



Higher
Coursework
Assessment Task



Higher Administration and IT Assignment — Velocity Motors Instructions for teachers and lecturers

Valid for session 2024–25 only.

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

This edition: March 2025 (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.

- ◆ **Accessory Sales** — a spreadsheet file
- ◆ **Cars** — a database file
- ◆ **Customer Quote** — a spreadsheet file
- ◆ **EV Promotion** — a presentation file with 4 comments
- ◆ **Finance Deals** — a spreadsheet file with 1 comment/note
- ◆ **Invite Letter** — a word-processing file with 4 comments
- ◆ **Special Offers** — a word-processing file with 1 comment
- ◆ **Velocity Letterhead** — a PNG file but can be saved as a word file, if required
- ◆ **Velocity Motors Logo** — a PNG file but can be saved as a word file, if required

You must also provide candidates with a valid e-mail address.

Note: We no longer provide the database as a file exported to Excel format. If you need this, please contact qpdelivery@sqa.org.uk or call us on 0345 213 6779.

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

Teachers and lecturers must not write notes on the printed candidate evidence. If any of your candidates experience ICT issues during the assignment, you can report these to SQA using our online ICT issues form. The form is available from our secure website.

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

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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