2023 Administration and IT Assignment

National 5

Finalised Marking Instructions

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 (not Task 5)
♦ 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
♦ weekly or daily view must be printed from the e-diary but supplementary printouts can be a screenshot
♦ 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 for events and appointments
♦ ignore extraneous events and meetings

Tasks

♦ tasks must be entered using the task manager, or equivalent
♦ the date must be shown
♦ mark tasks for keyboarding accuracy
♦ accept sentence case, initial or block capitals
♦ a screenshot is acceptable

Layouts

Marks are awarded for a wide variety of layouts used in word-processing and 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:

5 August 2023	05/08/2023
5th August 2023/August 5th 2023	August 05, 2023
5/8/23	Saturday, 5 August 2023

Do not accept the 5th of August or American dates in number format. 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 — 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 any of the following:

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 Keeping the Great Outdoors Green.

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)
♦ for Twitter accept: Twitter, T, suitable symbol or on its own

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, task number and SCN 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 a maximum of 1 mark (1K) per word, for example:

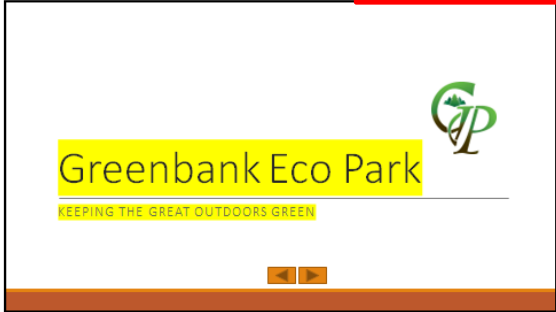♦ co - ordanation should be co-ordination

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
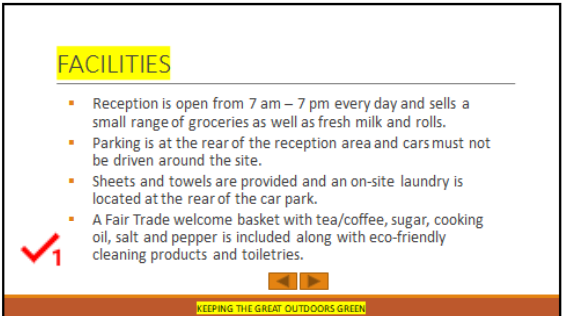
Task 1

✓1 | **First slide 1E**

✓1 | **Logo 1L**

Bullets 1B

✓1 | **Copy and Paste 1CP**
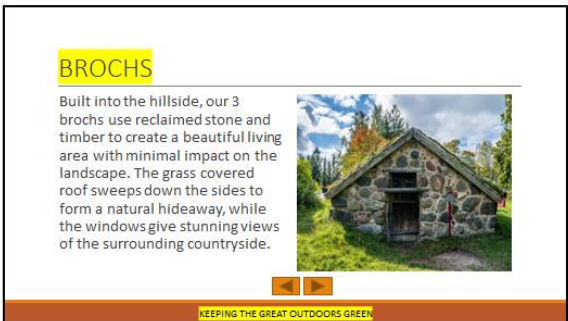
CABINS

Built from reclaimed or sustainably sourced timber our 8 cabins are deceptively spacious and can sleep from 4-6 people. Carefully positioned amongst the trees with plenty of space on either side, you really will feel that you are away from it all. Just you and the wildlife.

KEEPING THE GREAT OUTDOORS GREEN

_____
_____
_____
_____
_____
_____
_____

BARREL HOUSES

The 4 barrel houses are a quirky addition to our accommodation. Suitable for 2 adults or a family with 2 or 3 small children, this compact living space will certainly provide a different point of view! The barrels are built from sustainably sourced timber and are securely fixed to a base of reclaimed railway sleepers.

KEEPING THE GREAT OUTDOORS GREEN

✔1 **Copy and Paste 1CP**

_____
_____
_____
_____
_____
_____
_____

CONTACT DETAILS

Greenbank Eco Park
Garval Terrace
Tarbert
PA29 6TS

01880223355
greenbank@yahaa.co.uk
@greenbankeco

Further information and Booking Forms are available at reception.

KEEPING THE GREAT OUTDOORS GREEN

✔1 **All Slide Layouts 1SL**

CONTACT DETAILS

Greenbank Eco Park
Garval Terrace
Tarbert
PA29 6TS

01880223355
greenbank@yahaa.co.uk
@greenbankeco

Further information and Booking Forms are available at reception.

✔2 **Keyboarding 2K**

✔1 **Design 1D**

KEEPING THE GREAT OUTDOORS GREEN

✔1 **Print 1P**

✔1 **Action buttons 1A**

✔1 **Footer 1FT**

	Marks
First Slide – essential information - name of park and slogan	1E
Logo – first correct use	1L
Copy and paste – Facilities, Brochs, Cabins and Barrel Houses – text and graphics – 1CP for first correct and 1CP for the other 3 correct	2CP
Bullet points on Facilities slide	1B
Slide layout – slide 1 - title, slides 2 and 6 - 1 content, slides 3–5 - 2 content	1SL
Keyboarding – title slide, slide headings, final slide and slogan throughout	2K
Design/background inserted	1D
Footer – slogan in footer on all slides except title slide	1FT
Action buttons - on every slide	1A
Print – handout format 3 slides per page and last slide full page slide	1P
TOTAL	**12**

Task 1
DNA 1E if:
♦ essential information is not the title slide
♦ the park name, logo or slogan is omitted (keyboarding errors are part of K marks)
DNA 1E and 1K if the park name or slogan is omitted from title slide.
DNA 1B if there are bullets on slides 3-5.
DNA 1K if:
♦ text in footer is incorrect, but 1FT can still be awarded
♦ quotation marks are included in footer
♦ address is omitted from the final slide
♦ headings are keyed in incorrectly, or are not plural
DNA 1K max across the whole assignment if any of the following is consistently incorrect:
♦ Greenbank Eco Park
♦ Garval
♦ Tarbert
♦ PA29 6TS
♦ greenbank@yahaa.co.uk
♦ @greenbankeco
♦ 01880223355
♦ Keeping the Great Outdoors Green
Accept booking form in lowercase.
DNA 1K and 1FT if footer is omitted.
DNA 1P if:
♦ slides are inconsistent
♦ graphics are inconsistently sized
♦ logo has been included on slides 2-6
♦ headings are inconsistently capitalised, ie block capitals and initial capitals
♦ all printouts are not included
If slide:
♦ 1 is omitted DNA 1E, 1L, IK and 1P
♦ 2 is omitted DNA 1CP, 1K, 1B and 1P
♦ 3-5 is omitted DNA 1CP and 1P
♦ 6 is omitted DNA 1SL, 2K and 1P

Task 2

Greenbank Eco Park must ensure that customers' personal details are kept securely.
Outline **3** principles of General Data Protection Regulations (GDPR).

1	Processed lawfully/fairly – (transparently) – max 1	✓₁
2	Collected 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 only as long as necessary/for a length of time	
6	Kept securely/with integrity/confidentiality	
7	Having evidence of accountability	

Task 2
PART ONE – 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.
Award data is protected.
DNA held fairly.
Accept held lawfully.

Greenbank Eco Park have a responsibility to ensure the security of people. Describe **3** ways that the organisation can keep people secure.

1	Issuing staff with ID badges displaying their name and photograph.	✓₁
2	Issue visitors with a visitor badge at reception.	✓₁
3	Have a visitors/staff sign in and out book when they enter the organisation.	✓₁
4	Having swipe card/keycard/coded entry to limit access to premises/certain areas.	
5	Installing CCTV to monitor inside and outside the building.	
6	Give staff uniforms to identify staff.	
7	Employ security guards/have a reception area to monitor visitors.	
8	Install panic alarms to reassure staff.	
9	Control entrances and exits to monitor people coming in and out of the building.	

Task 2
PART TWO – must be security of people/describe
Method must be described and not just named.
DNA health and safety responses.
Ensure there is a clear distinction between staff and visitors badges to gain 2 marks.

Greenbank Eco Park keep all their records electronically. Explain **3** consequences of poor file management.

1	Waste time looking for files.	✓₁
2	If files are not named this can cause stress for employees.	✓₁
3	If you **can't find** a file it means you can't respond quickly.	✓₁
4	Files can be damaged/corrupted meaning that data is incomplete/inaccurate.	
5	Unauthorised personnel can amend/edit files which means important information can be changed/deleted.	
6	If you don't secure files, unauthorised/other people may gain access to them/the organisation may be fined.	
7	Old files can be taking up space on the network/server which could slow down computer systems/increase costs.	
8	Increased risk of duplicate files on the system which takes up valuable space on the network/server.	
9	Orders or sales may not be completed in time meaning the business will lose money.	
10	Not making regular back-ups could mean that important information is lost if there is a virus or system breakdown.	
11	Can reduce efficiency which means that it may result in poor reputation for the organisation.	

Task 2
PART THREE – each stem and explanation must be different
A different explanation must be given each time.
DNA inefficiency/wasting time/near impossible to find as an explanation more than once.
DNA organised/unorganised on its own.

	Marks
Principles of GDPR – outline	3T
Security of people ways – describe	3T
Consequences of poor file management – explain	3T
TOTAL	**9**

Task 3

Greenbank Eco Park

01880223355
greenbank@yahaa.co.uk
@greenbankeco

Martina Gomez
Managing Director

Keeping the Great Outdoors Green ✓₁

✓₁ **Text Formatting 1TF**

✓₁ **Essential Info 1E**

Keyboarding 1K ✓₁ **Print 1P**

	Marks
Text formatting – minimum 2	1TF
Essential information	1E
Keyboarding	1K
Print – no larger than 9 cm x 6 cm	1P
TOTAL	**4**

Task 3
DNA 1L in Task 9 if logo is omitted or cropped.
Essential information includes name of park, tel, e-mail, social media, slogan, name and job title. Award 1E if candidates have put in any name and job title. If any of this information is incorrect DNA 1K.
DNA 1E and 1K if name and job title labels only are entered.
DNA 1E and 1K if any essential information is omitted.
DNA 1K if a hyphen is used to split words over 2 lines.
DNA 1P if size is greater than 9 cm x 6 cm or 6 cm x 9 cm.

Task 4

BARREL HOUSES

Our 4 barrel houses offer quirky but basic accommodation. Each one has kitchenette facilities complete with crockery, cutlery and cooking utensils. There are 3 sizes available – one each of Chaffinch and Woodpecker and 2 of Siskin. The bathrooms are all fitted with an eco-friendly water saving shower and compost toilet. Outside there is a fire pit and seating area.

✔1 **Insert info 1I**

Choose from:

Chaffinch	Sleeps 2	Kitchenette, double bed and bathroom.	Prices (per night): Low Season - £50 High Season - £70
Siskin	Sleeps 2-4	Kitchenette, double bed, 2 single bench beds and bathroom.	Prices (per night): Low Season - £60 High Season - £80
Woodpecker	Sleeps 2-4	Kitchenette, 4 single bench beds and bathroom.	Prices (per night): Low Season - £70 High Season - £90

✔3 **Keyboarding 3K**

GREENBANK ECO PARK

✔1 **Heading 1H**

Accommodation and Prices
2023

✔1 **Front Page 1FP**

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BROCHS

Our 3 traditionally built, but very modern brochs, offer luxurious surroundings with a low carbon footprint. Each broch has a fully fitted kitchen and is stocked with crockery, cutlery and cooking utensils. All beds have memory foam mattresses and 10 tog duvets. The bathrooms are all fitted with eco-friendly water saving showers and compost toilets.

Choose from:

The Wee Broch	Sleeps 2	Lounge, kitchen area, double bedroom and bathroom.	Prices (per night): Low Season - £80 High Season - £100
The Medium Broch	Sleeps 4	Lounge, kitchen area, 2 double bedrooms and 1 bathroom.	Prices (per night): Low Season - £100 High Season - £130
The Big Broch	Sleeps 6	Lounge, dining/kitchen area, 2 double bedrooms, 1 twin bedroom and 2 bathrooms.	Prices (per night): Low Season - £150 High Season - £180

Find and Replace 1R

CABINS

Our 8 wooden cabins come in 2 sizes and offer comfortable, but minimalist accommodation. All cabins have a kitchen area complete with crockery, cutlery and cooking utensils. There is one fixed double bed and 2 or 3 convertible couches. The bathroom has an eco-friendly water saving shower and compost toilet. All cabins have an outdoor fire pit and seating area.

Choose from:

Osprey	Sleeps 2-6	Kitchen area, double bed, 2 convertible couches and bathroom.	Prices (per night): Low Season - £50 High Season - £75
Golden Eagle	Sleeps 2-8	Kitchen area, double bed, 3 convertible couches and bathroom.	Prices (per night): Low Season - £80 High Season - £120

Print 1P

	Marks
Heading - centred and increased size	1H
Front page – year and border	1FP
Insert new table in correct place – 4 columns, 3 rows including gridlines	1I
Keyboarding – year on page 1 and Barrel Houses details on page 4	3K
Find and replace – pods for cabins – 4 replacements	1R
Print – 4 page booklet, following template for inserting information	1P
TOTAL	**8**

Task 4
DNA 1H if heading is not in block capitals.
DNA 1FP if border is omitted on front page or if there is any border on any other page.
DNA 1FP and 1K if year is omitted on page 1.
DNA 1R if find and replace pods for cabins is not the same capitalisation as the solution or cabins has incorrect spelling.
Change of size for heading must be clearly visible.
Must be 2 landscape pages per sheet. Front and back pages have to be on the same sheet.
DNA 1P if: ♦ new information is not consistent with layout of Brochs and Cabins information   ♦ inserted table has inconsistent spacing after 'choose from'   ♦ slogan in footer omitted   ♦ any additional incorrect information is included on the front page   ♦ template is changed eg italics
Ignore column widths.
Ignore if alignment at top of pages 2 and 3 is not consistent.

Task 5

Printing

CN Candidate Name
14:03

To: Argyll Printers   Cc: Martina Gomez

This message was sent with high importance.

✔₁ Sent 1S

✔₁ Message to 2 people 1C

✔₁ Urgent 1U

| W | Brochure.docx 592.71 KB | | W | Business Card.docx 11.63 KB | ✔₁ Attachments 1A |

Hi

We need 250 copies of each document printed and they must be ready to collect on 3 July 2023.

Thanks

✔₁ Essential info 1E

Candidate Name

✔₁ Keyboarding 1K

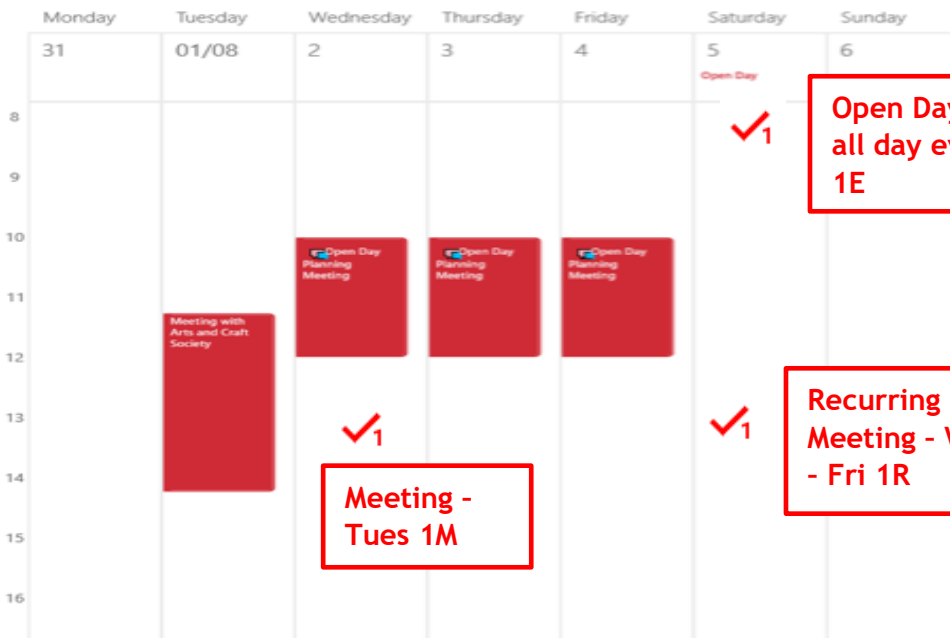|	Marks
Message to at least 2 people	1C
Marked as high priority/urgent	1U
Attachments – must have 2	1A
Essential information – 250 copies, each/both, 3 July 2023/first Monday in July 2023	1E
Keyboarding – including start and end	1K
Print evidence of sending	1S
TOTAL	**6**

Task 5
Accept the second e-mail address in To section or Cc section.
Urgent/High Priority function must be used to be awarded 1U eg !, high importance.
DNA 1U if urgent is keyed in.
Accept Business Card and Brochure in initial capitals or sentence case if they are included in the body of the e-mail.
Accept Kind Regards or Kind regards.
Accept if a signature block has been used – spacing before signature, fonts and formatting may be different but name and job title must be on separate lines.
DNA 1K if: ♦ e-mail says first Monday in July 2023, but 1E can be awarded ♦ year is omitted, but 1E can be awarded ♦ subject heading is Argyll Printers ♦ Hi Martina

Task 6

31 July 2023 — 06 August 2023

July
Mo Tu We Th Fr Sa Su
                1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

August
Mo Tu We Th Fr Sa Su
    1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

✓1 **Print weekly view 1P**

	Monday 31	Tuesday 01/08	Wednesday 2	Thursday 3	Friday 4	Saturday 5	Sunday 6

Open Day

✓1 **Open Day – all day event 1E**

8
9
10
11
12
13
14
15
16

Meeting with Arts and Craft Society

Open Day Planning Meeting (Wednesday, Thursday, Friday)

✓1 **Meeting – Tues 1M**

✓1 **Recurring Meeting – Wed – Fri 1R**

🗨 ⌄ Meeting with Arts and Craft Society

Location

Start: 01 August 2023   📅   11:30   ⌄   ☐ All day

End: 01 August 2023   📅   14:30   ⌄

💾 Save   🗑 Delete   🌐 Online meeting   Show as: Busy   Reminder: 30 minutes

Details

✓1 **Reminder 1RE**

🗨 ⌄ Open Day Planning Meeting

Location

Start: 02 August 2023   📅   10:15   ⌄   ☐ All day

End: 02 August 2023   📅   12:15   ⌄

🔄 Every Wednesday, Thursday and Friday, effective 02/08/2023 until 04/08/2023 from 10:15 to 12:15
Edit series

🏠 **Tasks**   ▢ …

◯ Collect business cards and brochures from Argyll Printers.   ✓1   **Task 1T**   ☆
   📅 Mon, 3 Jul 2023

page 17

	Marks
Meeting with Arts and Craft Society – Tues, 1130 hrs – 1430 hrs	1M
Open Day Planning Meeting – Wed – Fri, 1015 hrs – 1215 hrs	1R
Open Day – all day event – Saturday	1E
Reminder evidence – 30 minutes – Open Day Planning Meeting	1RE
Task – Collect business cards and brochures from Argyll Printers date due – 3 July 2023	1T
Print – weekly view for 30 July – 5 Aug 2023 or 31 July – 6 Aug 2023	1P
TOTAL	**6**

Task 6
The word 'meeting' must be included in all meeting entries. Recurring meeting may not have a recurring icon.
Ignore any extraneous entries.
Accept meetings and event consistently in sentence case, initial or block capitals.
DNA meetings/event marks if keyboarding incorrect.
DNA meetings/event marks if: ♦ truncated and no supplementary printouts provided ♦ supplementary printout does not match diary printout
DNA 1 mark max if different meetings/event are incorrectly capitalised.
DNA 1RE if reminder function has not been used.
DNA 1T if: ♦ 3 July 2023 is omitted ♦ task is truncated or not as given ♦ meeting/event instead of a task
Accept task: ♦ in sentence case, initial or block capitals ♦ with or without a full stop
If time can't be seen on weekly printout 1P can be awarded however no meeting marks can be awarded unless supplementary evidence is provided.
DNA 1P if: ♦ only an agenda is provided ♦ no weekly view provided ♦ wrong dates provided ♦ supplementary pages do not match weekly view but supplementary pages are required to award marks

Task 7

Guthrie Aerial Photography

✓₁

Aerial/Drone Photographer 1P

[Website]   [Directions]

Phone: 01436 673425
Hours: Open · Closes 6 PM ▾   ⓘ Hours or services may vary
Address: 38 Loch Drive, Helensburgh G84 8PZ
Suggest an edit · Your business? Claim now

○ Tarbert
⋮
📍 Lochgilphead

🚍 depart at 21/02/2023 10:00   ✓₁   **Bus – Tarbert to Lochgilphead and Date 1B**
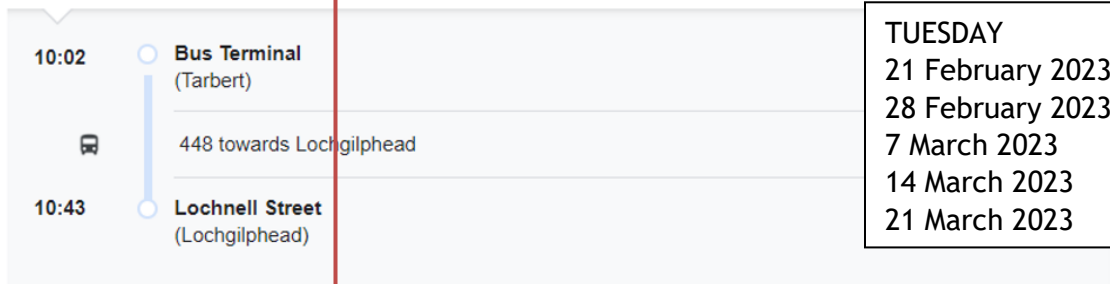
10:02 - 10:43 🚌   42 min
10:02 from Bus Terminal

10:02	○ **Bus Terminal** (Tarbert)
🚌	448 towards Lochgilphead
10:43	○ **Lochnell Street** (Lochgilphead)

TUESDAY
21 February 2023
28 February 2023
7 March 2023
14 March 2023
21 March 2023

○ Lochgilphead
⋮
📍 Tarbert

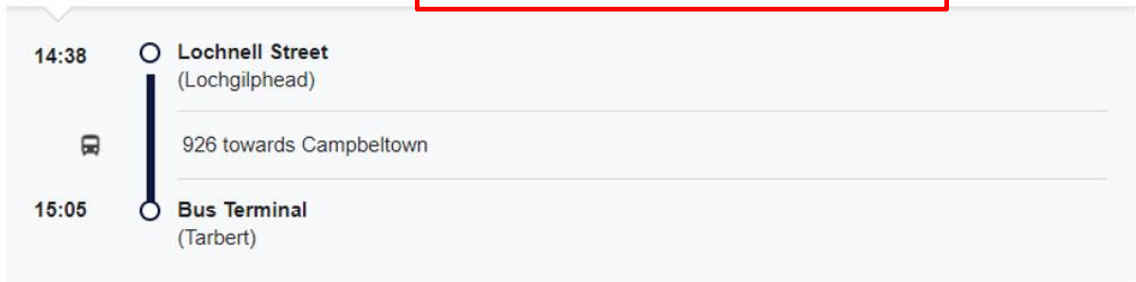🚍 depart at 21/02/2023 14:00   ✓₁   **Bus – Lochgilphead to Tarbert and Date 1B**

14:38 - 15:05 🚌   ✓₁   **Correct times – arrive before 1130 hrs, depart after 1430 hrs 1T**   27 min
14:38 from Lochnell Street

14:38	○ **Lochnell Street** (Lochgilphead)
🚌	926 towards Campbeltown
15:05	○ **Bus Terminal** (Tarbert)

	Marks
Aerial/Drone Photographer – name, address and telephone number – Helensburgh or Dunoon	1P
Bus from Tarbert to Lochgilphead – correct date or Mon – Fri timetable	1B
Return bus from Lochgilphead to Tarbert – correct date or Mon – Fri timetable	1B
Time of bus – must arrive before 1130 hrs and leave after 1430 hrs	1T
TOTAL	**4**

Task 7
Results should clearly show evidence of an internet search.
Minimum for address – street/number and postcode.
Must show aerial/drone photographer.
Bus journey must clearly show start and finish points.
Accept if the bus journey is from the Greenback Eco Park postcode to Lochgilphead.

Task 8

BOOKING FORM ✓₁ | Heading 1H

✓₁ Remove shading 1S

Name	
Address	
Telephone No	
E-mail	
Date of Arrival	
Time of Arrival	
Date of Departure	
Number of Adults	
Number of Children	
TYPE OF ACCOMMODATION REQUIRED (tick as appropriate)	
Brochs	
Cabins	
Barrel Houses	

✓₁ Merge and centre 1M

✓₁ Insert 3 rows 1I

FOR OFFICE USE ONLY	
Booking Confirmation	
Total Cost	
Deposit	
Balance	

✓₁ Insert table 1T

✓₁ Keyboarding 1K

✓₁ Print 1P

	Marks
Appropriate heading – minimum – Booking Form – must be accurate and enhanced	1H
Shading – remove	1S
Merge and centre text – Type of Accommodation Required	1M
Insert 3 rows – below Type of Accommodation Required	1I
Insert for office use table	1T
Keyboarding – names of accommodation in any order and table information	1K
Print on one page	1P
TOTAL	**7**

Task 8
DNA 1H if heading is Open Day Booking Form.
DNA 1K if FOR OFFICE USE ONLY is not block capitals.
Accept names of accommodation in block capitals – must be consistent
DNA 1I if inserted rows are within the cell instead of new rows.
DNA 1T if: ♦ the table has extra rows or columns ♦ row 1 of the table is not merged and left aligned
DNA 1P if: ♦ logo is inserted but not at top right – second logo mark can be awarded in Task 9 ♦ a separate table is not created ♦ new rows in each table are not same size ♦ the booking form is filled in and check for keyboarding
DNA 1L in Task 9 if logo is omitted or cropped.

Task 9

GREENBANK ECO PARK

INVITATION

OPEN DAY

5 August 2023

GARVAL TERRACE

TARBERT

PA29 6TS

«Contact_Title» «Contact_First_Name» ✓₁ **Merge – contact name 1M**
«Contact_Surname»

«Name_of_Company» ✓₁ **Merge – company name 1M**

greenbank@yahaa.co.uk

@greenbankeco

	Marks
Mail merge – contact name – must have title, first name, surname	1M
Mail merge – company name	1M
Essential information – name of park, invitation/invite, name of event, date, location, social media details, e-mail address	2E
Fonts – minimum 2	1F
Text formatting – minimum 2	1TF
Logo – only award if also correctly used in Tasks 3 and 8	1L
Keyboarding	1K
Print – print merged fields/print merged invitation, on one page using minimum of two thirds of the page	1P
TOTAL	**9**

GREENBANK ECO PARK

INVITATION

OPEN DAY

5 August 2023

GARVAL TERRACE

TARBERT

PA29 6TS

Mr Eryk Carey

Rural Awards

greenbank@yahaa.co.uk

@greenbankeco

✓₂ **Essential information 2E**

✓₁ **Fonts 1F**

✓₁ **Text formatting 1TF**

✓₁ **Logo 1L**

✓₁ **Keyboarding 1K**

✓₁ **Print 1P**

Task 9
DNA 1M, 1M and 1P if the merge fields and merged printouts don't match.
Watch for consequentiality of date of Open Day in e-diary.
Accept event date in e-diary or 5 August 2023.
DNA 1E and 1K if any essential information is omitted.
Name of event must be open day/opening.
Ignore extraneous merge fields.
DNA 1E for each piece of essential information omitted.
DNA 1E if location does not include street, town and postcode.
In a sentence accept open day as initial capitals or lowercase.
DNA 1P if: ♦ a letter is produced and the layout is incorrect ♦ there is no space between the merge fields or any other incorrect spacing

Task 10

Tarbert, on the western side of Loch Fyne, is seen by many as the gateway to the beautiful peninsula of Kintyre. Backed by rugged hills and built round a natural harbour, the village is a popular destination for yachting, as well as walking the Kintyre Way.

✓1 **Margins and Justify 1MJ**

Nestled on the shores of the bay north of Tarbert Harbour is Greenbank Eco Park. This small development offers holidaymakers a real chance to get away from it all, but in style! The site offers a choice of stone brochs built into the hillside, barrel houses and wooden cabins. Each has been carefully built from reclaimed stone and timber or sustainably sourced timber. Solar panels around the site provide electricity for lighting and cooking, wood fired burners provide indoor heating and hot water, and every property has its own compost toilet. Outside each is a seating area with a fire pit.

Inside the décor is minimalist but stylish. Recycled/upcycled materials have been widely used, from the rugs on the floors to the blinds at the windows.

✓1 **Insert paragraphs 1I**

Local artists and crafters have provided finishing touches such as ceramics, paintings and decorative glasswork.

✓2 **Keyboarding 2K**

Greenbank Eco Park is holding an Open Day on Saturday 5 August 2023, so why not come along and see our beautiful properties in their even more beautiful surroundings.

✓1 **Print 1P**

	Marks
Margins – 5 cm all round and justify text – check above line endings	1MJ
Paragraphs inserted in correct place	1I
Keyboarding	2K
Print on one page following template	1P
TOTAL	**5**

Task 10
Accept if all margins are between 4.5-5.5 cm.
DNA 1I and 2K if new paragraphs omitted.
Accept décor with or without the accent.
DNA 1I if paragraph is inserted in the incorrect place, or if the insertion is not a new paragraph.
DNA 1P if: ♦ on 2 pages   ♦ there is incorrect or inconsistent spacing in the document   ♦ template is inconsistently amended

[END OF MARKING INSTRUCTIONS]

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