



Higher
Coursework
Assessment Task



Higher Administration and IT Assignment Assessment task

Coursework Finalised Marking Instructions

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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 – 20 marks (+/- 4 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

TASK 1 - WORD - LETTER - PAGE 1		
Evidence	Mark	Comment
Insert reference and date	1	
Insert date/time of event	1	
Keying-in opportunities	2	See text markers below
	4	

Velocity Motors

Grange Avenue
Edinburgh
EH8 2VG

Telephone No: 01315208945



ME/AS

30 April 2025 ✓ Reference & Date

Dear Customer

At Velocity Motors, we are very excited to invite you to an exclusive event dedicated to the future of driving – our Special Electric Vehicle (EV) Event.

Date: 14 June 2025 ✓ Date & Time

Time: 11 am – 5 pm

Events will take place at our Aberdeen, Dumfries, East Kilbride, Edinburgh and Inverness dealerships.

During this special event, you will gain access to the following exclusive opportunities:

- Test Drive the Latest EV Models: Experience the power, performance and luxury of the newest electric vehicles on the market.
- Special Event-Only Offers: Take advantage of special event pricing, finance options and trade-in bonuses available only to attendees.
- EV Technology Showcase: Learn about cutting edge technology, charging solutions and the benefits of switching to an electric vehicle from our knowledgeable staff.
- Q&A with EV Experts: Have all your questions answered by industry experts and discover how an electric vehicle can fit into your lifestyle. ✓

As a valued customer, we wanted you to be among the first to explore our latest EV lineup and benefit from these time-limited offers. Whether you're considering your first electric vehicle or looking to upgrade, this event is the perfect opportunity to find out why so many drivers are making the switch.

TASK 1 - WORD - LETTER - PAGE 2		
Evidence	Mark	Comment
Search and replace - 'unique' with 'special'	1	3 occurrences
Insert table of offers	1	Must be in correct position
Convert text to table	1	No extra rows/columns and accurate
Sort table	1	Ascending order of discounted price
Insert name (person signing)	1	
Complimentary close	1	Must be faithfully with a small 'f'
Footnote - directly after the 't' of 'spot'	1	Deadline is 23 May 2025
Letter presentation	1	Appropriate spacing/page break/consistent font
	8	

Here's a preview of some of our special offers which will be available at the event:

MAKE	MODEL	PRICE	DISCOUNTED PRICE
Stratos	Helix	£15,498	£14,498
Stellar	Drift	£15,698	£15,000
Stellar	Raven	£18,319	£17,750
Quasar	Nova	£19,998	£18,998
Stratos	Zephyr	£23,698	£20,942
Nexus	Raptor	£26,969	£24,998
Nexus	Phoenix	£26,551	£25,850
Nexus	Cruiser	£31,767	£30,498
Quasar	Ventura	£37,180	£36,000

Please confirm your attendance by completing the attached Confirmation of Attendance Form, telling us what type of vehicle you are interested in. This will allow us to tailor your visit and give you a more bespoke service. Please return the form in the pre-paid envelope provided.

Spaces at the event are limited, so be sure to reserve your spot¹.

We look forward to welcoming you to our dealership and sharing the exciting future of driving with you.

Yours faithfully ✓ Close

Molly Evans ✓ Organiser's name
Event Organiser

Encs

¹ Form must be returned by 23 May 2025 ✓ Footnote

✓ Presentation

TASK 1 - WORD - FORM		
Evidence	Mark	Comment
Insert letterhead	1	Page 1 and Page 3 only
Landscape	1	
Form details: form title, customer name, e-mail, telephone number and dietary requirements	1	For any item missing do not award mark
Vehicle type	1	Can be a list or a space for entry however car types must be shown
Tick box for test drive	1	With an appropriate comment
Professional layout	1	Appropriate space to enter customer details Form title should be at the top
Footer	1	Page numbers on page 1 and 2 only and FAO Molly Evans on page 3 only
Keyboarding	1	
	8	
	20	

Velocity Motors

Grange Avenue
Edinburgh
EH8 2VG

Telephone No: 01315208945



✓ Letterhead

✓ Landscape

CONFIRMATION OF ATTENDANCE FORM

Customer name	
Telephone number	
E-mail address	

Preferred vehicle type

Hatchback	
Saloon	
SUV	
Sports Car	

Please tick this box if you require a test drive

✓ Vehicle type

✓ Tick box/comment

Please list any dietary requirements	
--------------------------------------	--

✓ Details

✓ Keyboarding

FAO Molly Evans ✓ Footer

✓ Layout

TASK 2 (a) - PRESENTATION		
Evidence	Mark	Comment
Apply a suitable design template	1	Do not award if any information/graphics overlaps the slide design
Insert slide number	1	Not on title slide
Notes - keyboarding	1	Accurate and in notes section
Smart art	1	Do not award (DNA) if data is truncated/missing/inconsistent font/inconsistent alignment and size/illegible/inaccurate
Cities & LEZ charges	2	Must have all details ie 4 cities and charge to gain both marks. Max 1 mark DNA for keyboarding errors
Print without comments	1	2 slides per page and notes view for 'Saves you Money' slide
	7	

Notes view

SAVES YOU MONEY

Typical cost of charging an EV

	Typical cost per kWh	Cost per mile
Home (off-peak/EV rate)	7.5p	2p
Home (standard rate)	22.36p	7p
Public ultra-rapid charging	79p	26p

2

A medium sized EV car costs 16p per mile, the cost dramatically increases when using a public ultra-rapid charger. This method would generally be chosen when charging time is limited. ✓ Notes

2 slides per page

26/04/2025

VELOCITY MOTORS

The Future of Cars is Electric

5 THINGS YOU NEED TO KNOW

1

SAVES YOU MONEY

Typical cost of charging an EV

	Typical cost per kWh	Cost per mile
Home (off-peak/EV rate)	7.5p	5p
Home (standard rate)	22.36p	7p
Public ultra-rapid charging	79p	26p

2

✓ Design Temp

26/04/2025

BETTER DRIVING EXPERIENCE


An electric engine generates instant torque – EVs zoom off starting lines and provide smooth, responsive acceleration and deceleration.

EVs have a low centre of gravity which means better responsiveness and increased comfort.

3

EASY HOME CHARGING

Most EV charging in the UK takes place at home. If you have an electric car charging station installed at home, this will generally be the quickest, easiest and most cost-effective way to keep your EV battery charged.



4

30/04/2025

CUT EMISSIONS

Average "lifetime" emissions from EVs are 30% lower than a petrol car in the UK.

By 2050 if every second car was an EV, global CO2 emissions would reduce by 1.5 gigatonnes per year.

The UK has pledged that by 2035 every new car will be zero emissions.

5

LEZ CHARGES

Apply in the following Scottish cities:

Aberdeen, Dundee, Edinburgh and Glasgow.

The initial penalty charge is £60. ✓ ✓ Research

6


✓ Smart art

✓ Slide Numbers

✓ Print

TASK 2 (b) - E-MAIL		
Evidence	Mark	Comment
Evidence of sending	1	
Content: Subject heading, message and close	1	DNA if spelling error or if message is not meaningful
Attachment - PowerPoint	1	Accept shared document
	3	

26/04/2025, 19:25

 Outlook

EV PRESENTATION

From

Date Sat 26/04/2025 19:25 ✓

To

 1 attachment (478 KB) ✓

EV Promotion.pptx;

Hi

Please find attached the presentation for the forthcoming EV event.

Regards

A Student ✓

Senior Admin Assistant

TASK 3 - SPREADSHEET - ACCESSORY SALES		
Evidence	Mark	Comment
Create pivot table with appropriate headings	1	Check for consistent capitalisation and spelling
Total Sales Value	1	
Running Total	1	
Formatting	1	Accept with 2 decimal places if consistent
	4	

Month	Total Sales	Running Total
Oct	£1,305	£1,305
Nov	£1,370	£2,675
Dec	£1,585	£4,260
Grand Total	£4,260	

✓

✓

✓

TASK 4 - SPREADSHEET - CUSTOMER QUOTE		
Evidence	Mark	Comment
Price per Item	2	Vlookup
Sub-total	1	Accept suitable alternatives
Discount %	2	Hlookup
Discount amount	1	
Total after Discount	1	
VAT	1	Accept named cell for VAT
	8	

Alternative formulae with named ranges:
=VLOOKUP(A13,OPTIONAL_EXTRAS,2,FALSE)
=HLOOKUP(D8,DISCOUNT_RATE,2,TRUE)

VELOCITY MOTORS		CUSTOMER QUOTE	
CUSTOMER NAME	A Mahmood	CAR MODEL	Zephyr
CONTACT TEL NO	07992567845	BASIC PRICE	23698
OPTIONAL EXTRAS			
ITEM	PRICE PER ITEM		
Metallic Paint	=VLOOKUP(A13,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE)		
Sunroof	=VLOOKUP(A14,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE)		
Heated Seats	=VLOOKUP(A15,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE)		
Sports Package	=VLOOKUP(A16,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE)		
Extended Warranty	=VLOOKUP(A17,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE) ✓✓		
	SUB-TOTAL	=SUM(D13:D17,D8) ✓	
	DISCOUNT AMOUNT	=HLOOKUP(D8,DISCOUNT!\$B\$1:\$I\$2,2,TRUE)*D8	
	TOTAL AFTER DISCOUNT	=D18-D19 ✓ ✓ ✓ ✓	
	VAT	=D20*B22 ✓	
VAT	0.2	TOTAL PRICE	=D20+D21

VELOCITY MOTORS		CUSTOMER QUOTE	
CUSTOMER NAME	A Mahmood	CAR MODEL	Zephyr
CONTACT TEL NO	07992567845	BASIC PRICE	£23,698.00
OPTIONAL EXTRAS			
ITEM	PRICE PER ITEM		
Metallic Paint	£700.00		
Sunroof	£600.00		
Heated Seats	£800.00		
Sports Package	£4,000.00		
Extended Warranty	£800.00		
	SUB-TOTAL	£30,598.00	
	DISCOUNT AMOUNT	£829.43	
	TOTAL AFTER DISCOUNT	£29,768.57	
	VAT	£5,953.71	
VAT	20%	TOTAL PRICE	£35,722.28

Accept:
0 for "false"
1 for "true"

TASK 5 - DATABASE - CUSTOMER ENQUIRY		
Evidence	Mark	Comment
Price - £25000 to £35000	1	
Fuel type - not diesel	1	
Features - air con or climate control	1	
Available for sale	1	Notes field: is null
Print selected fields	1	Accept in any order
	5	

MAKE	MODEL	COLOUR	DOORS	FEATURES	PRICE	MILEAGE	FUEL TYPE
Nexus	Phoenix	White	4	alloy wheels, air conditioning	£26,551.00	5444	Electric
Quasar	Ventura	Black	4	air conditioning, metallic paint	£33,095.00	12999	Petrol
Stratos	Ranger	Red	5	metallic paint, air conditioning	£29,991.00	31481	Hybrid
Zenith	Nimbus	Beige	3	climate control, metallic paint, isofix	£25,998.00	16894	Petrol

✓

✓

✓

✓

✓

TASK 6 - DATABASE - AGGREGATE QUERY		
Evidence	Mark	Comment
Field Headings	1	Appropriate headings with consistent capitalisation & correct spelling
Group by Job Title	1	
Correct table selection	1	
Number of Staff	1	
Total Salary	1	
	5	

JOB TITLE	NUMBER OF STAFF	TOTAL SALARIES PAID
Car Salesperson	11	£386,945.00
Customer Service Representative	5	£110,423.00
Finance Manager	3	£145,615.00
Parts Specialist	2	£79,777.00
Sales Manager	4	£216,010.00
Service Technician	5	£170,748.00

✓
✓
✓
✓

TASK 7 (a) - SPREADSHEET - CAR FINANCE		
Evidence	Mark	Comment
Deposit	1	
Amount to Finance	1	
Interest percentage	2	Nested IF
Interest amount	1	
Print value and formula view - omitting Make & Model columns	1	Remove comment. No truncation Both printouts on one page
	6	
Accept alternative formulae as follows: =IF(G2<15000,8%,IF(G2>25000,6.95%,7.25%))*G2 =IFS(G2>25000,6.95%,G2>=15000,7.25%,G2<15000,8%)*G2 =IFS(G2<15000,8%,G2>25000,6.95%,G2>=15000,7.25%)*G2 Do not accept: =IF(G2>=15000,7.25%,IF(G2<15000,8%,6.95%))*G2 =IFS(G2<15000,8%,G2>=15000,7.25%,G2>25000,6.95%)*G2		

CUSTOMER	PURCHASE PRICE	DEALER DISCOUNT	DEPOSIT PAID	AMOUNT TO FINANCE	INTEREST CHARGED	BALANCE TO PAY
A Hobbs	£26,995.00	£1,500.00	£2,699.50	£22,795.50	£1,652.67	£24,448.17
R Sutherland	£18,995.00	£1,000.00	£1,899.50	£16,095.50	£1,166.92	£17,262.42
L Murphy	£21,995.00	£1,250.00	£2,199.50	£18,545.50	£1,344.55	£19,890.05
J Thomson	£13,498.00	£750.00	£1,349.80	£11,398.20	£911.86	£12,310.06
T Campbell	£10,998.00	£500.00	£1,099.80	£9,398.20	£751.86	£10,150.06
S Marks	£16,298.00	£1,000.00	£1,629.80	£13,668.20	£1,093.46	£14,761.66
J Munro	£15,000.00	£800.00	£1,500.00	£12,700.00	£1,016.00	£13,716.00
B Crawford	£17,698.00	£1,000.00	£1,769.80	£14,928.20	£1,194.26	£16,122.46
V Singh	£11,298.00	£500.00	£1,129.80	£9,668.20	£773.46	£10,441.66
G Huntly	£24,998.00	£1,500.00	£2,499.80	£20,998.20	£1,522.37	£22,520.57
P Duncan	£20,988.00	£1,250.00	£2,098.80	£17,639.20	£1,278.84	£18,918.04
F Reid	£31,993.00	£1,750.00	£3,199.30	£27,043.70	£1,879.54	£28,923.24
S Fraser	£23,598.00	£1,500.00	£2,359.80	£19,738.20	£1,431.02	£21,169.22
M Sharp	£29,402.00	£1,750.00	£2,940.20	£24,711.80	£1,791.61	£26,503.41
C Jack	£12,498.00	£750.00	£1,249.80	£10,498.20	£839.86	£11,338.06
A McDonald	£18,998.00	£1,000.00	£1,899.80	£16,098.20	£1,167.12	£17,265.32
D Sherwood	£17,498.00	£1,000.00	£1,749.80	£14,748.20	£1,179.86	£15,928.06
E Murray	£15,498.00	£800.00	£1,549.80	£13,148.20	£1,051.86	£14,200.06
M Muir	£32,495.00	£1,750.00	£3,249.50	£27,495.50	£1,910.94	£29,406.44
H Willis	£30,220.00	£1,750.00	£3,022.00	£25,448.00	£1,768.64	£27,216.64
K Gallacher	£15,998.00	£800.00	£1,599.80	£13,598.20	£1,087.86	£14,686.06
W McLaren	£21,998.00	£1,250.00	£2,199.80	£18,548.20	£1,344.74	£19,892.94
N Galbraith	£29,298.00	£1,750.00	£2,929.80	£24,618.20	£1,784.82	£26,403.02
V Matthews	£21,498.00	£1,250.00	£2,149.80	£18,098.20	£1,312.12	£19,410.32
S Irvine	£9,988.00	£500.00	£998.80	£8,489.20	£679.14	£9,168.34

CUSTOMER	PURCHASE PRICE	DEALER DISCOUNT	DEPOSIT PAID	AMOUNT TO FINANCE	INTEREST CHARGED	BALANCE TO PAY
A Hobbs	26995	1500	=D2*10%	=D2-E2-F2	=IF(G2>25000,6.95%,IF(G2>=15000,7.25%,8%))*G2	=G2+H2
R Sutherland	18995	1000	=D3*10%	=D3-E3-F3	=IF(G3>25000,6.95%,IF(G3>=15000,7.25%,8%))*G3	=G3+H3
L Murphy	21995	1250	=D4*10%	=D4-E4-F4	=IF(G4>25000,6.95%,IF(G4>=15000,7.25%,8%))*G4	=G4+H4
J Thomson	13498	750	=D5*10%	=D5-E5-F5	=IF(G5>25000,6.95%,IF(G5>=15000,7.25%,8%))*G5	=G5+H5
T Campbell	10998	500	=D6*10%	=D6-E6-F6	=IF(G6>25000,6.95%,IF(G6>=15000,7.25%,8%))*G6	=G6+H6
S Marks	16298	1000	=D7*10%	=D7-E7-F7	=IF(G7>25000,6.95%,IF(G7>=15000,7.25%,8%))*G7	=G7+H7
J Munro	15000	800	=D8*10%	=D8-E8-F8	=IF(G8>25000,6.95%,IF(G8>=15000,7.25%,8%))*G8	=G8+H8
B Crawford	17698	1000	=D9*10%	=D9-E9-F9	=IF(G9>25000,6.95%,IF(G9>=15000,7.25%,8%))*G9	=G9+H9
V Singh	11298	500	=D10*10%	=D10-E10-F10	=IF(G10>25000,6.95%,IF(G10>=15000,7.25%,8%))*G10	=G10+H10
G Huntly	24998	1500	=D11*10%	=D11-E11-F11	=IF(G11>25000,6.95%,IF(G11>=15000,7.25%,8%))*G11	=G11+H11
P Duncan	20988	1250	=D12*10%	=D12-E12-F12	=IF(G12>25000,6.95%,IF(G12>=15000,7.25%,8%))*G12	=G12+H12
F Reid	31993	1750	=D13*10%	=D13-E13-F13	=IF(G13>25000,6.95%,IF(G13>=15000,7.25%,8%))*G13	=G13+H13
S Fraser	23598	1500	=D14*10%	=D14-E14-F14	=IF(G14>25000,6.95%,IF(G14>=15000,7.25%,8%))*G14	=G14+H14
M Sharp	29402	1750	=D15*10%	=D15-E15-F15	=IF(G15>25000,6.95%,IF(G15>=15000,7.25%,8%))*G15	=G15+H15
C Jack	12498	750	=D16*10%	=D16-E16-F16	=IF(G16>25000,6.95%,IF(G16>=15000,7.25%,8%))*G16	=G16+H16
A McDonald	18998	1000	=D17*10%	=D17-E17-F17	=IF(G17>25000,6.95%,IF(G17>=15000,7.25%,8%))*G17	=G17+H17
D Sherwood	17498	1000	=D18*10%	=D18-E18-F18	=IF(G18>25000,6.95%,IF(G18>=15000,7.25%,8%))*G18	=G18+H18
E Murray	15498	800	=D19*10%	=D19-E19-F19	=IF(G19>25000,6.95%,IF(G19>=15000,7.25%,8%))*G19	=G19+H19
M Muir	32495	1750	=D20*10%	=D20-E20-F20	=IF(G20>25000,6.95%,IF(G20>=15000,7.25%,8%))*G20	=G20+H20
H Willis	30220	1750	=D21*10%	=D21-E21-F21	=IF(G21>25000,6.95%,IF(G21>=15000,7.25%,8%))*G21	=G21+H21
K Gallacher	15998	800	=D22*10%	=D22-E22-F22	=IF(G22>25000,6.95%,IF(G22>=15000,7.25%,8%))*G22	=G22+H22
W McLaren	21998	1250	=D23*10%	=D23-E23-F23	=IF(G23>25000,6.95%,IF(G23>=15000,7.25%,8%))*G23	=G23+H23
N Galbraith	29298	1750	=D24*10%	=D24-E24-F24	=IF(G24>25000,6.95%,IF(G24>=15000,7.25%,8%))*G24	=G24+H24
V Matthews	21498	1250	=D25*10%	=D25-E25-F25	=IF(G25>25000,6.95%,IF(G25>=15000,7.25%,8%))*G25	=G25+H25
S Irvine	9988	500	=D26*10%	=D26-E26-F26	=IF(G26>25000,6.95%,IF(G26>=15000,7.25%,8%))*G26	=G26+H26



Print

TASK 7 (b) - SPREADSHEET - SUMMARY SHEET

Evidence	Mark	Comment
No of Sales	2	All or nothing - accept named range
Total Value - Dealer Contribution	2	All or nothing - accept named ranges
	4	

MAKE	NO OF CARS SOLD	TOTAL DEALER DISCOUNT
Nexus	2	£3,250.00
Stellar	8	£6,900.00
Zenith	6	£8,250.00
Quasar	4	£4,000.00
Stratos	3	£2,750.00
Aero	2	£3,500.00

MAKE	NO OF CARS SOLD	TOTAL DEALER DISCOUNT
Nexus	=COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A2)	=SUMIF('CAR SALES'!\$B\$2:\$B\$26,A2,'CAR SALES'!\$E\$2:\$E\$26)
Stellar	=COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A3)	=SUMIF('CAR SALES'!\$B\$2:\$B\$26,A3,'CAR SALES'!\$E\$2:\$E\$26)
Zenith	=COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A4)	=SUMIF('CAR SALES'!\$B\$2:\$B\$26,A4,'CAR SALES'!\$E\$2:\$E\$26)
Quasar	=COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A5)	=SUMIF('CAR SALES'!\$B\$2:\$B\$26,A5,'CAR SALES'!\$E\$2:\$E\$26)
Stratos	=COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A6)	=SUMIF('CAR SALES'!\$B\$2:\$B\$26,A6,'CAR SALES'!\$E\$2:\$E\$26)
Aero	=COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A7)	=SUMIF('CAR SALES'!\$B\$2:\$B\$26,A7,'CAR SALES'!\$E\$2:\$E\$26)



=COUNTIF(MAKE,A2)

=SUMIF(MAKE,A2,DEALER__DISCOUNT)

TASK 8 - DATABASE - REPORT		
Evidence	Mark	Comment
Query Car Salesperson	1	
Title & Logo	1	Title must mention 'Assistant Sales Manager' DNA if inconsistent capitalisation or spelling errors
Group by dealership name	1	
New salary field heading	1	Appropriate heading with consistent capitalisation & correct spelling
New salary calculation	2	All or nothing
Formatting	1	Currency with 2 decimal places
Presentation/correct fields	1	DNA if any data is truncated Accept employee name with or without the "Title" field
	8	

SUITABLE EMPLOYEES FOR ASSISTANT SALES MANAGER JOB

✓ Title and Logo



DEALERSHIP NAME	TITLE	FIRST NAME	SURNAME	EMAIL	NEW SALARY
Brown Motors	Ms	Tiya	Hassan	hassant8@df.velocitymotors.co.uk	£40,556.10
	Mr	Noah	Horn	hornn@edi.velocitymotors.co.uk	£48,100.00
Casa Heat	Miss	Isabella	Miller	milleri@df.velocitymotors.co.uk	£48,100.00
	Miss	Olivia	Brown	brown1@ab.velocitymotors.co.uk	£46,380.10
Castle Dealership	Miss	Nora	Miller	millern1@edi.velocitymotors.co.uk	£48,100.00
	Ms	Emma	Edwards	edwardse@ek.velocitymotors.co.uk	£40,556.10
Johnston Jags	Mr	Riyaan	Ali	alir4@iv.velocitymotors.co.uk	£48,100.00
	Mr	Aiden	Campbell	campbella@ab.velocitymotors.co.uk	£46,380.10
McManus Drew	Mr	Hamish	MacLean	macleanh1@df.velocitymotors.co.uk	£40,556.10
	Mr	William	Brooks	brooksw@edi.velocitymotors.co.uk	£48,100.00
	Miss	Sophia	Bennett	bennetts@ek.velocitymotors.co.uk	£48,100.00

✓ New field

✓ ✓ Calculation

✓ £ & 2dp

✓ Query

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✓ Presentation/fields

[END OF MARKING INSTRUCTIONS]