



National 5
Coursework
Assessment Task



National 5 Administration and IT Assignment Assessment task – Circus in the Sky

This document provides information for teachers and lecturers about the coursework component of this course in terms of the skills, knowledge and understanding that are assessed. It **must** be read in conjunction with the course specification.

Valid for session 2019-20 only.

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Instructions for candidates

This assessment applies to the assignment for National 5 Administration and IT.

This assignment has 70 marks out of a total of 120 marks available for the course assessment.

It assesses the following skills, knowledge and understanding:

- ◆ using IT functions in word-processing/desktop publishing and presentations to produce and process information
- ◆ using technology for investigation
- ◆ using technology for electronic communication
- ◆ problem-solving
- ◆ administration theory

Your teacher or lecturer will let you know how the assessment will be carried out and any required conditions for doing it.

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

- ◆ which assess the skills, knowledge and understanding listed above
- ◆ within 3 hours (excluding printing time)
- ◆ in a maximum of two sittings – where additional printing time is required, this should be completed immediately after each sitting

This is a closed book assessment. However, you can use the Internet when specifically instructed to do so.

Your teacher or lecturer will provide the following electronic files for you to use during the assignment:

- ◆ **Circus in the Sky** – a word-processing file
- ◆ **Flyer** – a word-processing file
- ◆ **Letter** – a word-processing file
- ◆ **Logo** – a jpeg file
- ◆ **Presentation** – a PowerPoint file
- ◆ **Primary Schools** – a database file
- ◆ **Programme** – a word-processing file
- ◆ **To-do List** – a word-processing file

A folder, **Performers**, with the following files:

- ◆ **Laney** – a jpeg file
- ◆ **Mabel** – a jpeg file
- ◆ **Phillipe** – a jpeg file

Assessment task

You work as the Admin Assistant for Circus in the Sky, who produce shows that tour major towns and cities throughout Scotland.

The 2020 Circus in the Sky tour will include acrobats, aerialists, jugglers, dancers, drummers and daredevil acts.

The first stage of the tour will be held at Lews Castle, Stornoway. The shows will take place on 2-4 June 2020 from 7-9 pm each night. You will be working for Ms Rosa Fedigan, Tour Manager and Mr Michael Trodowski, Show Producer.

Head office address:

Circus in the Sky
16 Robertson Street
Glasgow
G2 8DU

E-mail: circus.sky@yoho.co.uk
Web: www.circusinthisky.co.uk
Social media: @cits

Slogan:

Quest for Adrenaline!

Your teacher or lecturer will provide you with e-mail addresses.

You must:

- ◆ complete each task in order
- ◆ action and then delete all comments within files
- ◆ display your name and task number on each printout
- ◆ key-in or write your Scottish Candidate Number on all printouts
- ◆ ensure that e-mail printouts show evidence of sending



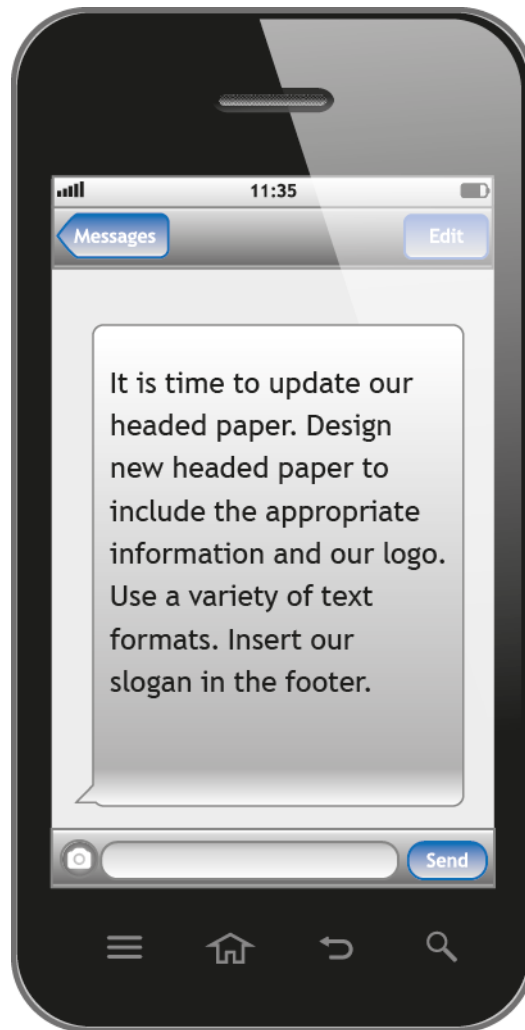
TO-DO LIST

You should use the following table to make sure that you have all the printouts required.

Task	Printouts	Marks available	Completed (✓)
1	Headed Paper	6	
2	Theory – Circus in the Sky	9	
3	E-diary printouts: <ul style="list-style-type: none">◆ weekly view◆ task◆ evidence of reminder	6	
4	Flyer	5	
5	Mail merge: <ul style="list-style-type: none">◆ showing merge fields◆ showing merged letter	10	
6	E-mail – evidence of sending	6	
7	Poster	4	
8	Programme	7	
9	Presentation	12	
10	Internet printouts: <ul style="list-style-type: none">◆ driving directions◆ flight times◆ newspaper information	5	

Task 1

You have received the following message from Rosa. Save the file using the file name **Headed Paper** and print a copy.



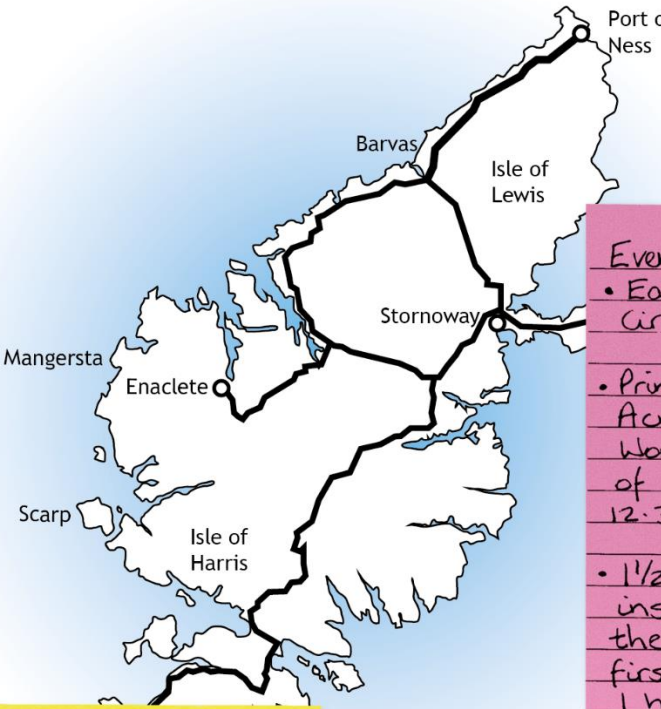
Task 2

Complete and print the file **Circus in the Sky**.

Task 3

Using the information below, update the e-diary for the show week in Stornoway.

Print a copy of the diary in weekly view, details of the task and evidence of the reminder.



Events:

- Each show for Circus in the Sky
- Primary School Acrobatic Skills Workshop on Monday of show week from 12:30 pm - 3:30 pm
- 1 1/2 hour safety inspection at 4:30 pm the day before the first show. Set a 1 hour reminder.

Posters must be collected from the printing company 2 weeks before 1 June 2020.

Include this task on the correct date.

Task 4

Rosa wants to promote the Primary School Acrobatic Skills Workshop by sending a flyer. Complete the file **Flyer** by following all instructions and using the information below.

Print a copy on one page.

Acrobatic Skills Workshop

Workshop Stations	Details
Juggling	Learn the art of juggling by starting with scarves and moving on to beanbags. This activity is excellent for hand-eye co-ordination. Kids will develop basic throwing and catching skills.
Happy Hula	Learn the art of hula hooping. Kids will cover waist hooping, lifts, vortexes, body rolls, throws, jumps and more. This provides a solid foundation for kids to develop their own style.
Tightwire	Learn the art of balance by walking along a suspended wire with ground balancing activities, then move on to unassisted walking.
Ezee Trapeze	Learn the art of trapeze including rope and aerial silks. This is a confidence filled activity with self-confidence rewards.
AcroBalance	
Stilt Walking	Learn the art of walking on mini-stilts. Kids will meet their "legs". This activity is a great tool to build balance.

What to Wear

Wear comfy, layered, snug clothing. Wear socks and have legs covered. These are over leggings. All jewellery will need to be removed.

EDUCATION	SOCIAL
Improves: Mathematic Skills Physics Performance Concentration Creativity Problem Solving	Improves: Confidence Self Esteem Teamwork Communication Patience Persistence

Add details of this workshop station in the appropriate place:

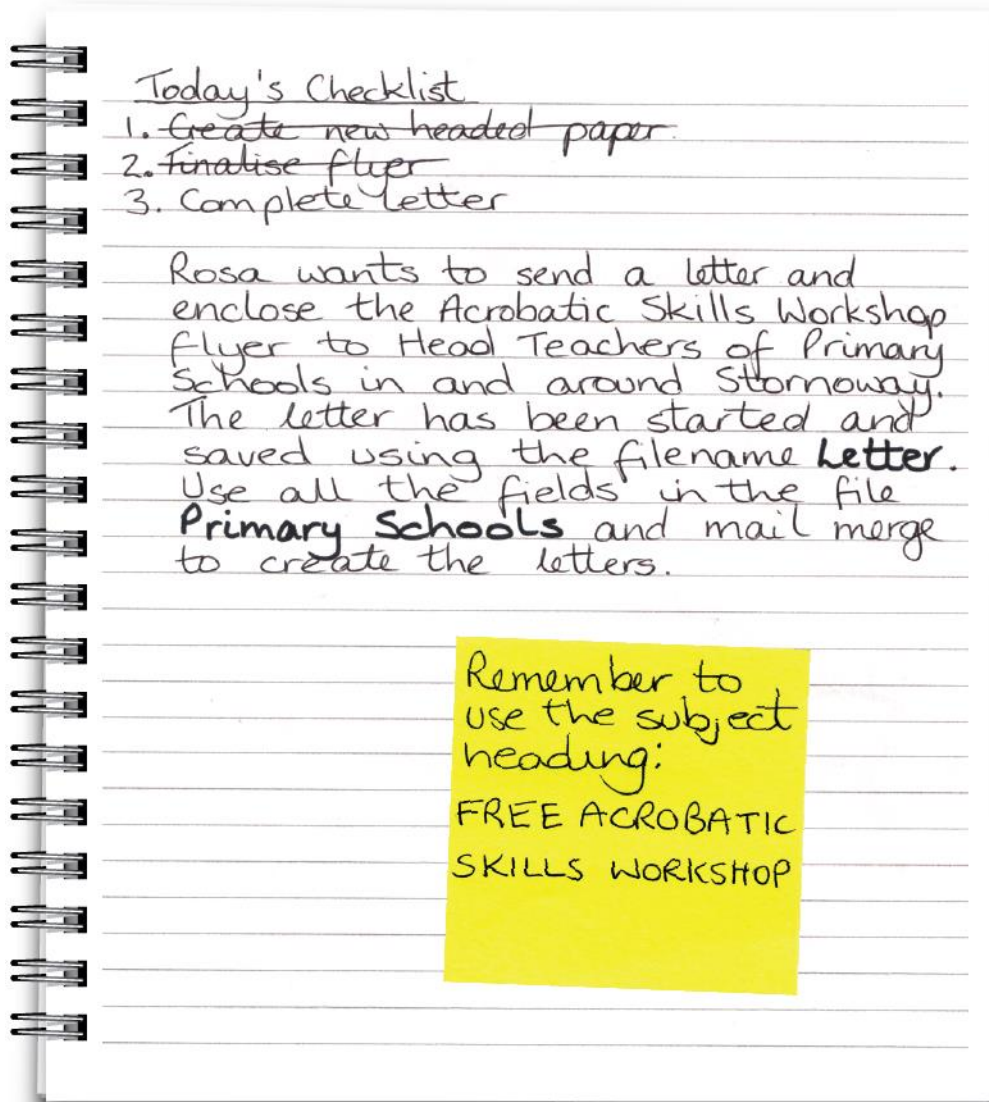
Acro Balance: Learn the art of balancing on and with other people to create different shapes. Kids will improve core strength and flexibility as well as learning teamwork, trust and respect. ~~dependence~~

STET

Task 5

Complete the 2-page letter using the information below and the file **Headed Paper** from Task 1.

Print one copy of the letter showing merge fields and one copy of the merged letter for Marystone Primary School.



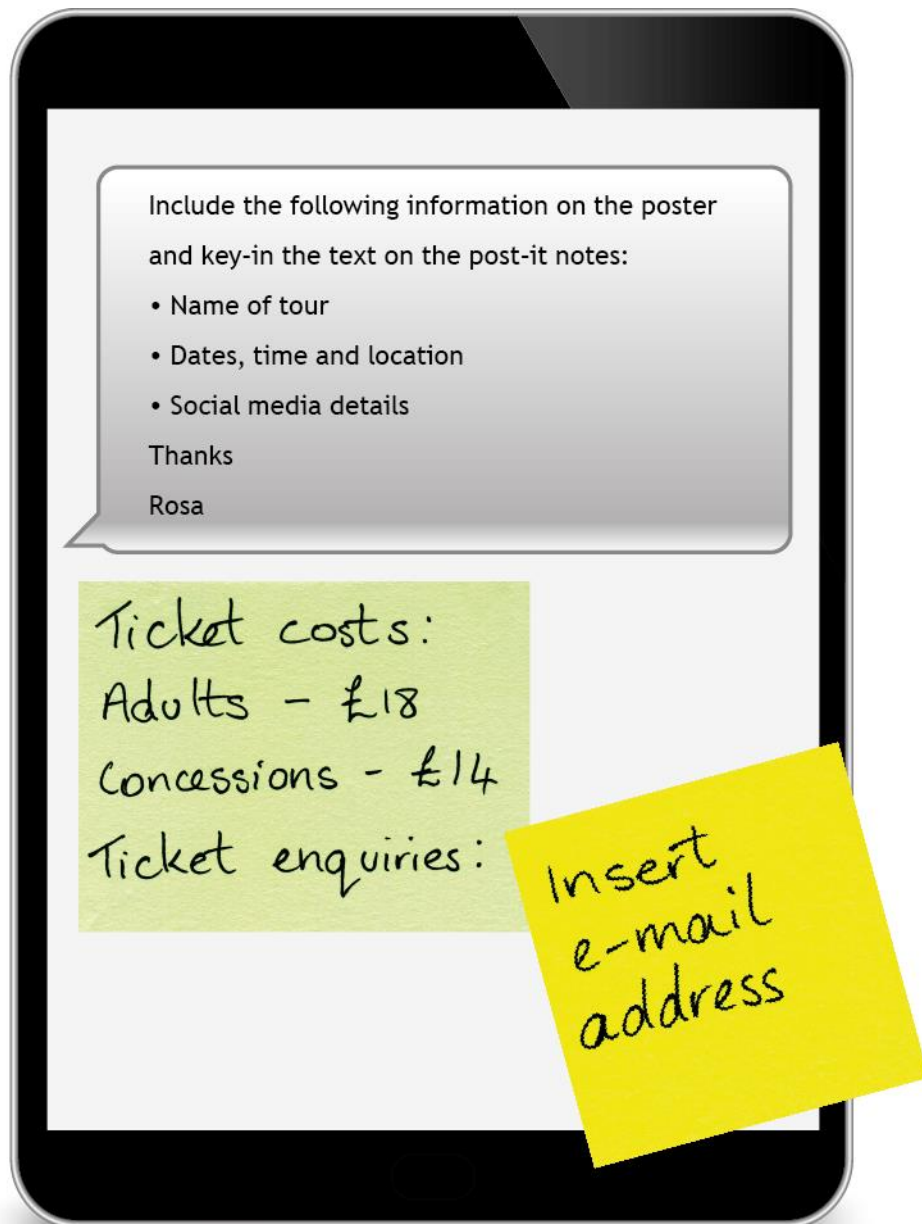
Task 6

Open and reply to the e-mail you have received.

Task 7

Create a poster to advertise the Circus in the Sky tour in Stornoway. Include the logo, a variety of fonts and text formats.

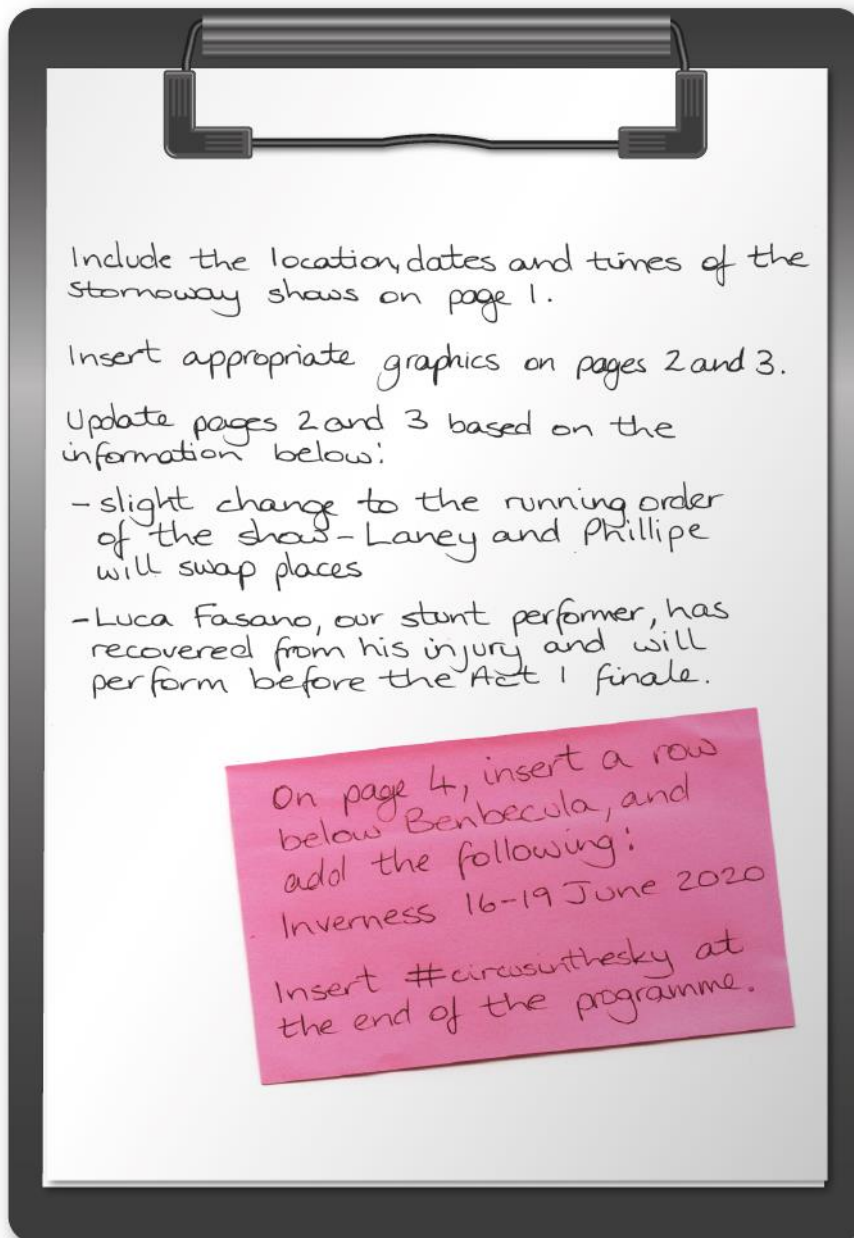
Print a copy of the poster on one page.



Task 8

Michael has finalised the running order and asked you to update the Stornoway programme for Circus in the Sky. Open the file **Programme**, follow all instructions and update as indicated.

Print a copy of the completed file as a 4-page booklet on one A4 page.



Task 9

Rosa has asked you to update the audience presentation that will be displayed before each Stornoway show. Update the file **Presentation** using the information below.

Print one copy of the presentation as a handout, showing 6 slides per page.

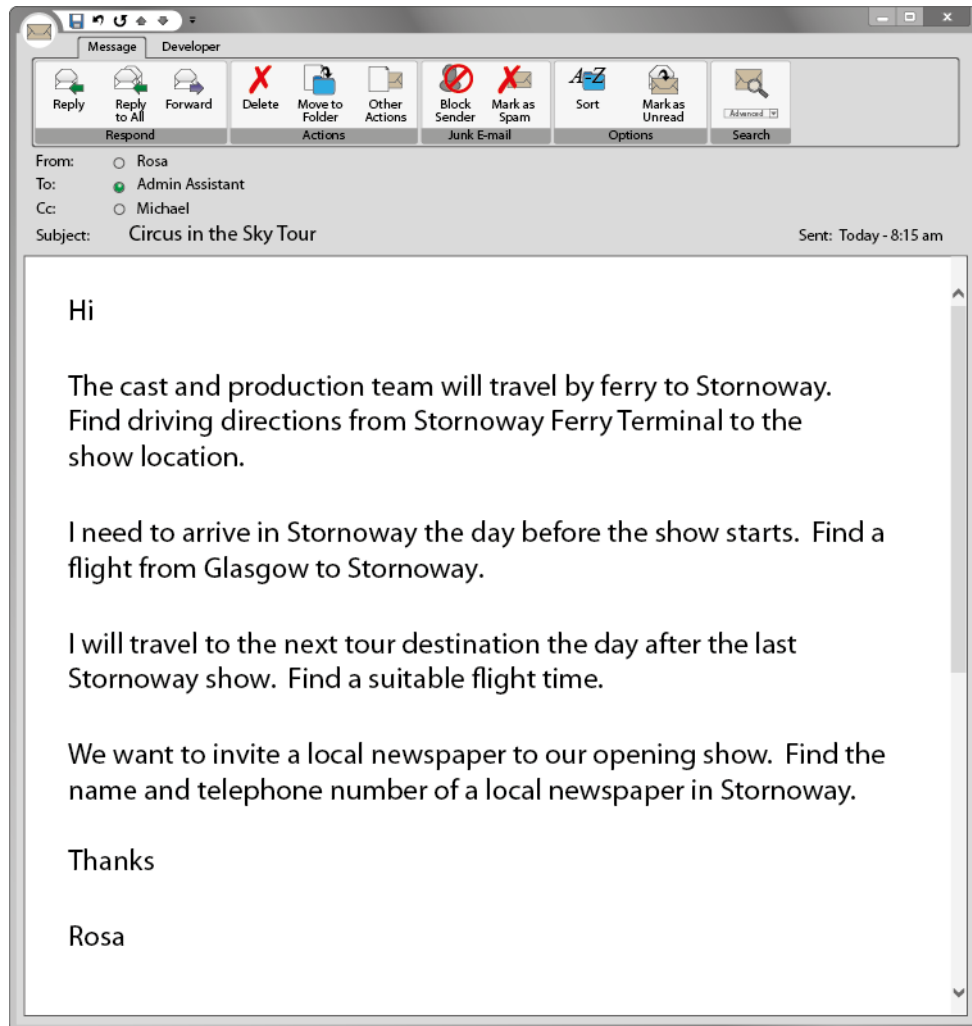
To-do List

- Create a title slide that includes the show name, logo, Stornoway dates and location.
- Remove action buttons from all slides.
- Insert the slogan and today's date in the footer on all slides.
- Move the 'Cafe' slide to be the last slide.
- From the folder **Performers** insert the appropriate photographs in the 'Headline Performers' slide.
- From the file **Programme** insert the Tour Dates table in the 'Where Next?' slide.
- Delete the 'Our Show' slide.
- Insert 'Stornoway 2020' in the handout footer.
- Insert the information below on the 'Important Information' slide:

1. Keep personal belongings with you at all times.
2. Report concerns immediately to staff members.
3. Identify your nearest emergency exit.
4. If the fire alarm sounds leave via your nearest emergency exit.

Task 10

Access the internet to find the following information. Print evidence from websites showing driving directions, flight details and newspaper information.



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Electronic File 'Performers': Photographs - Laney - Pavel Evstratov/shutterstock.com

Mabel - Natursports/shutterstock.com

Phillipe - Norenko Andrey/shutterstock.com

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

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