



Higher  
Coursework  
Assessment Task



# Higher Administration and IT Assignment – Central College Scotland

## Instructions for teachers and lecturers

Valid for session 2021-22 only.

**This document is given to centres in strictest confidence. You must keep it in a secure place until it is used.**

This edition: March 2022 (version 1·0)

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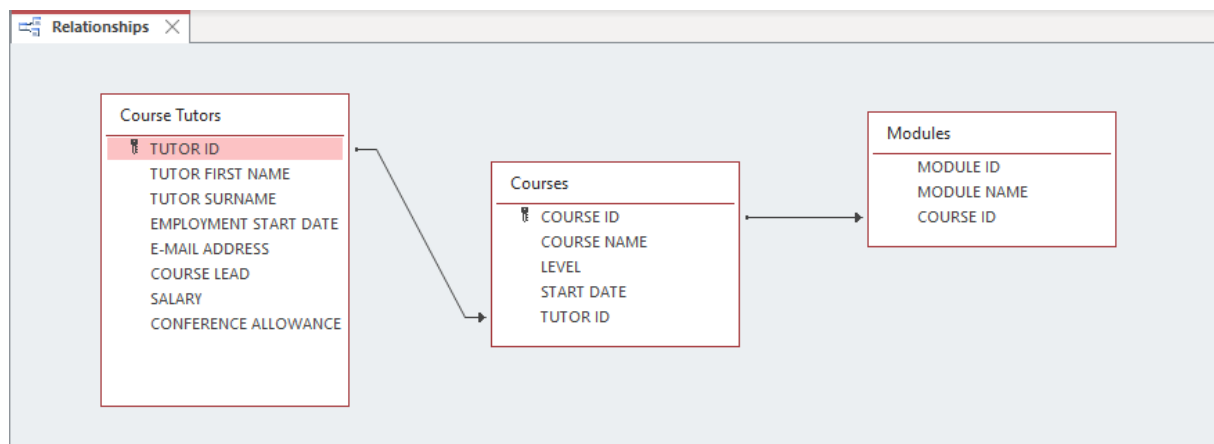
# Instructions for teachers and lecturers

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

- ◆ **Advertisers** – a spreadsheet file
- ◆ **Advice for New Students** – a word-processing file
- ◆ **CCS - Bus, Acc & Law** – a database file\*
- ◆ **CCS Logo** – a PNG file but can be saved as a word file, if required
- ◆ **CCS Open Day** – a spreadsheet file with 1 comment/note
- ◆ **Coffee Bar Sample Price List** – a word-processing file
- ◆ **New Student Guide** – a word-processing file with 4 comments
- ◆ **Open Day Presentation** – a presentation file with 4 comments
- ◆ **Remote Sessions** – a spreadsheet file

\* **CCS - Bus, Acc & Law** is also provided as a spreadsheet file for centres who do not use Access. Candidates should not be provided with this spreadsheet file.

## Primary keys and relationships



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 practitioners in 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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