



Higher
Coursework
Assessment Task



2023 Administration and IT
Assignment - Fife Flower Festival
Higher
Finalised Marking Instructions

© Scottish Qualifications Authority 2023

These marking instructions have been prepared by examination teams for use by SQA appointed markers when marking external course assessments.

The information in this document may be reproduced in support of SQA qualifications only on a non-commercial basis. If it is reproduced, SQA must be clearly acknowledged as the source. If it is to be reproduced for any other purpose, written permission must be obtained from permissions@sqa.org.uk.



General marking principles

Always apply these general principles. Use them in conjunction with the detailed/specific marking instructions, which identify the key features required in candidates' responses.

- a Always use positive marking. This means candidates accumulate marks for the demonstration of relevant skills, knowledge and understanding; marks are not deducted for errors or omissions.
- b If a candidate response does not seem to be covered by either the principles or detailed/specific marking instructions, and you are uncertain how to assess it, you must seek guidance from your team leader.
- c Candidates gain marks for specific skills, knowledge and understanding. Award marks for using different functions and features of a variety of IT applications in the following areas:

Spreadsheet – 20 marks (+/- 4 marks)

- ◆ using a range of simple, complex and advanced formulae to perform calculations and summarise information
- ◆ using a range of simple, complex and advanced functions to manipulate and analyse information

Database – 10 marks (+/- 2 marks)

- ◆ searching and sorting information using a range of criteria
- ◆ presenting information

Word processing – 20 marks (+/- 4 marks)

- ◆ layout and presentation of information
- ◆ integration of information from other IT applications

Communication – 10 marks (+/- 2 marks)

- ◆ presenting/disseminating information to different audiences

d Layouts

Marks will be awarded for a wide variety of layouts used in word processing and desktop publishing tasks. Candidates will not be penalised for applying a layout to a document that is different to one that has been supplied in the detailed Marking Instructions. The over-riding principle is that a document must be 'fit-for-purpose'.

e Formulae

It is possible for candidates to use a variety of different formulae to resolve the problem and provide the information needed in the spreadsheet. Marks will be awarded where a formulae has been used that provides the correct answer, the formulae provided in the Marking Instructions is not the only correct answer.

f Printouts

Candidates are clearly directed, within the instructions, as to the printing requirements. Where a printout for a task is missing, marks will be awarded on any available alternative printout.

- g Keying-in**
Marks will be awarded for every block of text that is accurately keyed in. This will be for approximately every 25 words. Flags may be included where appropriate to identify where marks are awarded.
- h Marking codes**
Marking codes may be provided in the marking instructions for markers to use to identify what they are awarding marks for, for example F - formula, L - layout, to help with the quality assurance of marking.

Specific marking instructions

SPREADSHEET - WAGES - PAY INCREASE		
Evidence	Mark	Comment
% Increase	2	Nested IF or IFS function - no truncation
New Pay Rate Calculation	1	
Total	3	

PAY RATES				
POSITION	PAY CODE	BASIC HOURLY RATE	% INCREASE	NEW HOURLY RATE
Senior Admin Assistant	AD-SSA	£14.00	6.50%	£14.91
CCTV Operative	SE-CO	£12.00	8.00%	£12.96
Security Officer	SE-SO	£11.50	8.00%	£12.42
Admin Assistant	AD-AA	£13.00	8.00%	£14.04
Grounds Operative	FA-GO	£12.20	8.00%	£13.18
Maintenance Supervisor	FA-MS	£14.60	6.50%	£15.55
Hospitality Supervisor	CA-HS	£13.50	6.50%	£14.38
Maintenance Groundskeeper	FA-MG	£13.00	8.00%	£14.04
Hospitality Assistant	CA-HA	£11.50	8.00%	£12.42
Chef	CA-C	£16.20	4.50%	£16.93
Electrician	FA-E	£19.00	4.50%	£19.86
Security Supervisor	SE-S	£14.20	6.50%	£15.12
Catering Supervisor	CA-S	£14.50	6.50%	£15.44
Carpark Attendant	FA-CA	£10.00	8.00%	£10.80
Kitchen Assistant	CA-KA	£10.50	8.00%	£11.34
Show Manager	MGT-SM	£23.00	4.50%	£24.04
Health and Safety Manager	MGT-A	£21.00	4.50%	£21.95

PAY RATES				
POSITION	PAY CODE	BASIC HOURLY RATE	% INCREASE	NEW HOURLY RATE
Senior Admin Assistant	AD-SSA	14	=IF(C3>=16,4.5%,IF(C3>13,6.5%,8%))	=(C3*D3)+C3
CCTV Operative	SE-CO	12	=IF(C4>=16,4.5%,IF(C4>13,6.5%,8%))	=(C4*D4)+C4
Security Officer	SE-SO	11.5	=IF(C5>=16,4.5%,IF(C5>13,6.5%,8%))	=(C5*D5)+C5
Admin Assistant	AD-AA	13	=IF(C6>=16,4.5%,IF(C6>13,6.5%,8%))	=(C6*D6)+C6
Grounds Operative	FA-GO	12.2	=IF(C7>=16,4.5%,IF(C7>13,6.5%,8%))	=(C7*D7)+C7
Maintenance Supervisor	FA-MS	14.6	=IF(C8>=16,4.5%,IF(C8>13,6.5%,8%))	=(C8*D8)+C8
Hospitality Supervisor	CA-HS	13.5	=IF(C9>=16,4.5%,IF(C9>13,6.5%,8%))	=(C9*D9)+C9
Maintenance Groundskeeper	FA-MG	13	=IF(C10>=16,4.5%,IF(C10>13,6.5%,8%))	=(C10*D10)+C10
Hospitality Assistant	CA-HA	11.5	=IF(C11>=16,4.5%,IF(C11>13,6.5%,8%))	=(C11*D11)+C11
Chef	CA-C	16.2	=IF(C12>=16,4.5%,IF(C12>13,6.5%,8%))	=(C12*D12)+C12
Electrician	FA-E	19	=IF(C13>=16,4.5%,IF(C13>13,6.5%,8%))	=(C13*D13)+C13
Security Supervisor	SE-S	14.2	=IF(C14>=16,4.5%,IF(C14>13,6.5%,8%))	=(C14*D14)+C14
Catering Supervisor	CA-S	14.5	=IF(C15>=16,4.5%,IF(C15>13,6.5%,8%))	=(C15*D15)+C15
Carpark Attendant	FA-CA	10	=IF(C16>=16,4.5%,IF(C16>13,6.5%,8%))	=(C16*D16)+C16
Kitchen Assistant	CA-KA	10.5	=IF(C17>=16,4.5%,IF(C17>13,6.5%,8%))	=(C17*D17)+C17
Show Manager	MGT-SM	23	=IF(C18>=16,4.5%,IF(C18>13,6.5%,8%))	=(C18*D18)+C18
Health and Safety Manager	MGT-A	21	=IF(C19>=16,4.5%,IF(C19>13,6.5%,8%))	=(C19*D19)+C19

Alternate solutions using the IFS function:
 =IFS(C3>=16,4.5%,C3>13,6.5%,C3<=13,8%)
 =IFS(C3<=13,8%,C3>=16,4.5%,C3>13,6.5%)

2

1

SPREADSHEET - WAGES - GROSS PAY		
Evidence	Mark	Comment
Insert new basic hourly pay rates	2	Must use VLOOKUP - table range may start at row 3 rather than row 2
Calculate basic pay	1	
Calculate overtime hours	1	
Calculate overtime pay	1	
Calculate gross pay	1	Watch for consequentiality
Print without comments and pay code omitted	1	Both printouts and on one page
Total	7	

GROSS PAY								
EMPLOYEE NAME	DEPARTMENT	TOTAL HOURS WORKED	BASIC HOURS	BASIC HOURLY RATE	BASIC PAY	OVERTIME HOURS	OVERTIME PAY	GROSS PAY
Nicola Moyes	Administration	21.0	21.0	£14.91	£313.11	0.0	£0.00	£313.11
Jess Adamson	Security	26.0	24.0	£12.96	£311.04	2.0	£38.88	£349.92
Maha Hayat	Security	23.5	22.5	£12.42	£279.45	1.0	£18.63	£298.08
Jack Ness	Administration	21.0	21.0	£14.04	£294.84	0.0	£0.00	£294.84
Erica Johnson	Facilities	25.0	23.5	£13.18	£309.64	1.5	£29.65	£339.28
Willow Wallace	Facilities	26.0	24.0	£15.55	£373.18	2.0	£46.65	£419.82
Ella Sung	Security	26.0	24.0	£12.96	£311.04	2.0	£38.88	£349.92
Kenny Richards	Catering	30.0	24.0	£14.38	£345.06	6.0	£129.40	£474.46
Paul Lorimer	Administration	21.0	21.0	£14.04	£294.84	0.0	£0.00	£294.84
Garry Watt	Security	31.0	24.0	£12.42	£298.08	7.0	£130.41	£428.49
Simon Watson	Facilities	28.0	24.0	£14.04	£336.96	4.0	£84.24	£421.20
Lindsay Gardiner	Administration	21.0	21.0	£14.04	£294.84	0.0	£0.00	£294.84
Annabelle Ross	Catering	26.5	24.0	£12.42	£298.08	2.5	£46.58	£344.66
Milly Wood	Catering	25.5	24.0	£12.42	£298.08	1.5	£27.95	£326.03
Kieran Black	Security	27.0	24.0	£12.42	£298.08	3.0	£55.89	£353.97
Colin Hatfield	Catering	28.5	28.0	£16.93	£474.01	0.5	£12.70	£486.71
Darcie Collins	Catering	25.0	24.0	£12.42	£298.08	1.0	£18.63	£316.71
Benjamin Young	Facilities	26.0	24.0	£19.86	£476.52	2.0	£59.57	£536.09
Michael Jordan	Catering	31.5	28.5	£16.93	£482.48	3.0	£76.18	£558.66
Jakub Kowalski	Catering	31.0	24.0	£12.42	£298.08	7.0	£130.41	£428.49
Lakshmi Kaur	Catering	30.0	28.0	£16.93	£474.01	2.0	£50.79	£524.80
Emily Amott	Facilities	28.0	24.0	£14.04	£336.96	4.0	£84.24	£421.20
Louise Holly	Security	29.5	28.0	£15.12	£423.44	1.5	£34.03	£457.47
Eric Findlay	Catering	28.5	24.5	£12.42	£304.29	4.0	£74.52	£378.81
Allegra Smith	Catering	28.0	28.0	£11.34	£317.52	0.0	£0.00	£317.52
Sharon Norris	Catering	28.0	24.0	£12.42	£298.08	4.0	£74.52	£372.60
Karl Vickers	Management	30.0	30.0	£24.04	£721.05	0.0	£0.00	£721.05
Shelly Grieve	Management	30.0	30.0	£21.95	£658.35	0.0	£0.00	£658.35

GROSS PAY

EMPLOYEE NAME	DEPARTMENT	TOTAL HOURS WORKED	BASIC HOURS	BASIC HOURLY RATE	BASIC PAY	OVERTIME HOURS	OVERTIME PAY	GROSS PAY
Nicola Moyes	Administration	21	21	=VLOOKUP(A3,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E3*F3	=D3-E3	=H3*F3*1.5	=G3+H3
Jess Adamson	Security	26	24	=VLOOKUP(A4,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E4*F4	=D4-E4	=H4*F4*1.5	=G4+H4
Maha Hayat	Security	23.5	22.5	=VLOOKUP(A5,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E5*F5	=D5-E5	=H5*F5*1.5	=G5+H5
Jack Ness	Administration	21	21	=VLOOKUP(A6,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E6*F6	=D6-E6	=H6*F6*1.5	=G6+H6
Erica Johnson	Facilities	25	23.5	=VLOOKUP(A7,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E7*F7	=D7-E7	=H7*F7*1.5	=G7+H7
Willow Wallace	Facilities	26	24	=VLOOKUP(A8,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E8*F8	=D8-E8	=H8*F8*1.5	=G8+H8
Ella Sung	Security	26	24	=VLOOKUP(A9,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E9*F9	=D9-E9	=H9*F9*1.5	=G9+H9
Kenny Richards	Catering	30	24	=VLOOKUP(A10,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E10*F10	=D10-E10	=H10*F10*1.5	=G10+H10
Paul Lorimer	Administration	21	21	=VLOOKUP(A11,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E11*F11	=D11-E11	=H11*F11*1.5	=G11+H11
Garry Watt	Security	31	24	=VLOOKUP(A12,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E12*F12	=D12-E12	=H12*F12*1.5	=G12+H12
Simon Watson	Facilities	28	24	=VLOOKUP(A13,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E13*F13	=D13-E13	=H13*F13*1.5	=G13+H13
Lindsay Gardiner	Administration	21	21	=VLOOKUP(A14,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E14*F14	=D14-E14	=H14*F14*1.5	=G14+H14
Annabelle Ross	Catering	26.5	24	=VLOOKUP(A15,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E15*F15	=D15-E15	=H15*F15*1.5	=G15+H15
Milly Wood	Catering	25.5	24	=VLOOKUP(A16,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E16*F16	=D16-E16	=H16*F16*1.5	=G16+H16
Kieran Black	Security	27	24	=VLOOKUP(A17,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E17*F17	=D17-E17	=H17*F17*1.5	=G17+H17
Colin Hatfield	Catering	28.5	28	=VLOOKUP(A18,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E18*F18	=D18-E18	=H18*F18*1.5	=G18+H18
Darcie Collins	Catering	25	24	=VLOOKUP(A19,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E19*F19	=D19-E19	=H19*F19*1.5	=G19+H19
Benjamin Young	Facilities	26	24	=VLOOKUP(A20,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E20*F20	=D20-E20	=H20*F20*1.5	=G20+H20
Michael Jordan	Catering	31.5	28.5	=VLOOKUP(A21,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E21*F21	=D21-E21	=H21*F21*1.5	=G21+H21
Jakub Kowalski	Catering	31	24	=VLOOKUP(A22,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E22*F22	=D22-E22	=H22*F22*1.5	=G22+H22
Lakshmi Kaur	Catering	30	28	=VLOOKUP(A23,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E23*F23	=D23-E23	=H23*F23*1.5	=G23+H23
Emily Arnott	Facilities	28	24	=VLOOKUP(A24,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E24*F24	=D24-E24	=H24*F24*1.5	=G24+H24
Louise Holly	Security	29.5	28	=VLOOKUP(A25,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E25*F25	=D25-E25	=H25*F25*1.5	=G25+H25
Eric Findlay	Catering	28.5	24.5	=VLOOKUP(A26,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E26*F26	=D26-E26	=H26*F26*1.5	=G26+H26
Allegra Smith	Catering	28	28	=VLOOKUP(A27,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E27*F27	=D27-E27	=H27*F27*1.5	=G27+H27
Sharon Norris	Catering	28	24	=VLOOKUP(A28,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E28*F28	=D28-E28	=H28*F28*1.5	=G28+H28
Karl Vickers	Management	30	30	=VLOOKUP(A29,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E29*F29	=D29-E29	=H29*F29*1.5	=G29+H29
Shelly Grieve	Management	30	30	=VLOOKUP(A30,'Pay Rates'!\$B\$2:\$E\$19,4,FALSE)	=E30*F30	=D30-E30	=H30*F30*1.5	=G30+H30

1

2

1

1

1

1

SPREADSHEET - WAGES - ANALYSIS		
Evidence	Mark	Comment
No of Employees per Department	2	COUNTIF
Department Totals	2	SUMIF
Department's % Share of Total Gross Pay	1	Cell C8 must be locked/named
Total	5	
Accept named cell ranges.		

DEPARTMENT ANALYSIS			
DEPARTMENT	NO OF EMPLOYEES	TOTAL GROSS PAY	% OF TOTAL GROSS PAY
Administration	4	£1,197.63	10.43%
Catering	11	£4,529.43	39.45%
Facilities	5	£2,137.59	18.62%
Security	6	£2,237.85	19.49%
Management	2	£1,379.40	12.01%
Total	28	£11,481.90	

DEPARTMENT ANALYSIS

DEPARTMENT	NO OF EMPLOYEES	TOTAL GROSS PAY	% OF TOTAL GROSS PAY
Administration	=COUNTIF('Gross Pay'!\$C\$3:\$C\$30,A3)	=SUMIF('Gross Pay'!\$C\$3:\$C\$30,A3,'Gross Pay'!\$J\$3:\$J\$30)	=C3/\$C\$8
Catering	=COUNTIF('Gross Pay'!\$C\$3:\$C\$30,A4)	=SUMIF('Gross Pay'!\$C\$3:\$C\$30,A4,'Gross Pay'!\$J\$3:\$J\$30)	=C4/\$C\$8
Facilities	=COUNTIF('Gross Pay'!\$C\$3:\$C\$30,A5)	=SUMIF('Gross Pay'!\$C\$3:\$C\$30,A5,'Gross Pay'!\$J\$3:\$J\$30)	=C5/\$C\$8
Security	=COUNTIF('Gross Pay'!\$C\$3:\$C\$30,A6)	=SUMIF('Gross Pay'!\$C\$3:\$C\$30,A6,'Gross Pay'!\$J\$3:\$J\$30)	=C6/\$C\$8
Management	=COUNTIF('Gross Pay'!\$C\$3:\$C\$30,A7)	=SUMIF('Gross Pay'!\$C\$3:\$C\$30,A7,'Gross Pay'!\$J\$3:\$J\$30)	=C7/\$C\$8
Total	=SUM(B3:B7)	=SUM(C3:C7)	

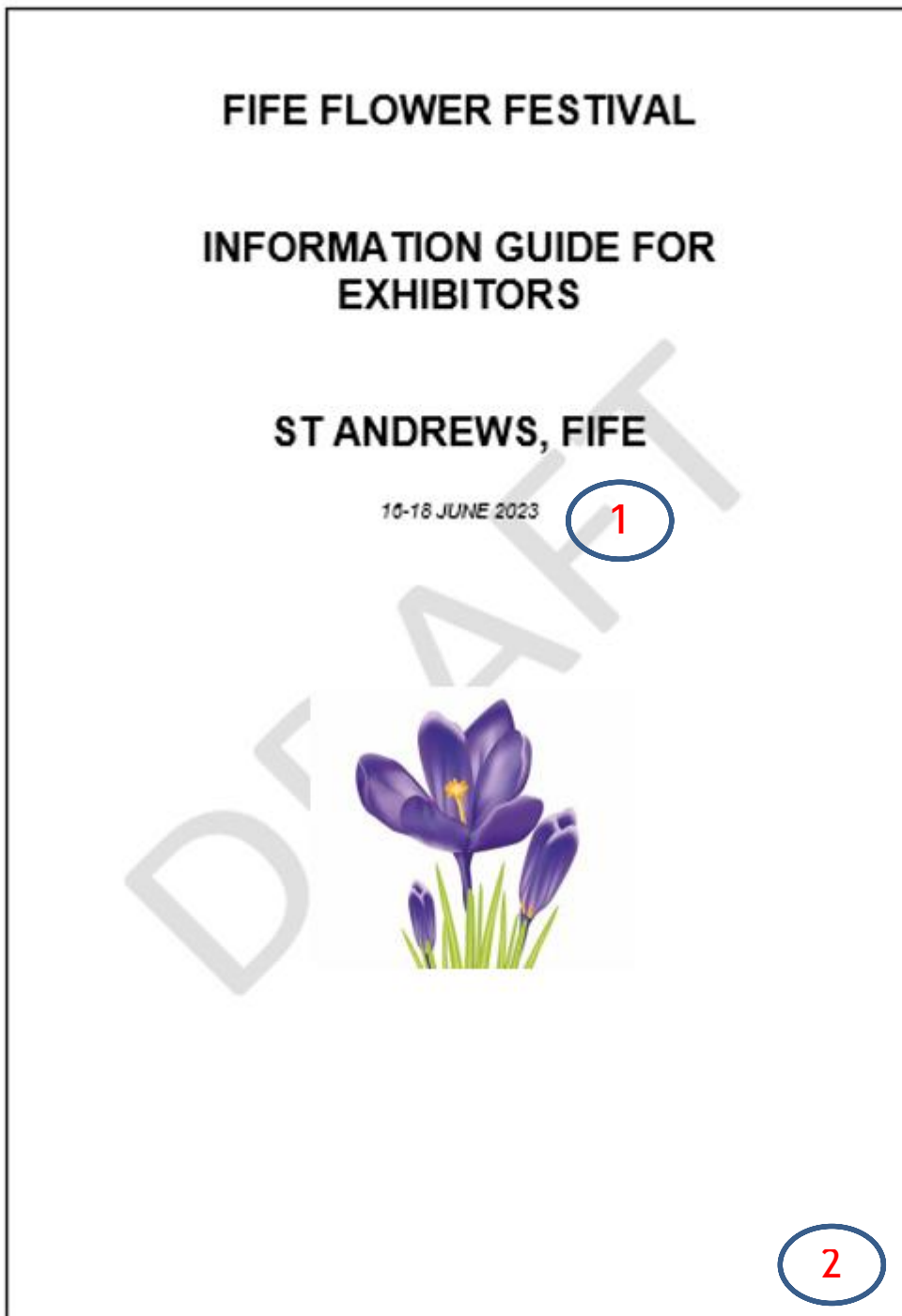
2

2

1

Word-Processing Task

WORD - EXHIBITOR GUIDE		
Evidence	Mark	Comment
Page 1		
Enhance event details, border first page only and insert logo	2	For each feature missing do not award (DNA) one mark
Insert correct dates	1	Must include the year DNA if brackets present



Page 2		
Table of Contents		
On second page, on its own	1	
Double-line spacing	1	For all headings
All headings present	1	Do not award if page numbers are omitted or incorrect

Fife Flower Festival

1

Table of Contents

INTRODUCTION 3

WHY EXHIBIT AT OUR SHOW?..... 3

 General Benefits 3

 Garden Designers and Landscapers..... 3

 Floral Displays..... 3

EXPECTATIONS AND STANDARDS..... 4

 General Regulations..... 4

 Health and Safety Regulations 5

MEET THE TEAM 5

1

1

DRAFT

Page 3		
Bullet general benefits section	1	Ignore any change to indent Accept different bullet style
Replace 'pack' with 'guide'	1	4 occurrences

A flower can say it better

INTRODUCTION

Welcome to this year's **guide** to exhibiting at Fife Flower Festival. Our show is the most popular flower show in Scotland and attracts thousands of visitors annually. It is also renowned for attracting top notch exhibitors from all over the United Kingdom.

This **guide** is intended to give you an insight into the benefits, rules, and responsibilities of exhibiting at our show. Now in its 17th year, we are looking forward to another well attended and successful event.

WHY EXHIBIT AT OUR SHOW?

There are many ways of being involved in our show from exhibiting floral arrangements to designer gardens.

General Benefits

All exhibitors will be entitled to the following benefits:

- Up to 4 free tickets for friends and family
- A £10 voucher to spend in our hospitality outlets
- A free listing in our show **guide**
- A free listing on our website (with a link to your website where applicable)
- An opportunity to purchase additional discounted advertising space on our show **guide**
- 5% discount on our garden products exhibit over the course of the show.

Garden Designers and Landscapers

The show gives garden specialists and landscapers an opportunity to display their creative talents and bring their visions alive in our "Show Gardens" area. Having the opportunity to interact with visitors and to have a discourse about the inspiration behind the theme of their designs has always been one of the key objectives of our event. Gardens designed by professionals, amateurs and students from colleges are all welcome to exhibit.

Floral Displays

Florists and nurseries are always well represented at our show where they can exhibit their impressive displays and products respectively. There are also numerous competitions available with distinguished and specialist judges from the horticultural world in attendance. This is an excellent opportunity to be recognised as one of the country's top nurseries as well as being able to promote your products and generate growth for your business.

Page 4		
Convert text to table	1	
Sort table by Regulation	1	
Make page landscape	1	
Add footnote	1	Accept footnote marker after 'drink' in the Regulation column or Comments column Do not award if marker is not placed directly after the letter 'k' (eg after full stop) Do not award if footnote is keyed incorrectly

Fife Flower Festival

EXPECTATIONS AND STANDARDS

All exhibitors are expected to adhere to the following regulations. Please contact the Show Manager if you have any queries regarding these.

General Regulations

Regulation	Comment
Accessibility	Under the Equality Act 2010 exhibitors have a legal obligation to ensure that their exhibit is available to people with disabilities.
Allocated area	Exhibitors must not work outwith the site area to which they have been allocated.
Animals	With the exception of assistance dogs, no animals are permitted on site.
Charity fundraising	Collections are not permitted on site.
Environment	Where possible exhibitors are encouraged to promote green alternatives.
Food and Drink	Exhibitors are not permitted to eat or drink at their exhibit and/or in front of visitors. Only official show catering outlets may sell food and drink ¹ .
General conduct	Exhibitors must behave in a respectful manner towards staff, visitors and other attendees.
Prohibited items	Gnomes or other creatures of a bright nature, flags, balloons, BBQ's, gas patio heaters and music (except those given prior permission).
Site damage	Exhibitors are respectfully asked to take care of the site infrastructure eg trees, railings, services etc. Reinstatement costs will be charged where damage has been caused by exhibitors.

1

1

1

1

¹ Exhibitors who wish to provide food or drink samples to visitors must seek permission from the Festival Manager.

Page 5		
Keyboarding - health and safety points	3	See text for mark flags
Insert staff images	1	
Footer: Page numbers	1	Not on first page, accept in any position but must be consistent
Header:		Not on first page
On even pages: Fife Flower Festival On odd pages: A flower can say it better	1	Both must be at left-hand side
Insert Draft as a watermark	1	Must be on all pages
Layout/presentation	1	Watch for lack of bullets at keyed-in text, spacing, font
Total	20	

A flower can say it better

1

Health and Safety Regulations

The show has a Health and Safety representative who can provide advice on a range of associated matters. For the entire duration of the show, including the set-up and take down, they will be contactable via the Show Manager should any issues arise. First aid services will be supplied by St Andrews Ambulance during the show.

The following health and safety rules apply to all exhibitors:

- During construction and take down all contractors/individuals must wear the appropriate health and safety clothing such as, but not limited to, high vis jackets and hard hats.
- In accordance with RIDDOR any accidents, near misses or injuries must be reported to the Health and Safety representative as soon as possible.
- All electrical work including testing and installation must be undertaken by a qualified electrician.
- Harmful substances such as fibreglass, resins and paints which can cause damage to lungs, skin and/or eyes must be subject to a risk assessment prior/to use in set-up and take-down.
- All exhibitors will be expected to undertake a Fire Risk Assessment before attendance.
- Any hazardous substances must be stored and transported under the COSHH regulations and any exhibitors who intend to have such substances on their exhibit must produce a risk assessment.

MEET THE TEAM

		
Karl Vickers Show Manager	Shelly Grieve Health & Safety Manager	Nicola Moyes Exhibitor Bookings/Enquiries
E-mail: kvickers@fifeflowerfest.co.uk	E-mail: sgrieve@fifeflowerfest.co.uk	E-mail: nmoyes@fifeflowerfest.co.uk

1

1

1

POWERPOINT		
Evidence	Marks	Comment
Title slide	1	Event name, date (with year), location and logo DNA if any additional information displayed
Slide design	1	DNA if design template(s) covers text and/or graphics
Insert Fife Facts information	1	
1. Judge name - KATE GOULD 2. Best garden description 3. Graphic of best garden	2	3 items present and correct award 2 marks 2 items present and correct award 1 mark 1 item or less 0 marks <i>KATE GOULD</i> must be in caps Garden description must contain no keyboarding errors
Slogan in footer	1	Ignore full stop
Handout footer	1	DNA 'today's date' or hyphen in place of 'on' Accept small 'l' at 'Last'
Keyboarding in Notes section	1	Accept without full stop
Printouts (without comments)	1	All slides on one page and slide 6 as note
Total	9	



GUEST JUDGE – KATE GOULD



1

- Out of the Shadows - a contemporary spa garden utilising hardy tropical planting to create a private, calm and relaxing space.
- Modelled as a post-pandemic garden with a Jacuzzi Swim Spa and central fire pit, this space is designed to revitalise both the body and mind and act as a safe haven for people to exercise and socialise in small groups.

1

A flower can say it better

1



Our competition will be judged by the designer of the Best Sanctuary Garden at Chelsea Flower Show 2022.

1

1

QUERY/REPORT		
Evidence	Marks	Comment
Not England	1	
Disabled parking or drop-off point	1	If only 3 correct records present then hyphen not used for <i>drop-off</i>
Date (not null)	1	If <i>Bangor Blooms</i> appears DNA
UKH Member	1	If <i>Musselburgh</i> appears DNA UKH Member and disabled/drop-off
Title & Logo	1	Accept any suitable heading
Group by country	1	
Sort by festival name	1	
New Field Heading	1	<i>DISCOUNTED PRICE</i> - correct and consistent with other field headings
Discounted Ticket Price Calculation	2	Must be <i>Full Day</i> price - if any part of a record (calculation) is missing DNA Presentation mark
New Field formatted for currency	1	
Presentation	1	Requested fields only - watch for truncation of <i>DATES</i>
Total	12	

SUITABLE FESTIVALS FOR MAARIA



COUNTRY	FESTIVAL NAME	LOCATION	DATES	DISCOUNTED PRICE
Scotland	Ayr Spring Spectacular	Ayr	16-18 August 2023	£54.80
	Hetland Flower Festival	Dumfries	17-23 August 2023	£54.80
	Perth Plant Life	Perth	1-3 July 2023	£54.80
Wales	Abergavenny Abloom	Abergavenny	19-21 August 2023	£46.80
	Conwy Flower Show	Conwy	2-6 July 2023	£54.80

27 April 2023

Page 1 of 1

1 1 1 1

1

PIVOT TABLE - PRODUCT SALES		
Evidence	Marks	Comment
Create pivot table with appropriate headings and labels	1	Check capitalisation and spelling Ignore extraneous info
Total Sales for each day and overall total	1	
Daily Running Total for Sales	1	
Formatting as £	1	Both columns Award if only one column has been attempted Accept Accounting format
Total	4	

Day	Total Sales	Daily Running Total	1
Friday	£4,312.79	£4,312.79	
Saturday	£5,066.35	£9,379.14	
Sunday	£4,598.50	£13,977.64	1
Grand Total	£13,977.64		

1
1

[END OF MARKING INSTRUCTIONS]