



National 5
coursework
assessment task



National 5 Administration and IT Assignment

Coursework Finalised Marking instructions

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General marking principles

This information is provided to help you understand the general principles that must be applied when marking candidate responses in this assignment. These principles must be read in conjunction with the specific 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 specific 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 If a candidate response does not seem to be covered by either the principles or specific marking instructions, and you are uncertain how to assess it, you must seek guidance from your team leader.
- d Candidates are awarded marks for specific skills and theory. Marks are awarded for demonstrating skills in using different IT applications and theory in the following areas:

Word-processing/desktop publishing – 30 marks (+/- 3 marks)

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

Communication – 30 marks (+/- 3 marks)

- ♦ entering text
- ♦ key information included

Theory – 10 marks (+/- 3 marks)

- ♦ providing responses as part of an integrated IT task

Word-processing/desktop publishing

Two marks are available for inserting the logo throughout the assignment. Award 1 mark at the first correct use and the second mark at the last use, only if inserted correctly throughout.

Communication

Presentation

The logo must be the same size and in the same general position on each slide (for example in bottom left corner), but can be moved slightly to allow text or graphics to be seen.

Unless specified, accept the slide number in any position as long as it is consistent. New slides must be consistent.

Note: different backgrounds or design templates can change the font, size, capitalisation and footer position on original slides.

E-mail

E-mail messages must make sense and have:

- ◆ an appropriate subject heading with correct capitalisation, for example Security Presentation (not Task 3)
- ◆ an opening, for example Hi/Hello/First Name/Good Morning/Afternoon
- ◆ a close, for example Thanks/Regards or a closing sentence followed by the candidate name (accept first name only and accept a close with or without a full stop)
- ◆ consistent spacing – 2 returns from opening to start of the e-mail and 2 returns from close to the candidate name. There should be a minimum of 2 returns before the signature block

E-diary

- ◆ unless stated in the task, a week can be 5 or 7 days
- ◆ if any information is truncated on the e-diary printout, the candidate must provide supplementary printouts
- ◆ start and finish times of meetings and events must be clearly shown on printouts – if it is late in the evening, the whole day must be visible in the diary printout, unless a supplementary printout is provided
- ◆ it is not necessary to show location on printouts unless specifically requested – where it is included, mark keyboarding for accuracy
- ◆ accept initial or block capitals, or sentence case for events and appointments
- ◆ ignore extraneous events and meetings

Tasks

- ◆ tasks must be entered using the task manager, or equivalent
- ◆ mark tasks for keyboarding accuracy
- ◆ accept sentence case, initial or block capitals

Layouts

Marks are awarded for a wide variety of layouts used in word-processing/desktop publishing tasks. Do not penalise candidates for applying a layout to a document that is different to one supplied in the marking instructions. The overriding principle is that a document must be fit for purpose.

Keyboarding

Marks are awarded for every block of text that is accurately keyed-in (approximately every 20 words). Flags may be included, if appropriate, to identify where marks are awarded.

Do not accept alternative forms of spelling – only accept spelling as given in the task.

Treat each of the following as one error within a task:

- ◆ incorrect spacing after punctuation at the end of a sentence
- ◆ incorrect spacing for commas, colons, semi-colons, brackets and obliques
- ◆ confusion of hyphens and dashes
- ◆ recurring omission of the same punctuation mark

Date formats

Accept any standard format, for example:

6 July 2026	06/07/2026
6 th July 2026/July 6 th 2026	July 6, 2026
6/7/26	Monday, 6 July 2026
06 July 2026	6 July - 7 August 2026
Monday 6 July 2026 - Friday 7 August 2026	6th July - 7th August 2026
6 July 2026 - 7 August 2026	

Do not accept the 6th of July or American dates in number format. Do not accept 6 July 2026-7 August 2026, this should be a dash not a hyphen. Dates must include a number, month and year, unless specifically instructed otherwise.

There must be consistency of style within a task. If an e-file is provided, candidates must use the same style.

Time formats

Accept a variety of formats, for example:

1000 hours	10am
1000hrs	10.00 am
10:00 hours	10.00am
10.00 hrs	10:00 am
10 am	10:00am

Accept 2.30 pm and 4 pm within the one task. Do not accept **a.m.** or **p.m.** If there is a start and finish time, for example 6 pm - 9 pm or 6-9 pm or 10 am - 3.30 pm – there must be a dash after a letter and a hyphen between numbers.

There must be consistency of style within a task. If an e-file is provided, candidates must use the same style.

Text formatting

Accept any of the following:

Size	Right alignment
Bold	Bullet points
Underline	Justify
Italics	Border
Shading	Text within a shape
Centre	WordArt
Font change	

WordArt can also be accepted as a font style. However, if any of these are specifically requested in the task, they cannot also be used as a text format.

Graphics

Accept:

Clip art	WordArt
Photographs	Watermarks
Scanned drawings	Border

A graphic must not be clipped by the margin or cover any information on the page.

Where a function appears in both the graphics and text formatting lists, it can only be counted as one of them.

Capitalisation

Capital letters should be used at the start of sentences and for proper nouns. Treat inconsistent capitalisation as one error within a task.

Headings

Headings should be enhanced in some way, for example:

- ◆ block capitals with or without bold
- ◆ initial capitals and bold
- ◆ initial capitals and underscore
- ◆ increased size of font

A change of alignment on its own is not acceptable.

Conjunctions should not be capitalised in headings with initial capitals, for example Pictures from Dynamic Earth.

Contact details

- ◆ for e-mail accept: e-mail, E-mail, E-Mail, email, Email, E, suitable symbol, or on its own
- ◆ for web address accept: Web, Web Address, W, Website, suitable symbol or on its own
- ◆ for telephone number accept: Tel No, Telephone Number, T, Phone, suitable symbol or on its own (there must be no space in telephone numbers)

There must be consistency of style when using the above pieces of information and if any appear in a sentence, candidates must use sentence case.

Theory

All keyboarding errors should be ignored.

Tasks that ask candidates to ‘outline’

Candidates must make a number of brief, relevant, factual points. The points do not need to be in any particular order.

Up to the mark allocation for this task:

- ◆ 1 mark should be given for each brief, relevant, accurate, point of knowledge

Tasks that ask candidates to ‘describe’

Candidates must make a number of relevant factual points, which may be characteristics and/or features, as appropriate to the task asked. These points may relate to a concept, process or situation.

Up to the mark allocation for this task:

- ◆ 1 mark should be given for each relevant factual point
- ◆ 1 mark should be given for any further development of a relevant point, including exemplification when appropriate

Tasks that ask candidates to ‘explain’

Candidates must make a number of points that relate cause and effect and/or make the relationships between things clear, for example by showing connections between a process/situation. These may include theoretical concepts. There is no need to prioritise the reasons.

Up to the mark allocation for this task:

- ◆ 1 mark should be given for each accurate relevant cause and effect
- ◆ 1 mark should be given for any further development of a relevant point, including exemplification when appropriate
- ◆ 2 marks should be given for a single response covering 2 points

General

If a task requires specific information to be inserted in a footer, the candidate’s name and task number should always be below the footer information, or in the header. The only exception is on full-page presentation slides.

If candidates are asked to include a name, they must include the title, first name and surname, unless specifically instructed to use only certain information.

Candidates must action and then delete all comments on e-files.

Errors

Do not award (DNA) a maximum of 1 mark (1K) per word, for example:

- ♦ co - ordanation should be co-ordination

Printouts

There are clear printing instructions for each task.

Printouts of tasks must show all event details, without truncation and printouts of e-diary reminders must show the reminder time setting.

Specific marking instructions

Task 1

50 Westhill Road
Bishopbriggs
Glasgow
G64 2QQ

✓₁

Essential Information 1E

✓₁

Keyboarding 1K

07719894864
info@glenbraesyc.co.uk
@glenbraesyc

✓₁

Text Formatting 1TF

✓₁

Logo 1L

GLENBRAES
YOUTH CENTRE
DREAM, EXPLORE, ACHIEVE!

In centre of footer: Dream, explore, achieve!

✓₁

Footer 1F

✓₁

Print 1P

	Marks
Logo - first time used correctly	1L
Essential Information	1E
Keyboarding - includes text in the footer	1K
Text formatting - minimum 2 (also check footer)	1TF
Footer - slogan in centre of footer	1F
Print and presentation - must be an appropriate size	1P
TOTAL	6

Task 1
DNA 1L if logo is clipped.
Accept logo at top of the page or in the footer.
Accept if name of centre is not keyed-in because it's already in the logo.
Essential information - address of organisation, phone, e-mail, social media.
DNA 1E and 1K if any part of the essential info is omitted.
DNA 1K and 1F if the footer and text is omitted.
Accept Social Media as sentence case or initial capitals.
Labels for contact details can be included.
DNA 1K max across the whole assignment if: - organisation name is consistently incorrect more than once - labels are included but not consistent - the exclamation mark is omitted from the slogan
DNA centre as a text format for any essential information if slogan is in the centre of the footer.
Accept if e-mail is a hyperlink.
Accept a hyperlink as a text format if underlined and a text format if different colour.
DNA 1P if: - name, address and contact details are longer than a third of the page - candidate name etc is not below the inserted footer - there is extraneous information eg Summer Bonanza

[BLANK PAGE]

Task 2



Portrait Page 1PP



Filename in Header 1H

Dream, explore, achieve!



Monday – Friday



Essential Information 1E

Summer Bonanza



Keyboarding 1K

6 July 2026 - 7 August 2026



Text Formatting 1TF

Activities include football, basketball, dancing, drama, archery and crafts.



Graphics

1G



 Single, Half Day Booking - £20
7.30 am - 12 noon or 1 pm - 6 pm

 Single, Full Day Booking - £25
7.30 am - 6 pm

 Full Week, Half Day Booking - £60
7.30 am - 12 noon or 1 pm - 6 pm

 Full Week, Full Day Booking - £105
7.30 am - 6 pm



Costs
Graphic
1C



Presentation - on one page 1P

	Marks
Orientation - Portrait Page	1PP
File name inserted in Header - must be accurate - Dream, explore, achieve!	1H
Essential Information	1E
Keyboarding - Summer Bonanza, 6 July - 7 August 2026 and sentence with at least 6 activities	1K
Text Format - minimum 2	1TF
Graphics	1G
Costs Graphic	1C
Presentation - on one page, using whole page	1P
TOTAL	8

Task 2
Essential Information: club name, start & end date, at least 6 activities.
DNA 1E and 1K if any essential information is missing.
DNA 1K if the sentence listing the activities is missing the full stop.
DNA 1G if boxes are moved or graphics are not: ◆ relevant ◆ a similar size ◆ same alignment ◆ different types of activities ◆ graphics are bigger than the box borders
DNA 1P if: ◆ it is not clear that the sessions are running Monday - Friday only ◆ the poster does not cover two thirds of the page ◆ the poster on 2 pages - however, if there is only a header/footer on 2nd page, ignore

Task 3

✓₁

Reply 1R

Re: Glenbraes Primary School Enquiry

From Candidate Name ✓₁

Evidence of Sending 1S

Date Today 14.23

To Mrs Grandison

Cc Jane ✓₁

Sent to 2 People 1C

1 attachment (72 KB)
 Dream, explore, achieve!.docx; ✓₁

Attachment 1A

Hi

Please find attached our advertising poster. Our social media is @glenbraesyc.

Thanks ✓₁

Essential Information 1E

Candidate Name ✓₁

Keyboarding 1K

	Marks
Reply function used	1R
Print evidence of sending	1S
E-mail sent to 2 people	1C
Attached poster	1A
Essential information - refer to attachment and social media handle - @glenbraesyc	1E
Keyboarding	1K
TOTAL	6

Task 3
Subject heading must be - Glenbraes Primary School Enquiry/Re Glenbraes Primary School Enquiry. If subject heading does not have Re, e-mail must show at least part of the original e-mail, have the ellipses (...) or [Quoted text hidden].
Award 1C if sent to more than 2 people.
Accept both e-mail addresses in To: box or one in To: and one in Cc.
Accept attachment as 'Task 2' as long as it's a Word file.
DNA 1E and 1K if any essential information is missing.
DNA 1K if line spacing is inconsistent and there must be one clear line after close.

Task 4

Outline 3 features of the General Data Protection Regulation (GDPR).

1	Processed/used lawfully/fairly - (transparently) - max 1	✓ ₁
2	Collected/kept/stored for a (specific) purpose/reason	✓ ₁
3	Data held must be relevant/adequate/not excessive/minimal data held - max 1	✓ ₁
4	Must be accurate/up-to-date - max 1	
5	Stored/kept only as long as necessary/for a length of time	
6	Kept securely/with integrity/confidentiality/safe	
7	Having evidence of accountability	

Task 4

Must be an outline, more than identify.

DNA an action to fulfil a principle eg lock files, obtain permission before using, make purpose clear, read only files, password protect, if the principle is not given eg secure, lawfully/fairly.

Award marks if the candidate outlines the principle without using the key term eg keep the smallest amount of data that is needed.

DNA no one is allowed to view/use/access data.

Accept - no one is allowed to view/use/access data if not authorised.

DNA rights of the data subject or sharing.

DNA kept/collected/stored lawfully/fairly.

DNA follow principles like fairness and lawfulness.

DNA short data.

Describe 3 features of e-mail.

1	Attach file (document)/upload file/insert file/attach link - eg picture/spreadsheet/ database/to be shared	✓ ₁
2	Mark importance/set priority/exclamation (!) - when the e-mail arrives a mark will appear to show that the message is urgent	✓ ₁
3	Signature - will be included at the end of the e-mail/can include the sender's name, address etc	✓ ₁
4	Forward - allows the e-mail to be sent on to another recipient/keeps track of conversations	
5	Cc - allows the (same) e-mail to be sent to numerous/multiple people	
6	Bcc - allows the (same) e-mail to be sent to other people without other recipients knowing	
7	Reply - allows a response to be sent to an e-mail received/keeps track of conversations	
8	Scheduling/set a time/date - allows e-mails to be sent at a specific time/date	
9	Contact list - a list of saved e-mail addresses	
10	Alert/notification - when a message cannot be delivered if the e-mail address is inaccurate/attached file is too big	
11	Alert/notification - set up to provide notification of incoming mail	
12	Groups - can be set up to send an email to multiple people/groups instead of keying in multiple e-mails/addresses	
13	Security - provided through the use of encryption	
14	Folders - set up to organise e-mails	
15	Search - for e-mails to/from a certain person/organisation/subject	
16	Out of office reply - to automatically reply to messages	
17	Read receipt - lets the sender know that the e-mail has been opened	
18	Automatic responder - set up to automatically reply to any incoming mail eg out of office message	

Task 4	
Must be different features of e-mail - describe.	
Accept the same description for different features.	
DNA the feature and the description using the same word eg. Mark urgent to show the message is urgent.	
DNA marks for benefits or uses on their own.	
DNA to attach/send pictures/documents on its own (this is only an outline).	
Need to have more than just attach a file eg:	
◆ attach a spreadsheet - 0T ◆ attach a file eg spreadsheet - 1T	
DNA send emails/to be sent/important information.	
DNA urgent - people will reply quickly.	

Explain 3 skills/qualities of an Admin Assistant.

<i>Example: Being hard working so that they can work without supervision.</i>		
IT Skills/Good working knowledge of software	♦ to be able to complete tasks/to make spreadsheets/databases etc/access the internet ♦ to keep up with technological changes ♦ to store files without losing them/safely/correctly	✓ ₁
Good communication/listening/literacy/speaking skills	♦ to create a good impression with the customer ♦ to give accurate information ♦ to listen to instructions ♦ works well with others ♦ speak with/write to customers/colleagues etc	✓ ₁
Good organisation skills	♦ to ensure tasks are carried out ♦ efficiently/effectively/on time ♦ so no documents are lost/can find documents	✓ ₁
Problem solving skills	♦ to overcome issues/problems ♦ to help and give others advice ♦ to work independently	
Team working skills	♦ to interact/work with others ♦ achieve goals	
Motivates/keen to learn	♦ to keep up with technological changes	
Time management	♦ employers need employees they can rely on ♦ to meet deadlines	
Ability to multi task	♦ to complete work to a high standard ♦ to complete by due date	
Ability to follow instructions	♦ to ensure tasks are completed to a suitable standard	
Being patient	♦ to deal with problems	
Being tactful/discreet	♦ dealing with personal matters	
Being approachable/helpful	♦ to deal with customer complaints	
Being polite/professional	♦ to give the organisation a good reputation	
Ability to cooperate	♦ to ensure the correct information is passed on/shared ♦ can work with others	
Being trustworthy/reliable	♦ good timekeeping/attendance ♦ to organise events ♦ can keep/possess a secret	
Being tidy	♦ to be able to find equipment/files	
Being efficient/fast	♦ to meet customers needs ♦ to not waste customers time	
Having initiative/intuition	♦ to think for themselves	
Adaptable	♦ to remain calm under pressure	

Task 4
Each stem and each explanation must be different.
DNA duties/tasks as a quality but could be an explanation.
Accept skills using specific software - max 1 for IT skills eg Spreadsheet skills to make a chart.
DNA won't need training.
DNA customer service as a skill.
DNA team working, working in a team as the explanation - this is not enough for an explanation.
DNA to use software packages.

	Marks
Outline 3 features of GDPR	3T
Describe features of e-mail	3T
Explain skills/qualities of an Admin Assistant	3T
TOTAL	9

Task 5

Draft 1 ✓₁

Header 1H



Glenbraes Youth Centre

SUMMER BONANZA
6 JULY - 17 AUGUST 2026

✓₁

Title Slide 1TS



Our Daily Schedule

Drop off – 7.30 am
Last Pick up – 6 pm

A healthy and varied breakfast, lunch and snack will be provided each day.

Children will then be offered the opportunity to participate in a variety of activities throughout their day.



Costs

Single, Half Day	£20
Single, Full Day	£25
Full Week, Half Day	£60
Full Week, Full Day	£105

✓₁

Delete Slide 1DS



Our Activities



Basketball



Arts and Crafts



Cooking



Day Trips

Here are just a small example of the activities we cover each week. Children's views are sought each week to ensure that there are activities on offer that will suit all.



Last Year's Happy Parent/Carer Reviews

"My 5 and 8 year olds have loved every minute"

"I love that all meals are provided...saves me time and money"

"Staff are so friendly"

"My children cannot wait for next year"

✓₁

Remove Action Buttons 1A



Book Your Space Now

We envisage being fully booked quickly again this year. Please do not wait to reserve your space. If you have any questions or would like further information, contact Jane using the information below.

Tel: 07719894864
Email: info@glenbraesyc.co.uk
Social media: @glenbraesyc

✓₁

Design Template 1D

Last Year's Happy Parent/Carer Reviews

✓₁

Copy and
Paste 1CP

"My 5 and 8 year olds have
loved every minute"

"I love that all
meals are
provided...saves
me time and
money"

✓₁

Shapes 1SH

"Staff are so friendly"

"My children cannot wait for next
year"

Book Your Space Now

We envisage being fully booked quickly again this year. Please do not wait to reserve your space.

If you have any questions or would like further information, contact Jane using the information below.

Tel: 07719894864
Email: info@glenbraesyc.co.uk
Social media: @glenbraesyc

✓₃

Keyboarding 3K

✓₁

Print - handout and 2 full page slides 1P

	Marks
Handout header - 'Draft 1' including accuracy	1H
Insert title slide as first slide - Youth Centre, Holiday Club, Dates	1TS
Delete staffing slide - slide 5	1DS
Remove action buttons	1A
Apply design template	1D
Copy and paste reviews	1CP
Shapes - needs to be 4 separate shapes	1SH
Keyboarding - title slide and final slide	3K
Printouts/presentation - handout and 2 full page slides	1P
TOTAL	11

Task 5
Logo mark awarded in Task 8 - logo should not interfere with text or shapes, logo should be consistent apart from title slide. Logo is not part of 1TS. DNA 1L in Task 8 if logo is not on every slide.
DNA 1TS if: ♦ title slide layout is not used ♦ title slide is not the first slide
DNA 1TS and 1K if any information is omitted from the title slide.
DNA 1A if action buttons appear on any slide.
DNA 1D if text cannot be read due to chosen design/background.
DNA 1CP if • text is hidden or outwith the shape • the shapes have strange formatting within the shape
Accept pasted reviews with or without speech marks, but must be consistent.
Accept if all shapes are the same type.
DNA 2K if the text on the final slide is omitted or can't be read.
DNA 1P if: ♦ the handout of the full presentation or the final 2 slides as full page slides are omitted ♦ final 2 slides are not full page slides eg printed as one slide in handout format ♦ info/text keyed in is inconsistent in font or size ♦ any slides are omitted from the 6 slide handout ♦ If text on slide 6 is below contact details

Task 6

FRIDAY		
Time	Junior Activities	Senior Activities
0730 hours	Drop Off and Buffet Breakfast	
0900 hours	Parachute Party	Football/Basketball
1000 hours	Arts & Crafts	Parachute Party
1100 hours	Football/Basketball	Arts & Crafts
1200 hours	Munch Lunch	
1300 hours	Awards Ceremony Rehearsal	Awards Ceremony Rehearsal
1400 hours		
1500 hours	Afternoon Snack	
1530 hours	AWARDS CEREMONY AT TOWN HALL	
1730 hours	30 Min Pick-up	

If you have any questions, contact us:

Tel: 07719894864
Email: info@glenbraesyc.co.uk
Social media: @glenbraesyc

✓₁

Page Numbers 1N

4

page 20

Summer Bonanza

Monday 3 August - Friday 7 August 2026

✓₁

Front Page 1FP

GLENBRAES
YOUTH CENTRE
DREAM, EXPLORE, ACHIEVE!

Border 1B

✓₁

MONDAY		
Time	Junior Activities	Senior Activities
0730 hours	Drop Off and Buffet Breakfast	
0900 hours	Arts & Crafts	Lego Games
1000 hours	Animal Intuition	Dramarama
1100 hours	Dance Party	Archery
1200 hours	Munch Lunch	
1300 hours	Football/Hockey	Arts & Crafts
1400 hours	Nerfageddon	Basketball/Rounders
1500 hours	Afternoon Snack	
1530 hours	Story Time	Pitta Pizza & Messy Pudding
1730 hours	30 Min Pick-up	

TUESDAY		
Time	Junior Activities	Senior Activities
0730 hours	Drop Off and Buffet Breakfast	
0900 hours	Mindful Yoga	Art Attack
1000 hours	Crafty Chef	Circus Skills
1100 hours	Archery	Mindful Yoga
1200 hours	Munch Lunch	
1300 hours	Dramarama	Nerfageddon
1400 hours	Magic Painting	Football/Hockey
1500 hours	Afternoon Snack	
1530 hours	Balloon Battles	Wild Water Play
1730 hours	30 Min Pick-up	

Replace
Dramarama
1R

✓₁

WEDNESDAY		
Time	Junior Activities	Senior Activities
0730 hours	Drop Off and Buffet Breakfast	
0900 hours	Day Trip – Dynamic Earth	
1000 hours		
1100 hours		
1200 hours		
1300 hours		
1400 hours		
1500 hours		
1530 hours		
1730 hours	30 Min Pick-up	

THURSDAY		
Time	Junior Activities	Senior Activities
0730 hours	Drop Off and Buffet Breakfast	
0900 hours	Arts & Crafts	Football/Hockey
1000 hours	Basketball/Rounders	Dance Party
1100 hours	Cookie Crumbles	Summer Smoothies
1200 hours	Munch Lunch	
1300 hours	Football/Hockey	Arts & Crafts
1400 hours	Dramarama	Fire Ball Tag
1500 hours	Afternoon Snack	
1530 hours	Wild Water Play	Balloon Battles
1730 hours	30 Min Pick-up	

Cut and Paste 1CP

Keyboarding 1K

✓₁

Print 4 Page Booklet 1P

	Marks
Front page - include holiday club name, days and dates	1FP
Page border on first page only	1B
Page numbers - not on page 1	1N
Find and replace - Pottery with Dramarama (3 replacements)	1R
Cut and paste - Fire Ball Tag with Arts & Crafts	1CP
Keyboarding - Summer Bonanza, Monday 3 - Friday 7 August 2026, Balloon Battles, Magic Painting	1K
Presentation - 4 page booklet	1P
TOTAL	7

Task 6
Logo should be on front page - mark awarded in task 8. Logo is not included in 1FP mark.
DNA 1FP and 1K if both or either days are not on the front page.
DNA 1B if there is a border on pages 2-4.
DNA 1N if page number is not in the header or footer.
Accept if page numbers start at number 2 eg pages numbered 1-3 or 2-4 as long as there is no number on the front page.
DNA 1R if alignment/spacing/spelling of Dramarama is incorrect.
DNA 1K if the dates on the front page are not for the final week.
Must be 2 landscape pages per sheet. Front and back pages must be on same sheet.
DNP 1P if: ◆ the candidate name is on the same line as the page number ◆ Balloon Battles are inserted in the wrong place ◆ Magic Painting is inserted in the wrong place ◆ front cover is not designed as a front cover ◆ the alignment of the tables is not consistent

[BLANK PAGE]

Task 7



Bus from and to 1B



Bus from and to 1B

Wed 5 Aug

FlixBus

Glasgow 09:35

Edinburgh Bus Station 11:02

DIRECT TRIP



Bus Time and Date 1T

Wed 5 Aug

FlixBus

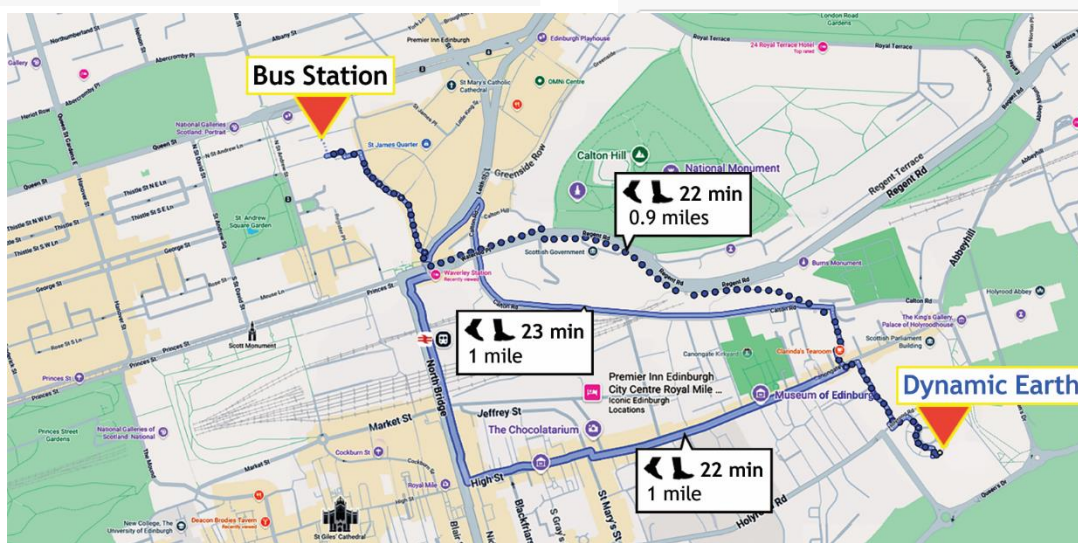
Edinburgh Bus Station 14:50

Glasgow 16:25

DIRECT TRIP



Bus Time and Date 1T



Bus Station
Edinburgh EH1 3AY

- ↑ Walk east towards Elder St
66 ft
- ↩ Turn right onto Elder St
328 ft
- ↑ Continue onto Saint James Square
161 ft
- ↑ Continue onto James Craig Walk
361 ft
- ↪ Turn right onto Leith St/A900
85 ft
- ↩ Turn left onto Waterloo Place/A1
Continue to follow A1
0.2 mi
- ↪ Slight right onto Regent Rd/A1
Go through 1 roundabout
420 ft
- ↪ Turn right
Take the stairs
0.1 mi

- ↪ Turn right onto Lochend Cl
Take the stairs
469 ft
- ↩ Turn left onto Canongate
200 ft
- ↪ Turn right onto Reid's Cl
407 ft
- ↩ Turn left onto Holyrood Rd
89 ft
- ↪ Turn right
118 ft
- ↪ Turn right
Destination will be on the right
43 ft

Dynamic Earth
Edinburgh EH8 8AS

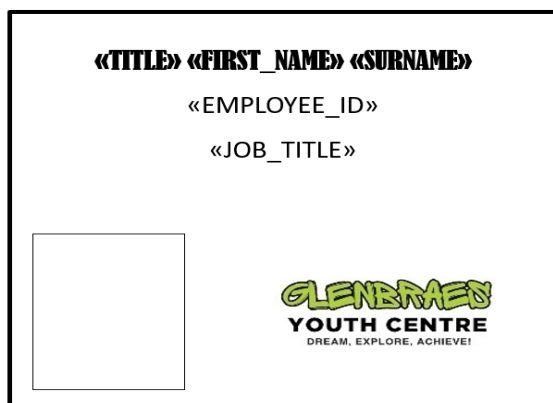
Walking Directions 2D



	Marks
Bus from Buchanan Bus Station/Glasgow to Edinburgh Bus Station	1B
Bus times on Wed 5 August - depart 0920 hours at earliest	1T
Bus from Edinburgh Bus Station to Buchanan Bus Station/Glasgow	1B
Bus times on Wed 5 August - arrive no later than 1710 hours	1T
Walking directions - Edinburgh Bus Station - Dynamic Earth, all or nothing	2D
TOTAL	6

Task 7
Results should clearly show a bus journey evidence from internet search.
Accept Edinburgh Bus Station (any).
If two screenshots are used to evidence one journey you must be able to connect the two screenshots.
Accept start point for directions, Elder Street/Multrees Walk/York Place/North St Andrew Street/North St David Street.

Task 8

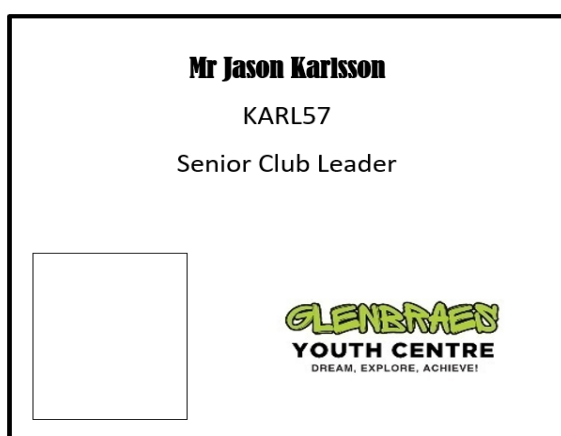


✓₁

Mail Merge Name 1M

✓₁

Mail Merge EmployeeID and Job Title 1M



✓₁

Text Format 1TF

✓₁

Size 1S

✓₁

Logo Final Use 1L

✓₁

Box 1B

✓₁

Print merge fields/merged badge 1P

	Marks
Mail Merge:	
Name fields - Title, First Name, Surname	1M
Other 2 fields only - Employee ID and Job Title	1M
Text Formats - minimum 2	1TF
Size of badge: 8 x 6 cm max	1S
Box for photo	1B
Logo inserted on tasks 5, 6 & 8	1L
Print merge fields/print merged badge and accuracy of any text included	1P
TOTAL	7

Task 8
Accept if merge fields are clipped by the box as long as the information on merged badge is fully visible.
Award 1S if either printout is the correct size or the ruler is included which shows the correct size.
Accept photo box shape.
DNA 1P if: ◆ photo box is tiny or in an inappropriate place ◆ incorrect space between merge fields ◆ if additional merge field are included
Accept change in line spacing between merge field and merged badge - this may be due to wrapping.

[BLANK PAGE]

Task 9



Print Weekly View 1P

03/08/2026 to 07/08/2026

Calendar

	Mon 03	Tue 04	Wed 05	Thu 06	Fri 07
7	Staff Briefing Conference Room	Staff Briefing Conference Room	Dynamic Earth Edinburgh Staff Briefing Conference Room	Staff Briefing Conference Room	Staff Briefing Conference Room
8					
9					
10					
11					
12					
13					
14					
15					
16					Awards Ceremony Town Hall



Dynamic Earth



Event 1E



05/08/2026



All day

05/08/2026



Don't repeat



1 week before at 09:00



Reminder 1Re



Edinburgh





Staff Briefing



03/08/2026



07:00



All day

03/08/2026



07:30



Weekly



Recurring Meeting 1R



Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday until
Aug 07, 2026 [Remove end date](#)



15 minutes before



Conference Room



Awards Ceremony



07/08/2026



15:30



All day

07/08/2026



17:30



Don't repeat



Awards Ceremony 1AC



15 minutes before



Town Hall



Tasks



Add a task



Pictures from Dynamic Earth to be printed

Due Thu, August 6, 2026



Task 1T

	Marks
All day event - Dynamic Earth - Wednesday	1E
Reminder - for Dynamic Earth - one week	1Re
Recurring meeting - Staff Briefing, Conference Room - Monday to Friday 7 am - 7.30 am	1R
Awards Ceremony, Town Hall - Friday 3.30 pm - 5.30 pm	1AC
Print - weekly view - week beginning 2/3 August 2026	1P
Task - Print pictures from Dynamic Earth - due date - Thursday 6 August 2026	1T
TOTAL	6

Task 9
Dynamic Earth does not need an additional location or address. Ignore capitalisation if the system has inserted the address.
Accept recurring meeting with or without recurring symbol.
DNA 1AC if Award Ceremony.
Accept events consistently in sentence case, initial or block caps.
Accept locations consistently in sentence case, initial or block caps.
Accept 5 or 7 day weekly view.

Task 10



Headed Paper including footer 1H

50 Westhill Road
Bishopbriggs
Glasgow
G64 2QQ

07719894864
info@glenbraesyc.co.uk
@glenbraesyc



Summer Bonanza

CONSENT FORM

Child Details	
Name of Child	
Date of Birth	
Medical Conditions	
Any Allergies?	

Parent/Carer Details	
Name of Parent/Carer	
Address	
Emergency Contact Number	

I give consent for:	Tick
Appropriate first-aid being applied by the appointed first-aider	
Mobile phones not being used during activities	
Photographs being taken of my child undertaking activities	
Sun protection being applied when required	

Parent/Carer Signature	
Signature	
Date	

Dream, explore, achieve!

A-Z
Order
1A

Shade Rows 1S

Presentation 1P

	Marks
Headed Paper including footer	1H
Consent list in alphabetical order	1A
Row 1 on each table shaded	1S
Presentation - making use of the whole page	1P
TOTAL	4

Task 10
DNA 1H if: ♦ headed paper is not identical to task 1 ♦ Summer Bonanza is above headed paper
DNA 1P if: ♦ form is less than two thirds of the page ♦ if all rows (apart from tick rows) are not larger than template ♦ if main heading of Summer Bonanza is omitted ♦ if any extraneous information has keyboarding errors
Be aware of consequential error - if candidate was not awarded 1P for name in same line as footer in task 1 and then name is on same line as footer in task 10, ignore.

[END OF MARKING INSTRUCTIONS]