

# Candidate 1 evidence

22/03/2020

Print Script

Circus in the Sky  
16 Robertson Street  
Glasgow  
G2 8DU



E-mail: [circus.sky@yoho.co.uk](mailto:circus.sky@yoho.co.uk)  
Web: [www.circusinthisky.co.uk](http://www.circusinthisky.co.uk)  
Social media: @cits

Quest for Adrenaline!



Task 1

[https://sqa-ai.assessor.rm.com/tools/CandidateEnquiry/PrintDocument.aspx?CSID=1091917&PageCount=\[REDACTED\]=&UR...](https://sqa-ai.assessor.rm.com/tools/CandidateEnquiry/PrintDocument.aspx?CSID=1091917&PageCount=[REDACTED]=&UR...) 5/45

22/03/2020

Print Script

**Circus in the Sky**

As the Admin Assistant, you will regularly use electronic communication when helping organise the Circus in the Sky tour.

**Terminology:**

Favourites	Can record the address of a website to enable quick access.
Intranet	Private network that can only be used by certain users.
Search Engine	Searches within the world web.

**Word Processing/Desktop Publishing Software:**

1	Format and Textiles eg. Fonts.
2	Inserting Images.
3	Editing Tables.

Customer Service is a priority for us. If good customer service is not provided, there may be significant consequences:

Example	<i>The organisation spends time dealing with customer issues, leading to reduced productivity.</i>
1	Customers will not return.
2	Bad Reputation.
3	Loose money.

Task 2

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Google Calendar - Week X | +

http://calendar.google.com/calendar/u/week/2020/5/1

Calendar Today < > May - Jun 2020

31 1 2 3 4 5 6

May 2020

Acrobatic skills workshop  
Monday, 1 June 2020 - 12:30 - 3:30pm

90 minutes before

Circus in the Sky Show  
Tuesday, 2 June 2020 - 7 - 9pm  
Levens Castle

Circus in the Sky Show  
Tuesday, 2 June 2020 - 7 - 9pm  
Levens Castle

Circus in the Sky Show  
Tuesday, 2 June 2020 - 7 - 9pm  
Levens Castle

Task 3

https://sqa-ai.assessor.rm.com/tools/CandidateEnquiry/PrintDocument.aspx?CSID=1091917&PageCount=42&CanNum[redacted]45

22/03/2020

Print Script

Calendar interface showing a week view for May - Jun 2020. The selected event is 'Circus in the Sky Show' on Thursday, 4 June 2020, from 7:00 to 9:00pm at Lewis Castle. The browser address bar shows 'https://calendar.google.com/calendar/week/2020/3/1'. The Windows taskbar at the bottom shows the date '09:20 24/03/2020'. There are two black redaction boxes at the bottom of the screenshot area.

Task 3

22/03/2020

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Calendar - Web

https://calendar.google.com/calendar/week/2020/1

Calendar Today < > May 2020

Collect posters

May 2020

My calendars

- Birthdays
- Reminders
- Tasks

Other calendars

- Holidays in United Kingd...

Task 3

22/03/2020 Print Script

The screenshot shows a Google Calendar interface. At the top, the date is 22/03/2020 and there is a 'Print Script' link. The main area displays a weekly view for May 2020. A task titled 'Collect posters' is scheduled for Monday, 18 May. The task details include the text 'Please collect the posters from the printing company today.' The interface also shows a sidebar with 'My calendars' including Birthdays, Reminders, and Tasks, and 'Other calendars' including Holidays in United Kingdom. The bottom of the screenshot shows a Windows taskbar with the search bar and system tray.

*Task 3*

<https://sqa-ai.assessor.rm.com/tools/CandidateEnquiry/PrintDocument.aspx?CSID=1091917&PageCount=428> J... 15/45

22/03/2020

Print Script

The screenshot shows a Google Calendar window with the following details:

- Calendar Title:** Calendar - Wee
- URL:** https://calendar.google.com/calendar/week/2020/3/1
- View:** Week view for May - Jun 2020.
- Event:** Circus in The Sky Show, Tuesday, 2 June 2020, 7:00 - 9:00pm, Levis Castle, Levis Castle Grounds, Stornoway, Isle of Lewis HS2 6QP, UK.
- Task List:** Includes 'Acrobatic skills workshop' (12:00 - 2:00pm) and 'Circus in The Sky Show' (7-9pm, Levis Castle).
- Left Panel:** My calendar, Birthdays, Reminders, Tasks, Holidays.
- Bottom Bar:** Search bar with 'Type here to search' and system tray showing 09:10 on 23/03/2020.



Task 3

22/03/2020

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# Acrobatic Skills Workshop

Workshop Stations	Details
Juggling	Learn the art of juggling by starting with scarves and moving on to beanbags. This activity is excellent for hand-eye co-ordination. Participants will develop basic throwing and catching skills.
Happy Hula	Learn the art of hula hooping. Participants will cover waist hooping, lifts, vortexes, body rolls, throws, jumps and more. This provides a solid foundation for Participants to develop their own style.
Tightwire	Learn the art of balance by walking along a suspended broad beam. Participants start with ground balancing activities, then move on to broad beam assisted walking, working towards unassisted walking.
Ezee Trapeze	Learn the art of trapeze, including rope and aerial skills. Participants will enjoy an adrenaline-filled activity with self-confidence rewards.
AcroBalance	Learn the art of balancing with and on other people to create different shapes. Participants
Stilt Walking	Learn the art of walking on mini-stilts. Participants will move comfortably in each direction on their "legs". This activity is a great tool to build body awareness and balance.

## What to Wear

Wear comfy, layered, snug clothing. Wear socks and have legs covered. Don't wear skirts or shorts, unless these are over leggings. All jewellery will need to be removed.

BENEFITS		
EDUCATION	SOCIAL	PHYSICAL
Improves: <ul style="list-style-type: none"> <li>• Mathematic Skills</li> <li>• Physics</li> <li>• Performance</li> <li>• Concentration</li> <li>• Creativity</li> <li>• Problem Solving</li> </ul>	Improves: <ul style="list-style-type: none"> <li>• Confidence</li> <li>• Self Esteem</li> <li>• Teamwork</li> <li>• Communication</li> <li>• Patience</li> <li>• Persistence</li> </ul>	Improves: <ul style="list-style-type: none"> <li>• Co-ordination</li> <li>• Flexibility</li> <li>• Reflexes</li> <li>• Rhythm and Timing</li> <li>• Balance</li> <li>• Body Orientation</li> </ul>





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Social media: @cits

RF/GH

2 March 2020

«AddressBlock»

«GreetingLine»

We are touring Scotland this year with our 2020 Circus in the Sky show. We will be in Stornoway delivering one show-stopping, acrobatic performance per night in our big tent between 2-4 June 2020 at Lews Castle.

We realise the important and challenging job a Primary Teacher has in order to cultivate the potential of each young person in their care, particularly in such financially demanding times. This is why we would like to use our skills, while in Stornoway, to help.

Circus in the Sky will be holding a free Acrobatic Skills Workshop for young people between 5-10 years of age on Monday 1 June 2020 from 12.30 pm to 3.30 pm. Young people will meet our team of performers and listen to a highly motivational and inspiring talk from our Ring Master. They will then rotate around 6 workshop stations, where they will learn different acrobatic skills.

Please find enclosed a flyer providing details of the activities at each workshop station. It also outlines the educational, social and physical benefits for participants and details of appropriate clothing they should wear to ensure both comfort and safety.

We hope «School\_Name» will be able to take advantage of this opportunity and join us for this unique and exciting event. We have a range of videos on our website that showcase our previous tours and free acrobatic skills workshops. Feel free to watch these to give you an idea of the skills our acrobatic team have and how effective our workshop is.

Our dedicated team will ensure that your young people have an experience they will never forget.

If you are able to attend, please e-mail us at [circus.sky@yoho.co.uk](mailto:circus.sky@yoho.co.uk) by 18 May 2020 and provide us with approximate numbers of participants.

We look forward to hearing from you and hopefully meeting you on the day.

Task 5

22/03/2020

Print Script

Yours sincerely

Rosà Fedigan  
Tour Manager

Enc



*Task 5*

EXAMREFERENCE

22/03/2020

Print Script

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Social media: @cits

RF/GH

2 March 2020

Head Teacher  
Marystone Primary School  
Benadrove Road  
Marybank  
HS2 0CH

Dear Head Teacher

We are touring Scotland this year with our 2020 Circus in the Sky show. We will be in Stornoway delivering one show-stopping, acrobatic performance per night in our big tent between 2-4 June 2020 at Lews Castle.

We realise the important and challenging job a Primary Teacher has in order to cultivate the potential of each young person in their care, particularly in such financially demanding times. This is why we would like to use our skills, while in Stornoway, to help.

Circus in the Sky will be holding a free Acrobatic Skills Workshop for young people between 5-10 years of age on Monday 1 June 2020 from 12.30 pm to 3.30 pm. Young people will meet our team of performers and listen to a highly motivational and inspiring talk from our Ring Master. They will then rotate around 6 workshop stations, where they will learn different acrobatic skills.

Please find enclosed a flyer providing details of the activities at each workshop station. It also outlines the educational, social and physical benefits for participants and details of appropriate clothing they should wear to ensure both comfort and safety.

We hope Marystone Primary School will be able to take advantage of this opportunity and join us for this unique and exciting event. We have a range of videos on our website that showcase our previous tours and free acrobatic skills workshops. Feel free to watch these to give you an idea of the skills our acrobatic team have and how effective our workshop is.

Our dedicated team will ensure that your young people have an experience they will never forget.

Task 5

22/03/2020

Print Script

If you are able to attend, please e-mail us at [circus.sky@yoho.co.uk](mailto:circus.sky@yoho.co.uk) by 18 May 2020 and provide us with approximate numbers of participants.

We look forward to hearing from you and hopefully meeting you on the day.

Yours sincerely

Rosa Fedigan  
Tour Manager

Enc

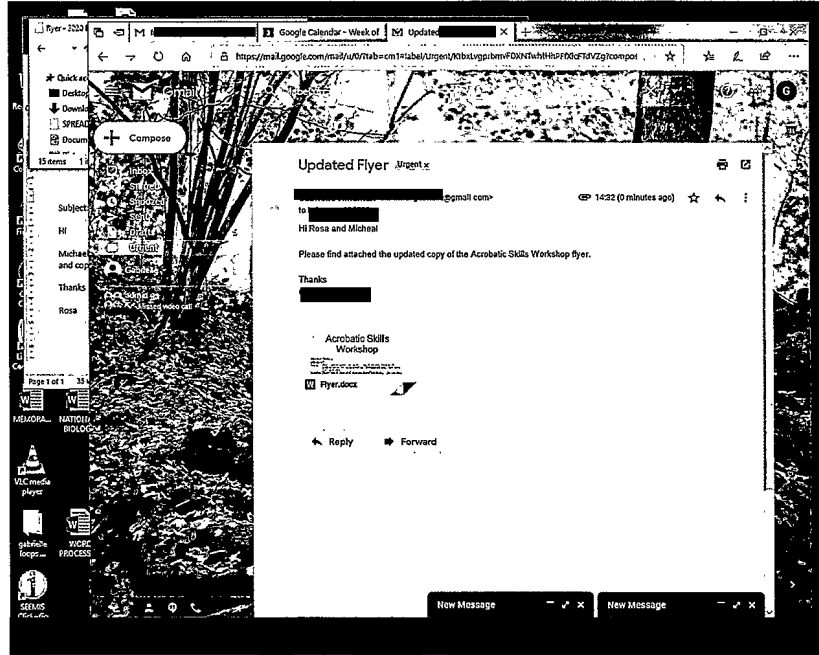


Task 5

EXAMREFERENCE

22/03/2020

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TASK 6

22/03/2020

Print Script

## Circus in the sky



2-4th June 2020

### Tickets

Adult-£18  
Concessions-£14

Ticket enquiries:  
circus.sky@yoho.co.uk

7-9pm each night

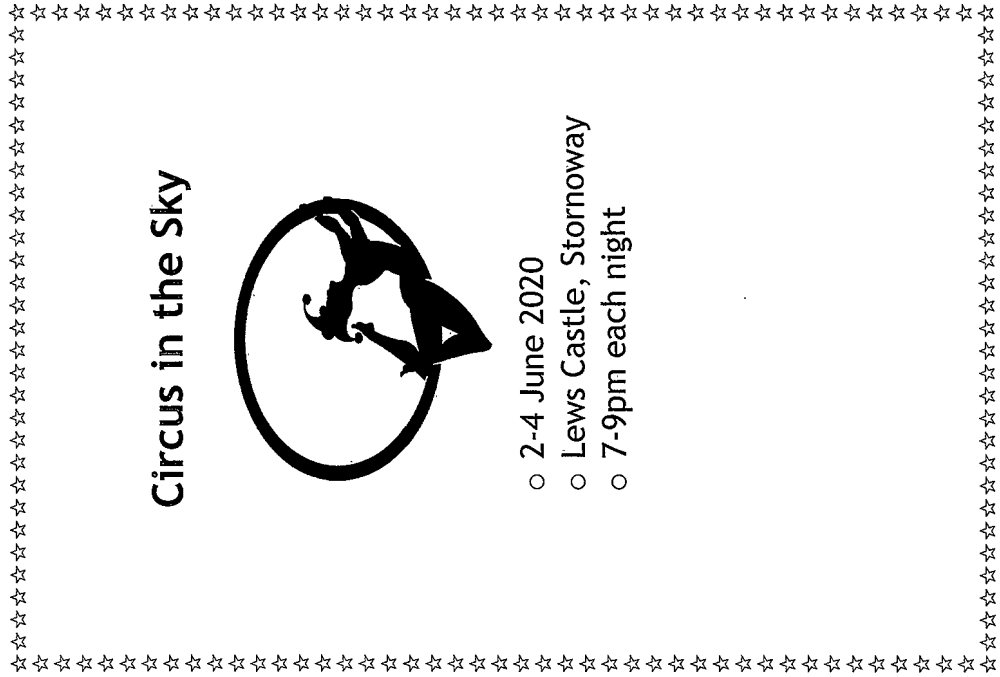
Held at Lews Castle,  
Stornoway each night

Find out more at  
[www.circusinthesky.co.uk](http://www.circusinthesky.co.uk) or @cits

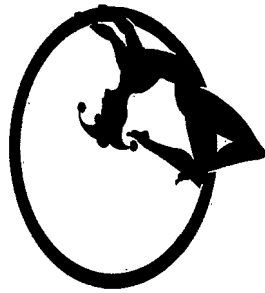
Task 7

22/03/2020

Print Script



# Circus in the Sky



- 2-4 June 2020
- Lews Castle, Stornoway
- 7-9pm each night

VENUE	DATES
Benbecula	9-12 June 2020
Inverness	16-19 June 2020
Kirkwall	23-26 June 2020
Aberdeen	7-10 July 2020

With special thanks to our Ringmaster  
 - Mr Magnus Fields.

#circusinthesty

Task 8

22/03/2020

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### ACT ONE

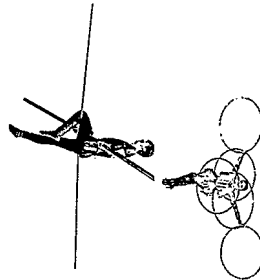
Phillipe Kovac  
(Tightrope Walker)

Martin Lopez  
(Aerial Silk Artist)

Roberto Lecini and Salvatore Spaan  
(Acrobatic Aerial Artist and Drummer)

Luca Fasano  
(Stunt Performer)

Act One Finale



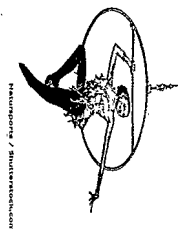
ACT TWO  
Laney Duda  
(Juggler)

Yann Garric  
(Flame Thrower)

Mabel the Marvel  
(Trapeze Artist)

Juan Carracedo and Mindy Boyer  
(Hula Hoop Trapeze Artists)

Act Two Finale




Circus in the Sky  
Tour Dates



22/03/2020

Print Script









## Circus in the Sky

o 2-4 June 2020  
o Lews Castle, Stornoway

Quest for Adrenaline! 12/2020

### Headline Performers

Magnus Fields <i>Ringmaster</i>		Martin Lopez <i>Aerial Silk Artist</i>	
Phillipe Kovač <i>Tightrope Walker</i>		Yann Garric <i>Flame Thrower</i>	
Mabel the Marvel <i>Trapeze Artist</i>		Laney Duda <i>Juggler</i>	

Quest for Adrenaline! 12/2020

### Welcome

Welcome to 'Circus in the Sky', an adrenaline-fuelled stunt action show that is sure to wow our audiences!

Before the show begins, please pay attention to the following important messages about our performance and venue.

Quest for Adrenaline! 12/2020

### Where Next?

VENUE	DATES
Benbecula	9-12 June 2020
Inverness	16-19 June 2020
Kirkwall	23-26 June 2020
Aberdeen	7-10 July 2020

Quest for Adrenaline! 12/2020

### Important Information

- Keep personal belongings with you at all times.
- Report concerns immediately to staff members.
- Identify your nearest emergency exit.
- If the fire alarm sounds leave via your nearest emergency exit.

Quest for Adrenaline! 12/2020

### Cafe

Please visit our cafe before the show starts or at the interval. We have a range of food/drinks on offer including:

- Variety of soft drinks
- Bottles of water
- Ice cream
- Popcorn
- Candy floss
- Hot dogs
- Nachos

Quest for Adrenaline! 12/2020

Stornoway 2020

1



Task 9

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Stornoway Gazette  
Unit 7, Cromwell Street Quay  
Harbour View  
Isle of Lewis  
Stornoway  
HS1 2DF  
01851 702687

Task 10

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### Genius deal!

   **15:05 - 15:35**  Check-in baggage incl... **0h 30'**  
Stornoway (SYV) to Benbecula (BEB) No stops 

- ✓ Free cancellation within the next 9 hours
- ✓ 78% cheaper than the average!
- 🔒 Only 4 tickets left!

£52.98

Select






One way price per passenger

TASK 10

22/03/2020

Print Script

**Genius deal!**

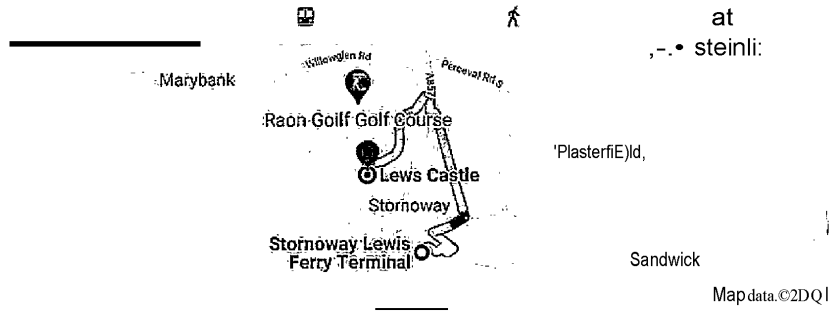
			<b>10:35 - 11:40</b> Glasgow (GLA) to Stornoway (SYV)	 Check-in baggage Incl...	1h 05' No stops 
---	---	---	--	--	--

✓ Free cancellation within the next 9 hours  
✓ 40% cheaper than the average!  
🔒 Only 2 tickets left!

£ **115.98** **Select**  
One way price per passenger

 Task 10 

- Stornoway Lewis-Ferry-Terminal, StornowayHS1 2AE
- Lews Castle, Lews Castle Grounds, Stornoway-HS2 OXP



B mill (1.7 mi) via. Matheson Rd/B8027

DIRECTIONS



Task 10