



# Higher Administration and IT Assignment

## Assessment task – Starlight Musical Theatre Company

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 2018-19 only.**

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This edition: February 2019 (version 1.0)

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# Instructions for candidates

This assessment applies to the assignment for Higher Administration and IT.

This assignment is worth 70 marks. The marks contribute 58% of the overall marks for the course assessment.

It assesses the following skills, knowledge and understanding

- using advanced functions in word processing, spreadsheets, databases and presentation software to produce, process and manage information, and solve problems in unfamiliar contexts
- electronic research skills to source complex information
- effective communication skills, taking account of context, purpose and audience.

Your teacher or lecturer will let you know if there are any specific conditions for doing this assessment.

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

- in the order presented
- which assess the skills, knowledge and understanding listed above
- in one 2-hour block (excluding printing time) – all printing must be completed on the same day as the assignment.

You must carry out the assessment under a high degree of supervision and control, although you can access the internet.

Make sure your name is clearly identified on each printout submitted.

# Assessment task

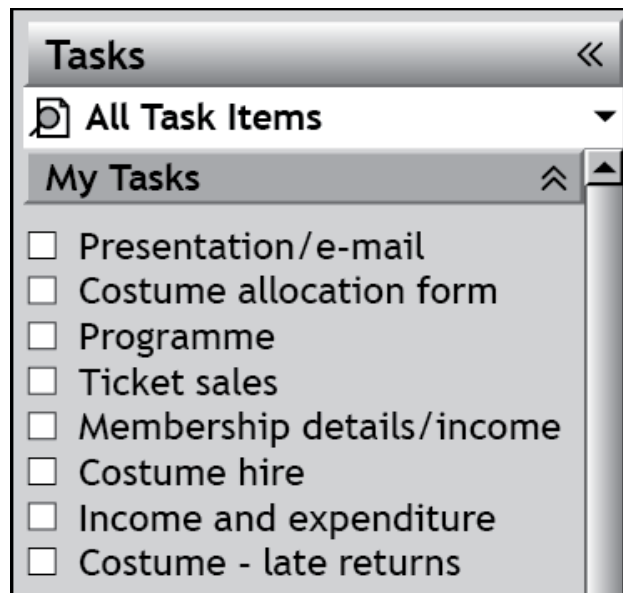
You are an Administrative Assistant for the Starlight Musical Theatre Company.

This year the company is performing Billy, Where's Your Bridie? at the Theatre Royal, East Kilbride, from 7-9 March 2019. You work with Bruce Anderson (Club Chairperson), Karen Latif (Club Secretary) and Nicole Bartoe (Director).

You need to complete some administrative tasks to prepare for the show and for after the performances.

The tasks are listed below. You can use this as a to-do list and tick off each task as you complete it.

## To-do list



The image shows a screenshot of a software window titled "Tasks". The window has a title bar with a double arrow icon on the right. Below the title bar, there is a section labeled "All Task Items" with a folder icon and a downward arrow. Underneath, there is a section labeled "My Tasks" with an upward arrow and a scroll bar on the right. The list of tasks under "My Tasks" includes:

- Presentation/e-mail
- Costume allocation form
- Programme
- Ticket sales
- Membership details/income
- Costume hire
- Income and expenditure
- Costume - late returns

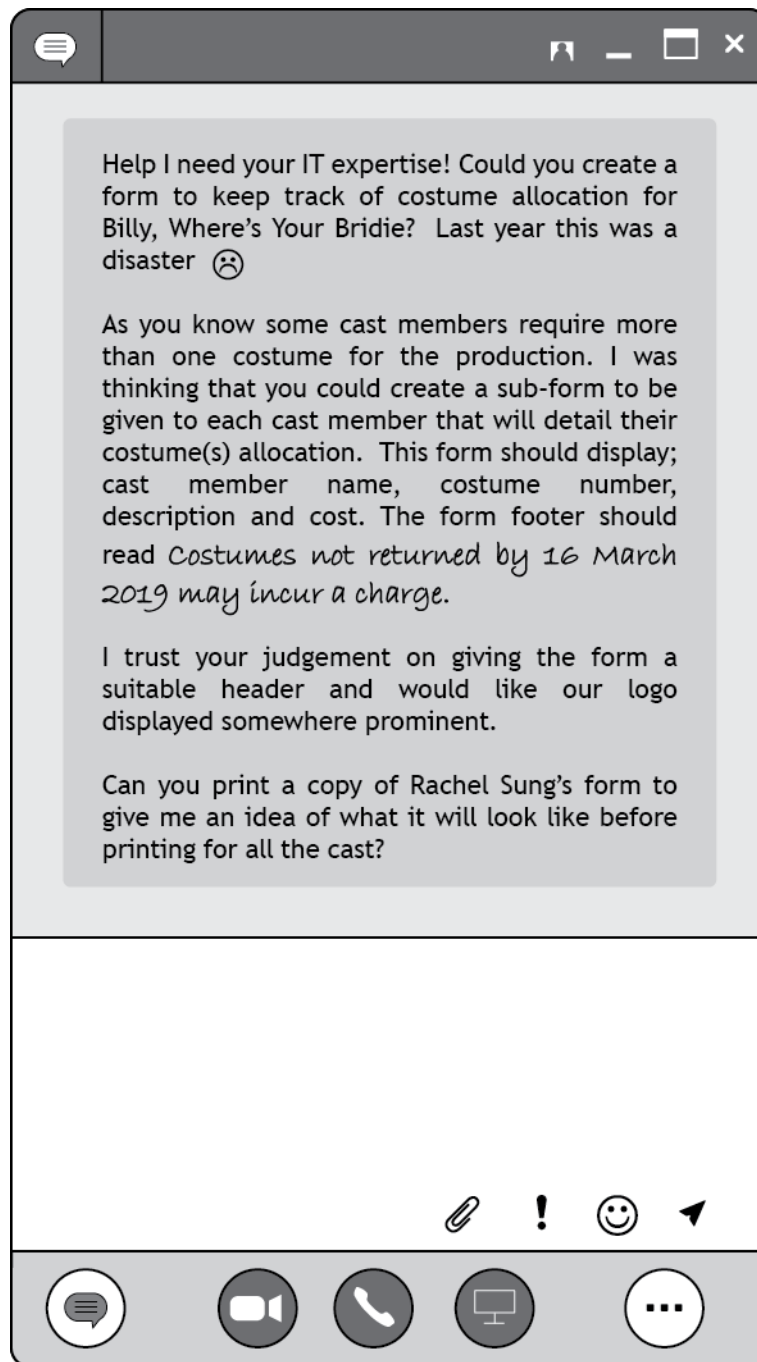
I have started a presentation that I will use at the dress rehearsal. Could you make the following changes/additions to complete the presentation please?

- The slide order is not correct – the slide on Dressing Rooms would be better placed before Costumes.
- Insert "Dress Rehearsal" in the handout footer.
- I would like a final slide with a motivational quote that will inspire the cast, could you find something appropriate? Enhance this information.

I would benefit from having a copy of the presentation before the dress rehearsal. Could you print a copy showing 3 slides per page, grayscale and print slide 2 on a separate page?

E-mail me a copy of this and mark it as urgent. Please print a copy of the sent e-mail.

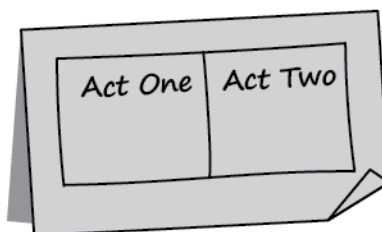
Thanks  
Nicole



Hi

I have started the programme for this year's show. Can you complete and print the document using the information below and the comments on the file.

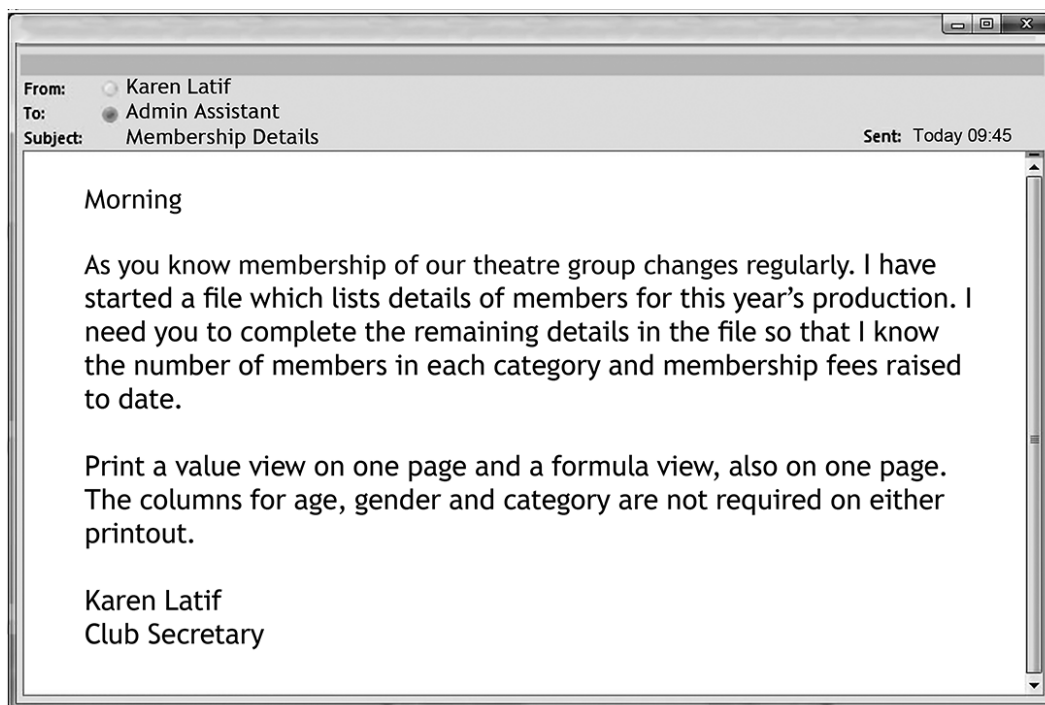
- Create a front cover using relevant information. Enhance this information and include the company logo.
- There are some comments on the file that you will need to action.
- One of the cast members has been left off the list – can you add her details as shown on the note below?
- Insert a footnote at a relevant point saying:  
For Thursday's performance, the role of Miss Flannigan will be played by Myrcella Little.
- Display the information about the Acts on one page. This page should be landscape with Act One on the left hand side and Act Two on the right hand side of the page. As shown here:
- On a final page insert the good luck messages that have been received from family and friends. Place a border around this page only.
- Insert a footer on the first page only – In association with Kingdom Music Supplies Ltd. On the other pages insert a centred footer – Sponsored by EK Haulage.

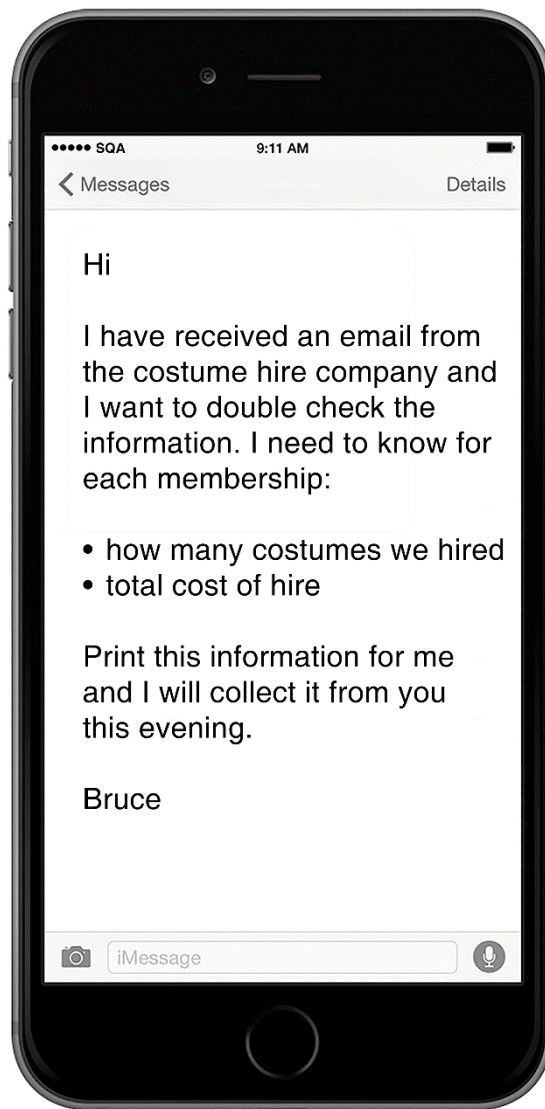


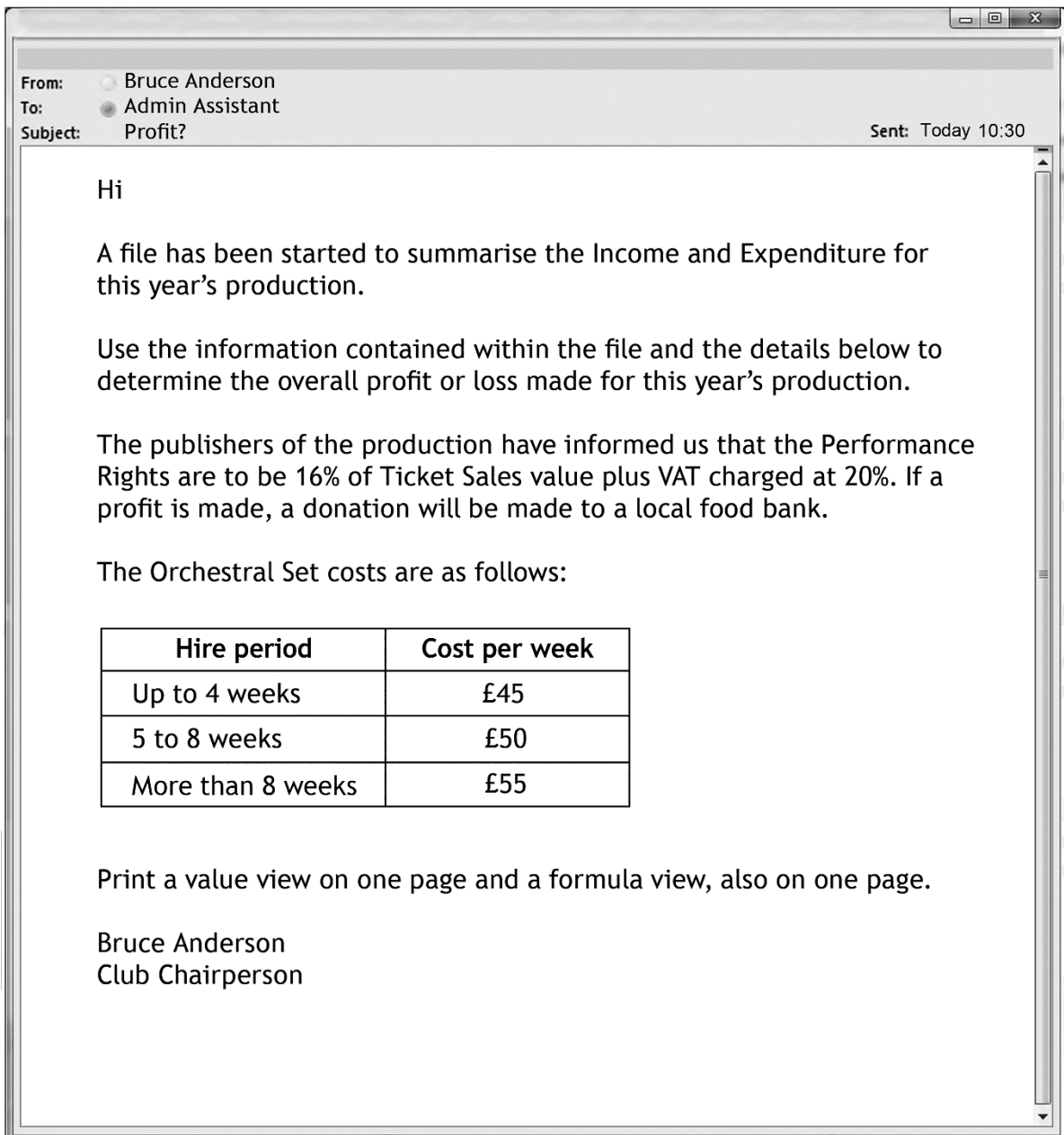
*Character: Jeanie Johnson  
Played by: Melissa Hopkirk*

*Bio: Melissa has been extremely excited about Billy ever since she found out that she would be playing the role of Jeanie. It is Melissa's first lead role in a Starlight production and she says she cannot wait for the fun to begin. Melissa has loved singing and dancing ever since she discovered Drama at high school and is grateful for the chance of fulfilling her dream to play a lead role.*

*Create and print a pivot table that displays the value of ticket sales for each performance and the overall total. Also show this amount as a percentage of the overall total.*

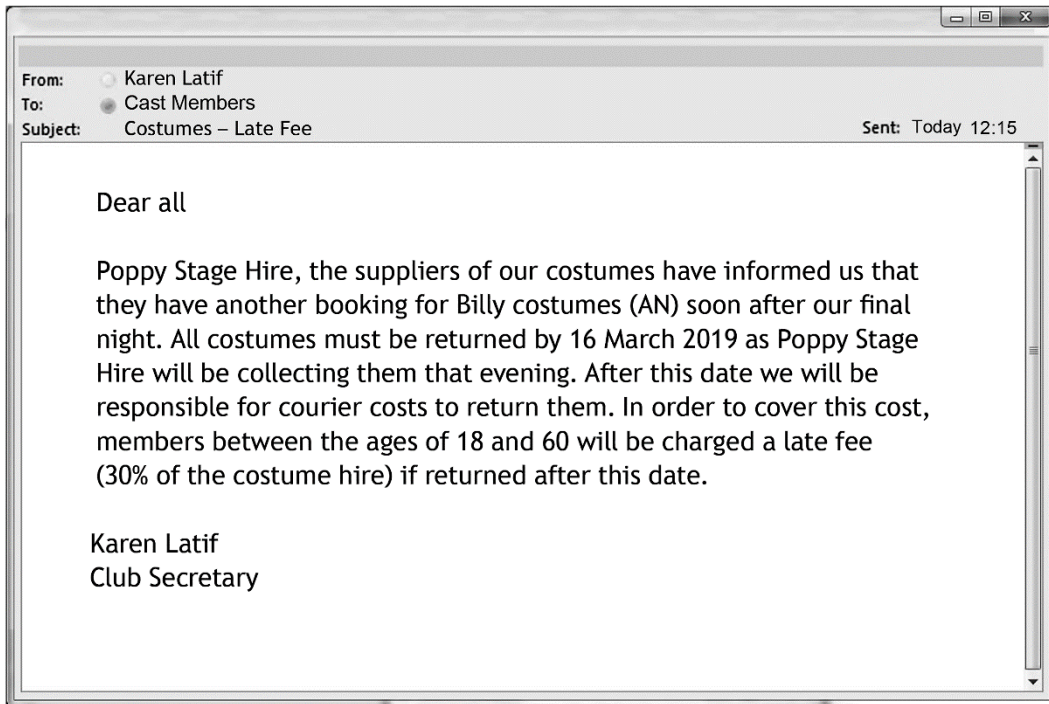






*Some members have not returned their costumes on time. Please refer to the email below regarding late fees which was sent to cast members on 3 March 2019.*

*Bruce*



*I need to contact all members who have to pay the late fee. Prepare a report which shows the member's name, contact number, costume description and late fee. The report footer should indicate the total number of costumes returned late and the overall cost of late fee charged, label each appropriately. The report header should display our theatre company logo and a relevant title.*

*Bruce*

*Acknowledgement of copyright*  
Page 7: Mobile phone - Andrew Mertsdalov/Shutterstock.com

## Administrative information

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Published: February 2019 (version 1.0)

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### History of changes

Version	Description of change	Date

Note: you are advised to check SQA's website to ensure you are using the most up-to-date version of this document.

### Security and confidentiality

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