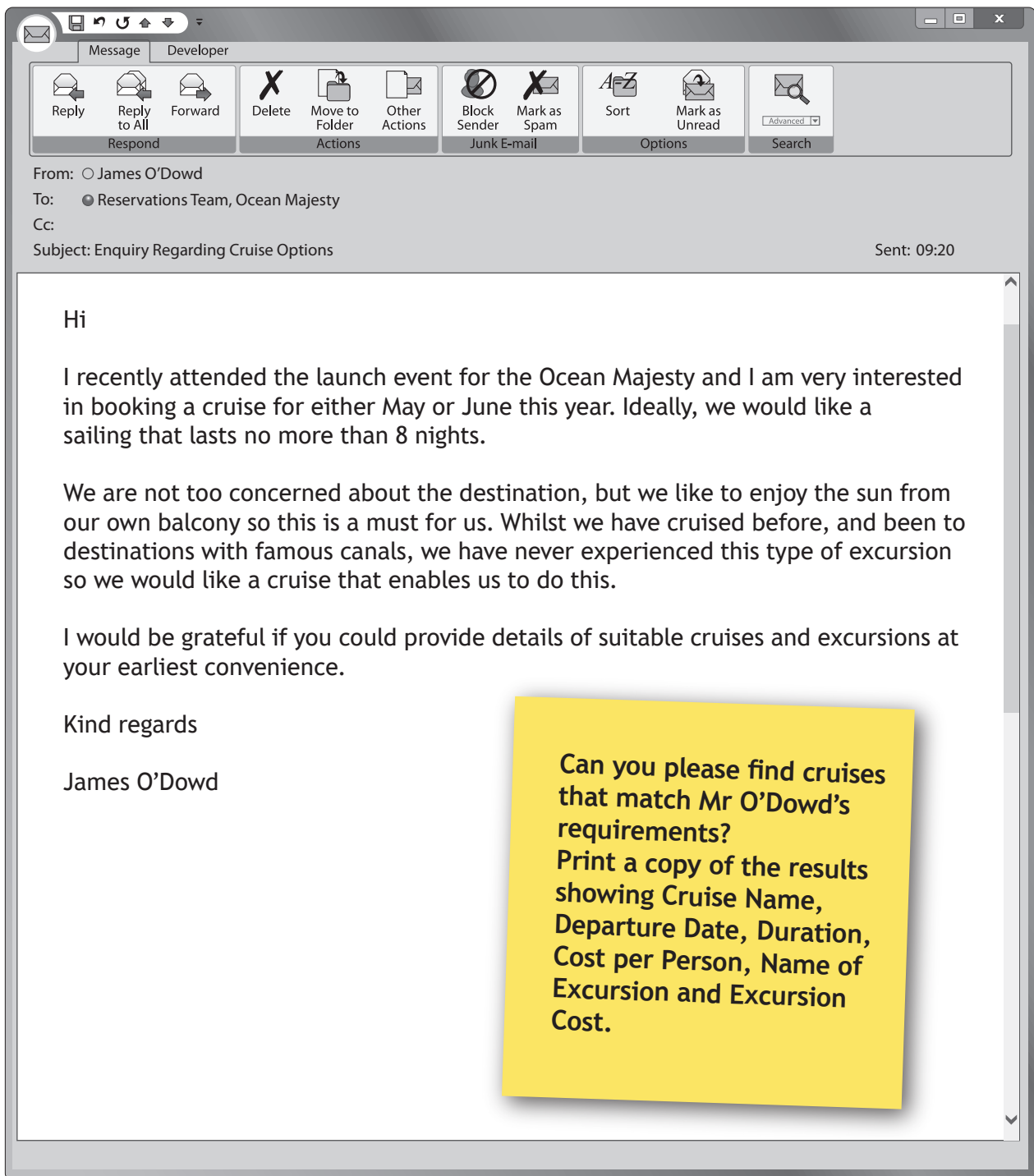
Type a new message...



*A local travel agent has been in touch asking about the cruises that are available on the new ship. For each cruise they would like to know the most expensive and least expensive options available to customers.*

*Could you please provide a printout that shows the highest and lowest cost per person for each of the cruises?*

*Bob*



# Copyright acknowledgements

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## Administrative information

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## History of changes

| Version | Description of change | Date |
|---------|-----------------------|------|
|         |                       |      |
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