

2017 Administration and IT Assignment

National 5

Finalised Marking Instructions

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General marking instructions

This information is provided to help you understand the general principles you must apply when marking candidate responses to this assignment. These principles must be read in conjunction with the detailed marking instructions, which identify the key features required in candidate responses.

- (a) Marks for each candidate response must always be assigned in line with these general marking principles and the detailed marking instructions for this assessment.
- (b) Marking should always be positive. This means that, for each candidate response, marks are accumulated for the demonstration of relevant skills, knowledge and understanding: they are not deducted from a maximum on the basis of errors or omissions.
- (c) These general principles should be applied when marking the candidates' assignment printouts.

Candidates will be awarded marks for specific skills and theory.

Marks will be awarded for demonstrating skills in the use of the different IT applications.

Spreadsheet – 18 marks (+/-3 marks)

- ♦ entering and editing text
- ♦ using formulae and functions to perform calculations and summarise information
- ♦ using functions to manipulate information

Database – 18 marks (+/-3 marks)

- ♦ entering and editing text
- ♦ displaying information as a form and/or report
- ♦ manipulating information

Word processing – 18 marks (+/-3 marks)

- ♦ entering and editing text
- ♦ layout and presentation of information

Desktop publishing – 18 marks (+/-3 marks)

- ♦ entering and editing text
- ♦ presentation and layout of information
- ♦ key information included

Communication – 18 marks (+/-3 marks)

- ♦ entering text
- ♦ key information included

Theory – 15 marks (+/- 5 marks)

- ♦ marks will be awarded for providing responses as part of an integrated IT task

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 specific marking instructions. The over-riding principle is that a document must be 'fit-for-purpose'.

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.

Keying-in

Marks will be awarded for every block of text that is accurately keyed in. This will be for every 20 words. Flags may be included, where appropriate, to identify where marks are awarded.

Detailed marking instructions

TASK 1a

1F

FUNDRAISING PACK RECEIVED? ▾	TITLE ▾	FIRST NAME ▾	SURNAME ▾
☐	Mr	Rafael	Baldwin
☐	Miss	Juliet	Doherty
☐	Mr	Paul	Evans
☐	Mr	Joe	Hernandez
☐	Mrs	Lucy	Macdonald
☐	Mr	Ramon	Tyler
☒	Mr	Josep	Bercik
☒	Miss	Judy	Bowman
☒	Mr	Trevor	Burgess
☒	Mr	Ying	Chong
☒	Miss	Mei	Dang
☒	Mr	Rodolfo	Dias
☒	Mrs	Lora	Frank
☒	Mr	George	Garrett
☒	Ms	Carla	Gibbs
☒	Mrs	Jeanette	Gilbert
☒	Mrs	Lucyna	Golebiewska
☒	Mrs	Marian	Hogan
☒	Mr	Terence	Kelly
☒	Mr	Karam	Mirza
☒	Mr	Edward	Newman
☒	Miss	Antonia	Phelps
☒	Mrs	Christine	Quinn
☒	Ms	Lela	Sharp
☒	Mr	Ayden	Tyler
☒	Mrs	Sally	Welch
☒	Miss	Charlotte	Wright

6 - No

1E

21 - Yes

1P

2S

	Marks
New field added - Fundraising Pack Received? If not block caps DNA 1F	1F
Entries in new field correct (either check box or Yes/No) DNA True/False	1E
Sort - 'no fundraising pack' at the top and alphabetical order of surname - all or nothing	2S
Print table with selected fields - all data must be visible and on one page	1P
TOTAL	5

Fundraising Pack Received? can be either before or after name.

? must be included in the new field or DNA 1F.

If Lucy Macdonald is missing DNA 1P, but 1E can be awarded.

If Dana McKenzie is shown DNA 1P - do not mark the record.

Name, must be title, first name and surname, should be together, in the correct order, to gain the print mark.

SORTED - FUNDRAISING PACK RECEIVED?

	FUNDRAISING PACK RECEIVED? ▾	TITLE ▾	FIRST NAME ▾	SURNAME ▾
1F	☐	Mrs	Lucy	Macdonald
	☐	Miss	Juliet	Doherty
	☐	Mr	Paul	Evans
	☐	Mr	Rafael	Baldwin
	☐	Mr	Joe	Hernandez
	☐	Mr	Ramon	Tyler
	☒	Ms	Lela	Sharp
	☒	Mrs	Sally	Welch
	☒	Mr	Ayden	Tyler
	☒	Mr	Ying	Chong
	☒	Miss	Mei	Dang
	☒	Mrs	Lucyna	Golebiewska
	☒	Mr	Josep	Bercik
	☒	Mr	Rodolfo	Dias
	☒	Mrs	Jeanette	Gilbert
	☒	Mr	Karam	Mirza
	☒	Miss	Judy	Bowman
	☒	Mr	Trevor	Burgess
	☒	Mr	Terence	Kelly
	☒	Miss	Charlotte	Wright
	☒	Ms	Carla	Gibbs
	☒	Mrs	Marian	Hogan
	☒	Mr	Edward	Newman
	☒	Mrs	Lora	Frank
	☒	Mrs	Christine	Quinn
	☒	Miss	Antonia	Phelps
	☒	Mr	George	Garrett

1E

OS

1P

SORTED SURNAME

FUNDRAISING PACK RECEIVED?	TITLE	FIRST NAME	SURNAME
1F	☐	Mr	Rafael Baldwin
	☒	Mr	Josep Bercik
	☒	Miss	Judy Bowman
	☒	Mr	Trevor Burgess
	☒	Mr	Ying Chong
	☒	Miss	Mei Dang
	☒	Mr	Rodolfo Dias
	☐	Miss	Juliet Doherty
	☐	Mr	Paul Evans
	☒	Mrs	Lora Frank
☒	Mr	George Garrett	
☒	Ms	Carla Gibbs	
☒	Mrs	Jeanette Gilbert	
☒	Mrs	Lucyna Golebiewska	
☐	Mr	Joe Hernandez	
☒	Mrs	Marian Hogan	
☒	Mr	Terence Kelly	
☐	Mrs	Lucy Macdonald	
☒	Mr	Karam Mirza	
☒	Mr	Edward Newman	
☒	Miss	Antonia Phelps	
☒	Mrs	Christine Quinn	
☒	Ms	Lela Sharp	
☐	Mr	Ramon Tyler	
1E	☒	Mr	Ayden Tyler
	☒	Mrs	Sally Welch
	☒	Miss	Charlotte Wright

OS

1P

OS

1P

TASK 1b

SCOTLAND CARES

1H

FUNDRAISING PACK RECEIVED?

☒

AREA ID

N101

Participants_TITLE

Mrs

FIRST NAME

Dana

SURNAME

McKenzie

ORGANISATION

STREET

101 Rosemount Place

TOWN/CITY

Aberdeen

POSTCODE

AB25 2YG

Participants_MOBILE NO

07711356215

Participants_E-MAIL

dana@live.co.uk

AREA

North

Area Offices_TITLE

Ms

CONTACT FIRST NAME

Edna

CONTACT SURNAME

Silveira

Area Offices_MOBILE NO

07529001683

Area Offices_E-MAIL

edna@talk.com

1S

1K

	Marks
All fields present and visible/legible (17) - if Area ID appears twice DNA 1F	1F
Form header inserted (Scotland Cares)	1H
Selected record printed (Dana McKenzie) in form format	1S
Keyboarding - check bracketed fields	1K
TOTAL	4

Mark for deleting Lucy is awarded in 1c.
DNA 1F if any field is truncated.
Must have all keyboarding visible to be awarded 1K. If Area Offices fields are missing candidates may still be able to be awarded 1K if they have keyed in the correct information.
DNA 1K if information is keyed in Organisation field.

TASK 1c

Mr Rafael Baldwin
Dundee Running Club
3 Daniel Street
Dundee
DD1 5DP

Miss Juliet Doherty
Linlithgow Scouts
1 Braehead Road
Linlithgow
EH49 6DF

Mr Paul Evans
16 Second Avenue
Clydebank
G81 3AA

Mr Joe Hernandez
Stylish Hairdressers
11 South Park Grove
Hamilton
ML3 6QG

1DR

Mr Ramon Tyler
DIY Store
1 Dunachtonmore
Kingussie
PH21 1LY

1C

1S

1P

	Marks
Delete record - Lucy Macdonald	1DR
Criteria - participants still to receive pack - correct labels	1C
Sort - surname	1S
Print labels with correct fields and correct spacing, must include organisation	1P
TOTAL	4

Be aware of consequentiality if Lucy Macdonald is not deleted.
If Dana is incorrectly included it could be consequential, all marks can therefore be awarded. If it is not consequential DNA 1C.
Accept organisation or name of recipient as first line of name and address block, if both are included.
Name must include title.
Do not penalise if there are 2 spaces between first name and surname.
If there are keyboarding errors in the labels, candidates must have keyed them in, DNA 1P.
If candidate name is included in each label DNA 1P.
If candidate provides only the query with the correct records DNA 1P.

TASK 2

Outline 3 advantages to Scotland Cares of using social media.

1	Reach a wider audience.	1T
2	Low cost/free to set up an account.	
3	Allow people to donate online.	1T
4	Raise awareness of the charity.	
5	Interact with participants/supporters.	
6	Promote/Advertise events.	1T

Describe a way that Scotland Cares could use **any 3** of the following methods of electronic communication. A **different use** should be given for **each** method.

email, text, website, blog, podcast

	Method	Description of Use	
1	Email	- to contact participants (individual/group) about upcoming events - to contact organisations to request donations/sponsorship - to contact area offices to get an update of money raised from events	1T
2	Text	- to send a reminder to staff of upcoming meetings - to send a reminder to participants about the starting time for events - to contact area managers urgently regarding problems/queries	1T
3	Website	- to advertise the charity's fundraising activities and allowing online registration - to give background details of the charity, history, mission statement, purpose - to allow donations to be made online using debit/credit cards - to allow customers to order merchandise eg t-shirts, keyrings, pens, etc	1T
4	Blog	- to provide regular updates of events, amounts raised, day-to-day information about the charity - to allow the charity to communicate with a wide audience about success stories - to allow photographs and videos of previous events to be uploaded - to enable followers to leave comments and interact with the charity	
5	Podcast	- to allow a wide audience to listen to success stories about the charity - to allow people to listen to interviews with participants of events - to allow people to hear how young people have benefited from the funds raised	

TASK 3

< > 20–26 March, 2017 1P Day [Work week](#) Week Month | Today

	20 Monday	21 Tuesday	22 Wednesday	23 Thursday	24 Friday
10	Meeting of Fundraising Team	Meeting of Fundraising Team	Meeting of Fundraising Team	Meeting of Fundraising Team	Meeting of Fundraising Team
11					
12					
13				Walk-a-thon Meeting	
14			1M		
15					1R
16					

20 MARCH 2017
 10:00 to 11:30 Meeting of Fundraising Team

21 MARCH 2017
 10:00 to 11:30 Meeting of Fundraising Team

22 MARCH 2017
 10:00 to 11:30 Meeting of Fundraising Team

23 MARCH 2017
 10:00 to 11:30 Meeting of Fundraising Team
 13:00 to 16:00 Walk-a-thon Meeting

24 MARCH 2017
 10:00 to 11:30 Meeting of Fundraising Team

1TS

Tasks View: Task

Active

Add a task

☐ Prepare fundraising packs Mon 20/03/2017

Completed

	Marks
Recurring meeting - Fundraising team meeting - 1000-1130	1R
Walk-a-thon Meeting - 1300-1600	1M
Task - Prepare fundraising packs on Monday before the Walk-a-thon meeting	1TS
Print e-diary weekly/correct date - any week in March or April, or first week in May	1P
TOTAL	4

Meetings must be initial caps or DNA 1 max.
Recurring meeting may not have a recurring icon.
If keyboarding incorrect DNA event mark.
Task can be either initial caps or sentence case.
Task must be recorded as due on Monday.
Where there is a date for the task it must be on the Monday of the Fundraising meeting week or DNA 1TS.
DNA 1P if candidate name/task is entered as an event.

TASK 4

Journey
Markinch to Edinburgh Waverley

Outward - Thursday 23rd March 2017 **1D**
Duration 50m Changes (0)

11:32 Markinch
Scotrail
50m
12:22 Edinburgh Waverley **1A**

Return - Thursday 23rd March 2017
Duration 49m Changes (0)

16:33 Edinburgh Waverley
Scotrail
49m
17:22 Markinch **1R**

Ticket details
Off-Peak Day Return **£11.50**
1 Adult(s) Full Fare (£11.50 each)
• Travel is allowed via any permitted route.
• Flexible ticket only valid at specific off-peak times of the day.

Journey price **£11.50** **1P**

	Marks
Date - Thursday from the e-diary	1D
Time and place of arrival of direct train - arrive by - 1245 hours	1A
Time and place of departure of direct train - depart after - 1615 hours	1R
Price of return ticket - any return type	1P
TOTAL	4

Results should clearly show evidence from the internet search.
Must be clear which trains have been chosen to be awarded 1A and 1R.
A direct train from Markinch to Edinburgh takes approximately 50 minutes.
DNA 1A and/or 1R if a direct train is not chosen.
DNA 1P if price of 2 single tickets is given.
Price should be taken from the journey summary if present.
Ignore any writing from candidates about which train and prices - mark the internet evidence only.

TASK 5a

1W

1K

Participants	Total Raised per Event	Number of Events
Leith Brownies	£410.73	5
Preston High School	£2,385.13	7
Kington Badminton Club	£605.38	2
Braids Hill Walking Group	£413.34	2
Ferry Port plc	£1,459.62	4
Riverside Bistro	£1,471.22	3
Bristol Blues	£1,141.31	4
Crumby Biscuits Group	£674.77	2
Cuckoo Coffee Shop	£929.35	2
Fast and Furious Bikers	£1,723.70	5
Dundee Running Club	£2,355.62	3
Montrose Ramblers	£1,134.90	2
The Wok Inn	£588.10	2
Linlithgow Scouts	£450.39	6
Alloa Golf Club	£1,420.51	2
Miss Charlotte Wright	£110.00	2
The Toy Shop	£277.67	2
Southside Tennis Club	£905.23	4
The Restaurant	£3,416.20	4
Rod and Reel Fishing Club	£557.82	3
Stylish Hairdressers	£594.34	3
Miss Mei Dang	£1,611.66	3
DIY Store	£426.44	3
Blairgowrie Music Shop	£67.79	2
Mr Paul Evans	£93.00	2
Tartan Chiefs	£1,200.06	4
Total Funds Raised	£26,424.28	

1B

Value View	Marks
Wrap and embolden all column headings	1W
Keyboarding - Number of Events - formatting consistent with other headings	1K
Thick border - Total Funds Raised - cell M28	1B
TOTAL	3

Award 1W if at least one column heading is wrapped but all must be emboldened.
Check all headings shown in columns are emboldened eg Participants.

	A	M	N
1	Participants	Total Raised per Event	Number of Events
2	Leith Brownies	=SUM(B2:L2) 1F	=COUNT(B2:L2) 1F
3	Preston High School	=SUM(B3:L3)	=COUNT(B3:L3)
4	Kington Badminton Club	=SUM(B4:L4)	=COUNT(B4:L4)
5	Braids Hill Walking Group	=SUM(B5:L5)	=COUNT(B5:L5)
6	Ferry Port plc	=SUM(B6:L6)	=COUNT(B6:L6)
7	Riverside Bistro	=SUM(B7:L7)	=COUNT(B7:L7)
8	Bristol Blues	=SUM(B8:L8)	=COUNT(B8:L8)
9	Crumby Biscuits Group	=SUM(B9:L9)	=COUNT(B9:L9)
10	Cuckoo Coffee Shop	=SUM(B10:L10)	=COUNT(B10:L10)
11	Fast and Furious Bikers	=SUM(B11:L11)	=COUNT(B11:L11)
12	Dundee Running Club	=SUM(B12:L12)	=COUNT(B12:L12)
13	Montrose Ramblers	=SUM(B13:L13)	=COUNT(B13:L13)
14	The Wok Inn	=SUM(B14:L14)	=COUNT(B14:L14)
15	Linlithgow Scouts	=SUM(B15:L15)	=COUNT(B15:L15)
16	Alloa Golf Club	=SUM(B16:L16)	=COUNT(B16:L16)
17	Miss Charlotte Wright	=SUM(B17:L17)	=COUNT(B17:L17)
18	The Toy Shop	=SUM(B18:L18)	=COUNT(B18:L18)
19	Southside Tennis Club	=SUM(B19:L19)	=COUNT(B19:L19)
20	The Restaurant	=SUM(B20:L20)	=COUNT(B20:L20)
21	Rod and Reel Fishing Club	=SUM(B21:L21)	=COUNT(B21:L21)
22	Stylish Hairdressers	=SUM(B22:L22)	=COUNT(B22:L22)
23	Miss Mei Dang	=SUM(B23:L23)	=COUNT(B23:L23)
24	DIY Store	=SUM(B24:L24)	=COUNT(B24:L24)
25	Blairgowrie Music Shop	=SUM(B25:L25)	=COUNT(B25:L25)
26	Mr Paul Evans	=SUM(B26:L26)	=COUNT(B26:L26)
27	Tartan Chiefs	=SUM(B27:L27)	=COUNT(B27:L27) 1R
28	Total Funds Raised	=SUM(M2:M27) 1F	1P

Formula View	Marks
Total Raised per Event	1F
Number of events	1F
Replication of both formulae	1R
Total Funds Raised	1F
Printout selected fields only - no details in shaded cell: Value - gridlines only Formulae - with gridlines and row/column headings	1P
TOTAL	5

TASK 5b

Cash Statement 2016			
		NET CASH RAISED IN 2015	PERCENTAGE CHANGE
Cash In		£32,462.58	37%
Donations	£33,890.00		
Fundraising	£26,424.28		
TOTAL CASH IN	£60,314.28		
Cash Out			
Printing	£690.00		
Heat and Light	£532.00		
Rent	£2,500.00		
Salaries	£12,000.00		
TOTAL CASH OUT	£15,722.00		
NET CASH RAISED	£44,592.28		

1FM

Value View	Marks
Format cells appropriately: Task 5a Column M - currency with 2 decimal places Column N - number Task 5b Column B - currency with 2 decimal places Cell D3 - percentage and whole number	1FM
TOTAL	1

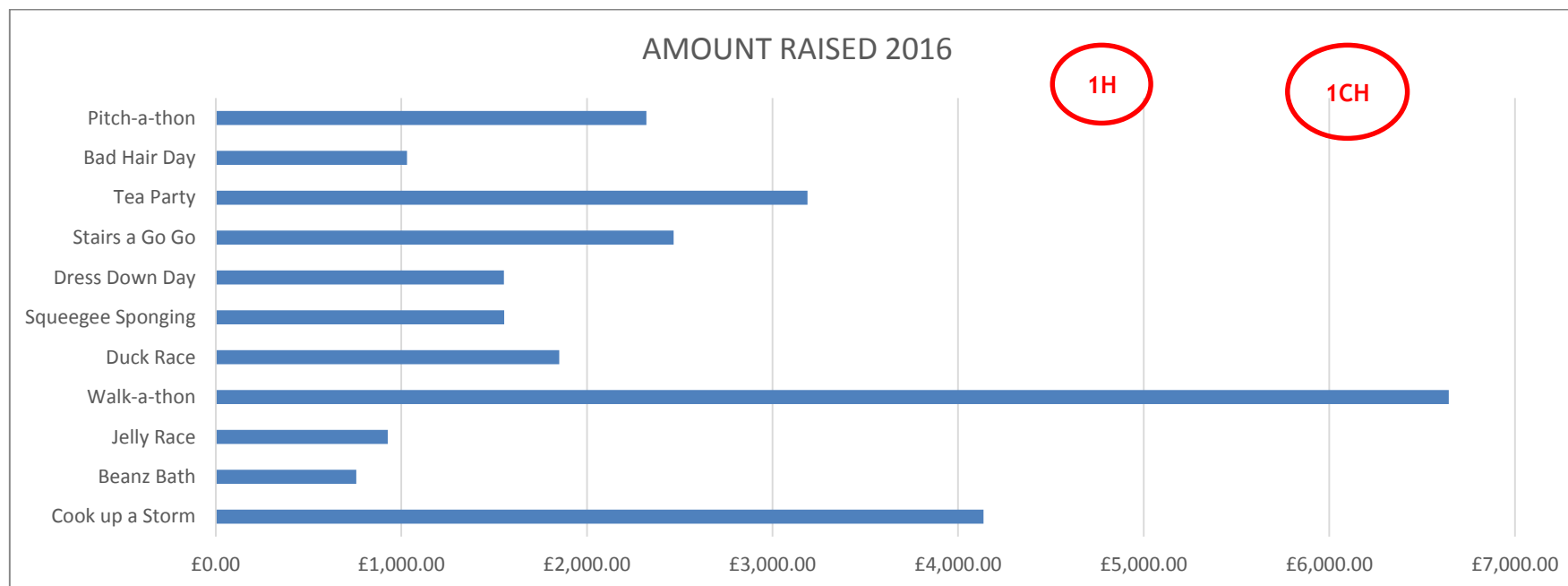
If D3 is blank DNA 1FM, however if in 5a rows have been hidden/omitted 1FM can still be awarded if the columns M and N have been correctly formatted.

	A	B	C	D
1	Cash Statement 2016			
2			NET CASH RAISED IN 2015	PERCENTAGE CHANGE
3	Cash In		32462.58	$=(B17-C3)/C3$
4	Donations	33890		
5	Fundraising	=TotalFunds	1N	2F
6				
7	TOTAL CASH IN	=B4+B5		
8				
9	Cash Out			
10	Printing	690		
11	Heat and Light	532	1F	
12	Rent	2500		
13	Salaries	12000		
14				
15	TOTAL CASH OUT	=SUM(B10:B13)		
16				1P
17	NET CASH RAISED	=B7-B15	1F	

Formula View	Marks
Link named cell - TotalFunds - ignore spelling/capitals	1N
Formula - Total Cash In Formula - Total Cash Out All or nothing	1F
Net Cash Raised	1F
Percentage Change - all or nothing	2F
Printouts - no data in shaded cells: Value - gridlines only Formulae - with gridlines and row/column headings	1P
TOTAL	6

Named cell must be as shown or Total_Funds.
Total Cash In and Total Cash Out formulae should not include cells B6 and B14.
Formula in cell B7 could also be =SUM(B4:B5).
Incorrect use of SUM function for addition - DNA 1F max.
Incorrect use of SUM function for multiplication/division/subtraction - DNA 1F max.
Accept Percentage Change formula as $=(B17/C3)-1$.
Accept Percentage Change formula as $=(\text{Summary!B17}-\text{Summary!C3})/\text{Summary!C3}$
DNA 1P if extraneous data/formula is inserted.

TASK 5c

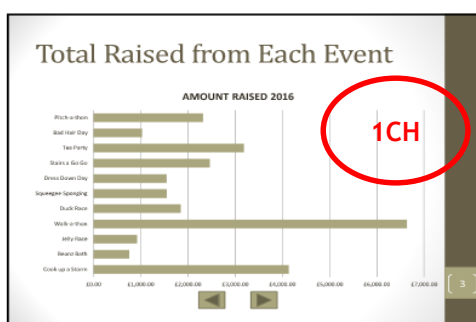
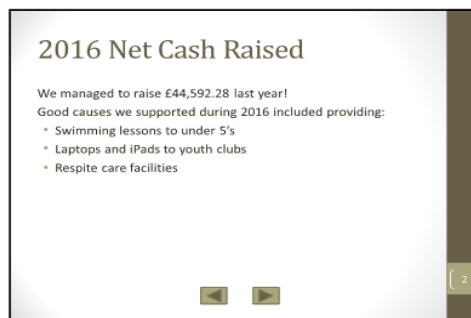


	Marks
Create bar chart using correct data	1CH
Insert appropriate heading - minimum - Amount Raised 2016	1H
Printed on separate sheet with legend/axes label where appropriate	1P
TOTAL	3

Accept bar or column chart.
If graph sorted - accept.
If legend or x-axis is truncated DNA 1P.
If legend is irrelevant DNA 1P eg Series 1.
Heading must include the year or DNA 1H.

TASK 6

1TS



1G

1D

1P

	Marks
New slide - (title slide) - charity name	1TS
Logo - first use	1L
Action buttons	1A
Design	1D
Slide numbers at bottom right on all slides	1N
Chart - slide 3	1CH
Graphic - slide 5	1G
Keyboarding - slide 1 - name of charity; slide 2 - £44,592.28 (in correct place); slide 4 - Walk-a-thon, Cook up a Storm and Tea Party	1K
Print 6 per page	1P
TOTAL	9

TASK 7

PARTICIPANTS TO BE TEXTED

1H



FIRST NAME	MOBILE NO
Trevor	07912512616
Ying	07324450904
Mei	07325151511
Carla	07780145591
Terence	07750864724
Antonia	07901554845
Paul	07812225689
Lora	07851515154
Jeanette	07598462291
Joe	07766658926
Karam	07178952645
Edward	07812324156
Sally	07256988744

1C

2S

1P

13 records

	Marks
Criteria - participants in south and west	1C
Sort - ascending order of area and participant surname - all or nothing	2S
Insert heading eg Participants/Fundraisers to be Texted or Participants/Fundraisers in South and West or Participants/Fundraisers who need to try other fundraising ideas	1H
Print fields in report format on one page - first name and mobile number	1P
TOTAL	5

If Lucy Macdonald is included it might be consequential - check Task 1c to see if 1DR has been awarded. If not consequential DNA 1P.

The logo should be at the top right hand side - if missing or cropped DNA 1L in Task 11.

Accept if mobile no is first.

Accept field heading as Participants.MOBILE NO.

DNA 1P if any other fields are included.

Alternative Solutions for Task 7

SORTED - AREA ONLY

FIRST NAME ▾	MOBILE NO ▾
Trevor	07912512616
Antonia	07901554845
Carla	07780145591
Terence	07750864724
Mei	07325151511
Ying	07324450904
Lora	07851515154
Edward	07812324156
Paul	07812225689
Joe	07766658926
Jeanette	07598462291
Sally	07256988744
Karam	07178952645

SORTED - SURNAME ONLY

FIRST NAME ▾	MOBILE NO ▾
Trevor	07912512616
Ying	07324450904
Mei	07325151511
Paul	07812225689
Lora	07851515154
Carla	07780145591
Jeanette	07598462291
Joe	07766658926
Terence	07750864724
Karam	07178952645
Edward	07812324156
Antonia	07901554845
Sally	07256988744

TASK 8

COMPLIMENTS SLIP

Scotland Cares
56 St Andrew Square
Edinburgh
EH2 2AD

07241669798
www.scotlandcares.org
@scotlandcares

1F

1TF

1E

1K

1P



	Marks
Fonts - minimum 2	1F
Text formats - minimum 2	1TF
Essential information - contact details	1E
Keyboarding	1K
Presentation - size and 'compliments'	1P
TOTAL	5

If logo is missing or cropped DNA 1L in Task 11.

If some contact details are missing DNA 1E and 1K.

Accept Compliments, Compliments Slip or With Compliments or Compliments Card - this list is not exhaustive. Either sentence case or initials capitals is acceptable.

If 'compliments' is missing DNA 1K and 1P.

Max size one third of A4 page - 10 cm.

Accept web address with or without underscore.

TASK 9

SCOTLAND CARES

Walk-a-thon

Appropriate Graphic

1G

22 July 2017

in Kelso

1F

The funds raised will be used for good causes to benefit young people in Scotland.



1TF

Check our website - www.scotlandcares.org for further information.

2K

1P

1B

	Marks
Fonts - minimum 2	1F
Text formats - minimum 2	1TF
Border	1B
Graphic	1G
Keyboarding	2K
Presentation	1P
TOTAL	7

[illegible]

TASK 10

Corporate Image - Describe 4 ways Scotland Cares can promote their corporate image.

1	Use graphics, words and/or symbols to create a recognisable logo.
2	Use the logo on all correspondence making the charity recognisable.
3	Use corporate/company colours in uniforms, décor or stationery, etc that is instantly recognisable.
4	Issue staff with uniforms reinforcing the corporate colours.
5	Create a memorable slogan which reflects the aims of the organisation.
6	Have a standard introduction that all staff should follow when answering phone calls.
7	Use a standardised font and house style on all business documents eg headed paper.
8	Ensure that the brand image is created/promoted on, eg headed paper, packaging, business card, logo, promotional materials and signage.
9	Give all participants T-shirts/pens/keyrings (merchandise) with the charity name and logo displayed.
10	Stalls at events should be branded with logo, name, corporate colours, etc.

1T

1T

1T

1T

File Management - Outline 4 features of good file management.

1	Ensure only necessary documents are saved.
2	Back up files regularly /have back up procedures.
3	Avoid overfilling folders.
4	Use appropriately named files/folders.
5	Save files into appropriately named folders.
6	Archive old/dead files.
7	Password protect sensitive files/folders.
8	Set rights to restrict access to folders.
9	Use version numbers for amended documents.
10	Update anti-virus software regularly .
11	Use shortcuts for frequently used files/folders.
12	Ensure paper files are signed in and out.
13	Shred old/dead files.

1T

1T

1T

1T

	Marks
Corporate Image - describe	4T
File Management - outline (electronic or manual features)	4T
TOTAL	8

Scotland Cares

Newsletter - May 2017

1L



Walk-a-thon

Saturday 22 July 2017

Kelso

Get Involved

1G

Insert suitable graphic

Target £5,000

1K

1TF

NORTH

Bristol Blues raised over £200 from a Dress Down Day.

Crumby Biscuits raised almost £800 from Cook up a Storm.

DIY Store raised over £80 from Bad Hair Day.

1I

SOUTH

The following events will be taking place over the next month:

Duck Race, Jelly Races and Cook up a Storm.

Lots more fundraising events planned for later in the year - see further update in next month's Newsletter.

EAST

Preston High School held a Tea Party and managed to raise over £300 - well done to everyone involved!

Leith Brownies have held several fundraising events including Squeegee Sponging and Stairs a Go Go.

Further events planned in the East are a Beanz Bath and Jelly Races. Come and join in the fun.

WEST

Lots of money being raised through various events during the last month!

Over £1,500 has been raised so far with more events planned.

Keep supporting this great cause!

1I

1P

	Marks
Insert text from file - 1I for first insertion and 1I for all other insertions accurate	2I
Keyboarding - Newsletter, Scotland Cares, May 2017, Walk-a-thon, Kelso, 22 July 2017, Target £5,000	1K
Graphic	1G
Text formats - minimum 2	1TF
Logo - only award if correctly inserted in Tasks 7 (db report), 8 (comp slip), 9 (poster) and 11 (newsletter).	1L
Presentation - must look like a newsletter, on one page and make use of whole page	1P
TOTAL	7

[illegible]

TASK 12a

Scotland Cares
56 St Andrew Square
Edinburgh
EH2 2AD

Phone 07241669798
Web www.scotlandcares.org
Twitter @scotlandcares



IT'S TIME FOR THE ANNUAL SCOTLAND CARES 2017 WALK-A-THON!

Saturday 22 July 2017

1R

Participant	No of Laps
-------------	------------

I am participating in the Scotland Cares Walk-a-thon. All proceeds will help fund projects for young people throughout Scotland. You can sponsor me per lap or make a donation. After the Walk-a-thon, I will return to confirm how many laps I completed and collect your contribution.

Thank you!

1S

No	Name of Sponsor	Contact No	Amount per Lap	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10	1K			

1R

To reach our goal, we hope that each participant will find 10 sponsors.

Participants - please bring this form with you on the day of the Walk-a-thon.

1P

	Marks
Insert row for Participant and No of Laps. Must be at least as high as the sponsor rows.	1R
Shade - row 1 of sponsor table	1S
Adding all rows for sponsors - must be consistent with row 2	1R
Keyboarding - labels in first table and numbering of each row in second table	1K
Presentation and print on one page	1P
TOTAL	5

DNA 1R if the first table is outwith the margins of the rest of the document.
DNA 1K if No. of Laps.
DNA 1K if No of Laps. (with a full stop)
DNA 1P if the second table has been moved.
If either the last sentence or the sentence in the footer are not visible DNA 1P.

TASK 12b

Sponsor Form

 **Candidate Name**
To: george@mailit.co.uk

Reply | v
Mon 27/03/2017 14:25

This message was sent with high importance.

 **Sponsor Form.docx**
720 KB

Download Save to OneDrive - Personal

Hi

Please find attached updated Sponsor Form for your approval.

Regards

Pupil Name

Evidence of - Urgent	1U
Correct Attachment - must be Word file or doc	1A
Keyboarding - subject, start, sensible message and close	1K
Print evidence of sending	1S
TOTAL	4

Urgent/High priority function must be used to be awarded 1U eg !, High Importance.
DNA 1U if urgent is keyed in as part of subject or as part of the message.
Accept Kind Regards or Kind regards.
If Dear George Sullivan DNA 1K.
Accept Dear George or Dear Mr Sullivan.
Accept evidence of sending as date and time, closed envelope or screen shot of sent items.

TASK 13

1H

SCOTLAND CARES



“You may never know what results come of your action,
but if you do nothing there will be no result.”

Mahatma Gandhi

2016

1M

A big thank you to «Participants» for holding events to support our cause. Your efforts have raised the amazing sum of £«Total_Raised_per_Participant».

1M

1K

George Sullivan

George Sullivan
Head Office Manager

SCOTLAND CARES



“You may never know what results come of your action,
but if you do nothing there will be no result.”
Mahatma Gandhi

2016

A big thank you to Leith Brownies for holding events to support our cause. Your efforts have raised the amazing sum of £410.73.

George Sullivan

George Sullivan
Head Office Manager



	Marks
Insert Scotland Cares and enlarge	1H
Mail merge: Participants, correct place	1M
Mail merge: Total Raised per Participant, correct place	1M
Keyboarding - Scotland Cares, spacing before/after first merged field and full stop visible	1K
Print merge fields/print merged certificate	1P
TOTAL	5

DNA 1M if £ or full stop are not in the correct place.
DNA 1K if the full stop after the amount is omitted.
Any participant is acceptable.
Merge field - Total Raised per Participant - where the figure is thousands ignore lack of a comma separator.
If logo is truncated DNA 1P.

[END OF MARKING INSTRUCTIONS]