

N5 Administration & IT

Key Dates and Course Components

Prelim - November 2019

Assignment - March 2019 - date to be decided - 70 marks - 3 hours

SQA Exam: 25 April 2019 - 2 hours - 50 marks

6 Top Tips for Success!

- Make sure you have the necessary IT skills by practicing in class
- Some of the on-line resources below have practical exercises you can try at home
- Use past papers and past assignments to improve your exam technique
- Ensure you know the **command words** and how to use them
- Don't leave your revision until the last minute - start now!

Departmental Support Mechanisms

- Past paper questions provided
- No formal study support but staff available for extra help at **any time**
- Exam techniques and command words taught in class

Online Resources

- Bright Red books digital zone
- SQA Understanding Standards
- BBC Bitesize N5
- Leckie & Leckie website - <http://ow.ly/lcHkz> - select online resources