

The logo for National 5, featuring the letters 'N5' in a large, bold, white font on a purple square background.

National 5
Coursework
Assessment Task



National 5 Administration and IT Assignment – Fair Florals Instructions for teachers and lecturers

Valid for session 2023-24 only.

SQA provides this document to centres in the strictest of confidence. You must keep it secure.

This edition: February 2024 (version 1.0)

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Instructions for teachers and lecturers

Before candidates start the assignment, you must download the following e-files and make them available for candidates to use. You must keep the e-files secure and candidates must not access them in advance of the assessment or between assessment sittings.

- ◆ **Advert** – a word-processing file with 5 comments
- ◆ **Conference Notes** – a word-processing file with 3 comments
- ◆ **Ethical Florist** – a presentation file
- ◆ **Fair Florals Logo** – a jpg file
- ◆ **Letter** – a word-processing file with 4 comments
- ◆ **Oban Businesses** – a database file
- ◆ **To-do list** – a word-processing file

E-mail

You must supply candidates with a functioning e-mail address so that they are able to send an e-mail for a task. This can be your own e-mail address.

At the end of the assignment, it is important that candidates check they have all their printouts and place them in the correct order behind the flyleaf. Teachers and lecturers should support candidates with this at the end of the assessment. Additional time is permitted for printing. Candidates are permitted to reprint missing pages during this time however, they must not complete any further tasks.

Candidates must include their Scottish Candidate Number on all printouts submitted. This can either be keyed-in or handwritten.

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

This document can be used by SQA approved centres for the assessment of National Courses and not for any other purpose.

This document may only be downloaded from SQA's designated secure website by authorised personnel.

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