



Higher  
Coursework  
Assessment Task



# Higher Administration and IT Assignment Assessment Task — Velocity Motors

**Valid for session 2024–25 only.**

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This edition: March 2025 (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. This is 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
- ◆ that 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 and Scottish Candidate Number are clearly identified on each printout submitted.

# Assessment Task

Velocity Motors sell cars and have several dealerships throughout Scotland. You work as the Senior Admin Assistant for Murdo McCoist, the Managing Director. The business is currently organising a special event to promote the sale of electric vehicles (EVs).

Several administrative tasks need to be completed to help organise and run this event.

You can use this to-do list and tick off each task as you complete it.

To-do list	
<input type="checkbox"/>	Complete invitation letter
<input type="checkbox"/>	Finish event presentation
<input type="checkbox"/>	E-mail presentation
<input type="checkbox"/>	Calculate accessory sales
<input type="checkbox"/>	Complete quote for Mr Mahmood
<input type="checkbox"/>	Find suitable vehicles for Mr Longstaff
<input type="checkbox"/>	Find staff numbers and salaries
<input type="checkbox"/>	Calculate finance deals
<input type="checkbox"/>	Summarise dealer discounts
<input type="checkbox"/>	Prepare staff recruitment report

Molly Evans, the Event Organiser, needs to send a letter to customers who are being invited to our EV Special Event. Please action and delete the comments in the document.

Insert the following event information at the appropriate place:

Date: 14 June 2025

Time: 11 am – 5 pm

We've added more opportunities for the event, please insert the following information as the final 2 bullet points:

- *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.*

There are several special offers which will be available at the event. Some of these are included in a separate file. Action and delete the comments in this file.

The final page of the letter should be a Confirmation of Attendance Form for customers who are going to attend the event. This page should be in landscape format.

The form should have space for the customer's name, telephone number and e-mail address. It should also include space for the customer to indicate which type of vehicle they are interested in: Hatchback, Saloon, SUV or Sports Car.

There should also be a tick box for the customer to indicate whether they want a test drive or not. As we will be providing refreshments at the event, can you also include a space in the form for the customer to include any dietary requirements.

Insert page numbers as a footer on pages 1 and 2 only and

FAO Molly Evans

as a footer on page 3.

Print a copy of the completed letter.

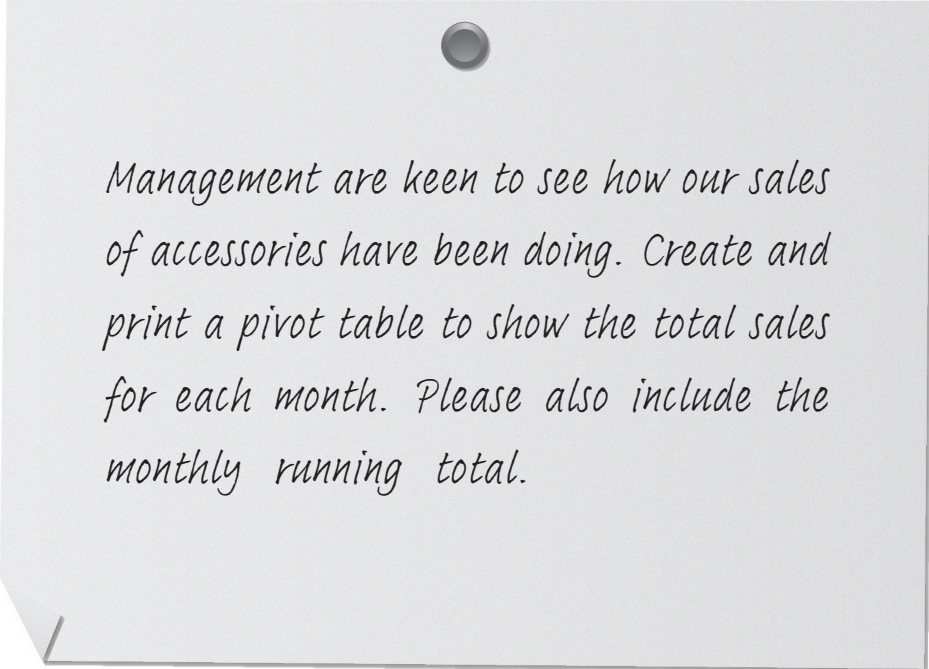
I have started the presentation that will be shown at the EV event. Complete the presentation using the comments in the file and the notes below. Delete the comments once actioned.

Add the following as a note to the slide SAVES YOU MONEY.

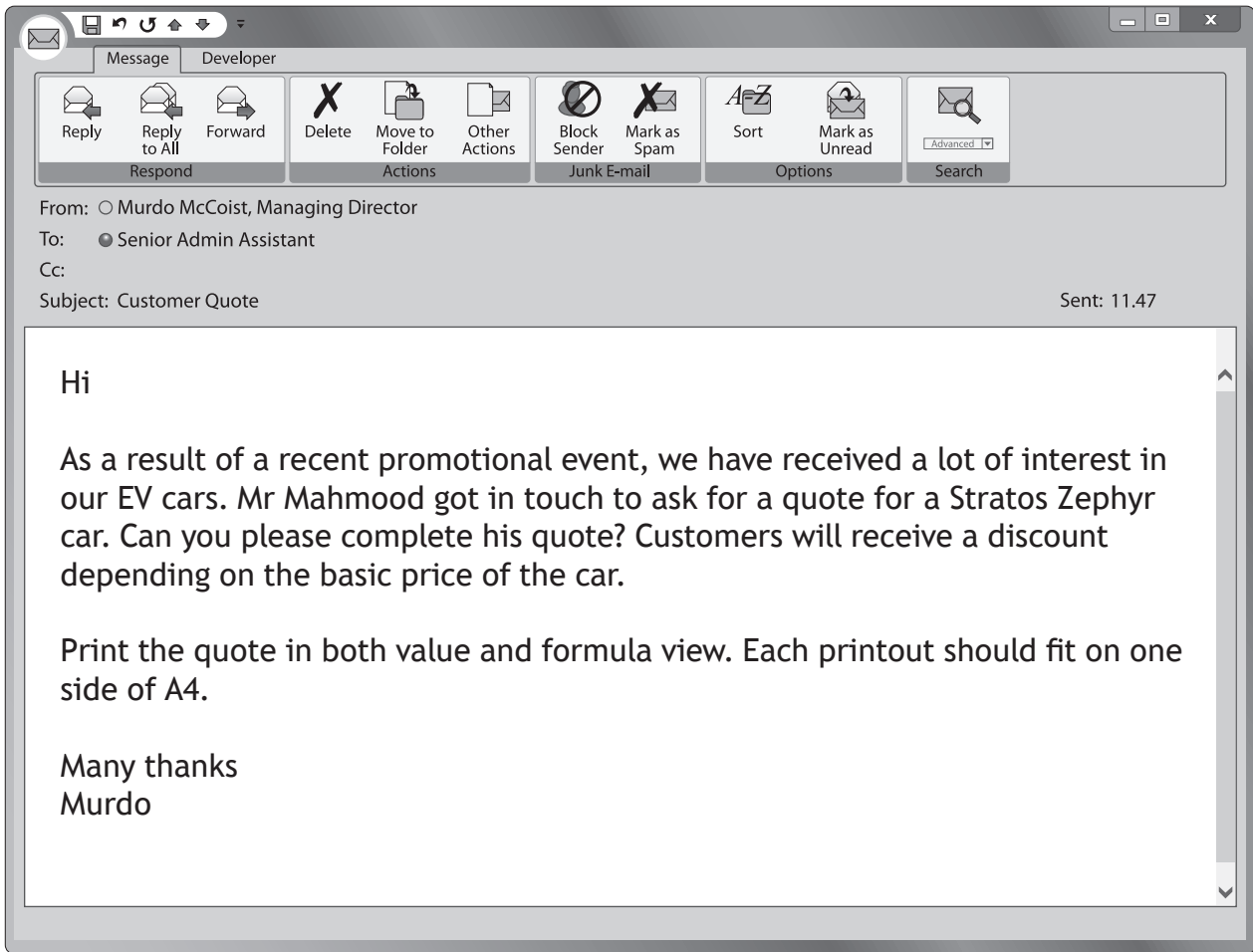
A medium sized EV car costs 16p per mile, the cost dramatically increases when using a public ultra-rapid charger. This method would generally be chosen when charging time is limited.

Print all slides in handout format (2 slides per page) and the SAVES YOU MONEY slide in notes format.

E-mail me a copy of the completed presentation.  
Print evidence of sending.



Management are keen to see how our sales of accessories have been doing. Create and print a pivot table to show the total sales for each month. Please also include the monthly running total.



## CONTACT US ENQUIRY

Message

I am looking to buy a car in the region of £25,000 to £35,000. It must be equipped with either air conditioning or climate control. I do not wish to own a diesel powered car.

Title\*

Mr

First Name\*

James

Last Name\*

Longstaff

E-mail Address\*

James.longstaff@aol.com

Contact Number\*

07543321167

Mr Longstaff has completed an online enquiry. Can you find cars that meet his requirements and are available for sale now? Print a copy of your results showing make, model, colour, doors, features, price, mileage and fuel type.

# DAILY THINGS To Do!

AM

*Print staff and salary information.*

*Management are considering increasing salaries in line with inflation but are concerned about affordability.*

*To help with this decision they need to know the following information for each job title:*

- how many staff we have*
- the total salaries paid*

PM

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Message Developer

Reply  
 Reply to All  
 Forward  
 Delete  
 Move to Folder  
 Other Actions  
 Block Sender  
 Mark as Spam  
 Sort  
 Mark as Unread  
 Search

Respond  
 Actions  
 Junk E-mail  
 Options  
 Search

From:  Murdo McCoist, Managing Director  
 To:  Senior Admin Assistant  
 Cc:  
 Subject: Car Finance Sent: 15:01

Hi

I'd like a snapshot of our recent car finance deals to see whether our promotions have been successful.

Interest on our finance deals is charged at the following rates:

AMOUNT TO FINANCE	RATE OF INTEREST
Less than £15,000	8.00%
£15,000 - £25,000	7.25%
More than £25,000	6.95%

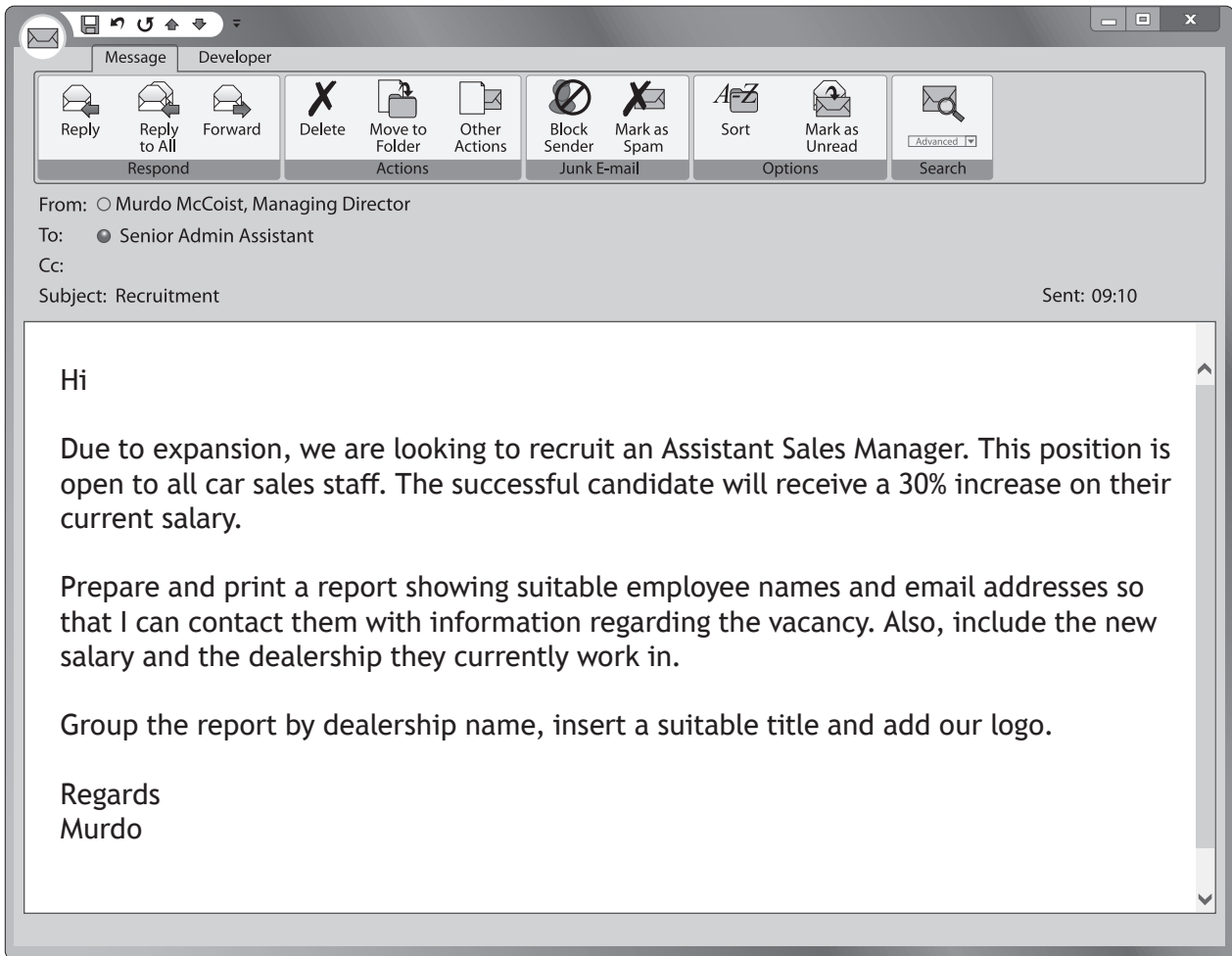
Complete the car sales worksheet. Action and delete any comments in the file.

Print in value view and formula view, ensuring each printout fits on one side of A4. Omit the information on Make and Model.

In addition, I would also like a summary of our sales. Complete the summary sheet to find the number of sales and the dealership discount for each make.

I'd like a value view and formula view of this information.

Kind Regards  
Murdo



## Copyright acknowledgements

None

## Administrative information

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## History of changes

Version	Description of change	Date

## Security and confidentiality

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