

Guidance on the packaging and despatch of externally assessed coursework

Please read these instructions before packaging any materials as not all components will be packaged in the same manner.

Your centre should already have received a supply of the following stationery items despatched between **12 and 26 February 2025**:

- ◆ Flyleafs / coursework templates
- ◆ Brown script return envelopes
- ◆ Grey MFI script return poly-envelopes
- ◆ Sealing label sheets (for use with brown script return envelopes)
- ◆ White poly-envelope return bags
- ◆ SQA / Parcelforce address labels (white and yellow)
- ◆ Clear faced bags (for MFP / Trad only)
- ◆ Coursework component marking type list

Digital coursework submission

If you are submitting coursework evidence digitally for Art and Design, Media, Music, Music: Portfolio, or Music Technology, please refer to the following guidance documents on SQA Connect. We will publish these documents in February.

- ◆ 2025 National Qualifications Digital Coursework Submission: Guidance for Centres

Please note that you must submit flyleafs and attendance registers, as detailed below, even if all evidence is being submitted digitally.

Completing the Attendance Register

Attendance Registers are used by centres to record candidates' work submitted to SQA for external marking.

- 1 Each candidate's work should be submitted with the Attendance Register on which it is noted.
- 2 Check the candidate's name, Scottish Candidate Number (SCN) and date of birth on their flyleaf/coursework template against the details on the Attendance Register. If these match, proceed with step 3.
- 3 If the candidate's details on their flyleaf/coursework template do not match those noted on the Attendance Register, confirm the details with the candidate where possible, or with your centre's administration staff. Minor variations of name (eg Jim for James or Steph for Stephanie) should be accepted assuming other details such as SCN and date of birth match. Where the information showing on the Attendance Register is incorrect, you must submit an update to SQA.
- 4 The column headed 'Attendance Record' should be completed for each candidate as follows:

- ✓ Where the candidate was present and has made a submission
- NS Where there is no submission included for the candidate
- WD Where a candidate has changed level or withdrawn from the course
- To follow Where the candidate has been granted an extension to the coursework submission date

- 5 Where a candidate is submitting a piece of work for a component that they are not registered for (and therefore the candidate does not appear on an Attendance Register), you should complete and enclose an Attendance Register Supplement (Additional Candidates) form with the candidate's script in a separate script return envelope / poly-envelope. **DO NOT** add the candidate's details to any pre-printed Attendance Register.

Packing coursework into script return envelopes / poly-envelopes

- 1 Each candidate's coursework must have a flyleaf / coursework template to the front.
 - For MFI submission, each candidate's work should then be stapled together.
 - For MFP / Trad submissions, each candidate's work should then be placed into a clear-faced bag.
- 2 Place these submissions in order (as per the Attendance Register) into the grey MFI script return poly-envelope for any papers which are 'MFI' or into the brown script return envelope for papers which are 'MFP/Trad'.
- 3 Note the number of candidates whose work is enclosed in the specified box on the right-hand side of the brown script return envelope/grey MFI poly-envelope.
- 4 Remove the peel-off barcode label from the Attendance Register and attach to the brown script return envelope/grey MFI poly-envelope.
- 5 Place the Attendance Register inside the envelope with the candidates' work.
- 6 Seal the brown script return envelopes using the sealing label sheets. Please leave the flap on the outside of the envelope – do not tuck it into the envelope. The grey MFI poly-envelopes have a peel-off tab with an adhesive strip and therefore do not require a sealing label.
- 7 Where there are no submissions for any of the candidates noted on the Attendance Register (eg due to withdrawals or change of levels), please complete and submit the Attendance Register in the brown script return envelope/grey MFI poly-envelope using the annotations outlined above.

Completing the Carrier Report

The component code and name shown on the Carrier Report should correspond with those on the Attendance Register barcode label.

- 1 Record the number of brown script return envelopes/grey MFI poly-envelopes submitted for each component in the 'Actual Script Packets' column.

- 2 Should a candidate submit material for a component that is not listed on the Carrier Report, record the component and other details manually.
- 3 Complete the 'Consignment Number' column following the instructions under 'SQA / Parcelforce address label' below.

A discrepancy between 'Expected' and 'Actual' could be due to additional candidates whose entries were not processed when the Carrier Report was created.

Packing brown script return envelopes / grey MFI poly-envelopes into white poly-envelope bags

- 1 Having recorded the number of envelopes for each component, you should now pack these into white poly-envelope bags and indicate on the Carrier Report how these have been packaged.

This may mean that:

- | | |
|----------------|---|
| Scenario (i) | The script envelopes for more than one component are contained in a single poly-envelope bag, in which case you should indicate this on the report by bracketing these components together. |
| | or |
| Scenario (ii) | The script envelopes for a component may be contained in a number of poly-envelope bags. |
| | or |
| Scenario (iii) | The script envelopes for a component are contained in a single poly-envelope bag. |

- 2 MFI Components must be sent in a separate white poly-envelope bag from MFP/Trad components, with as different coloured address labels are required for each. The 'Marking Type' column on the Carrier Report will specify if a component is MFI or MFP/Trad, as will the Coursework Component Marking Types list.
- 3 Seal the white poly-envelope bag by removing the peel-off strip and folding over the lip. Please seal the poly-envelope bags at the top, as this helps to ensure the security of the scripts; do not fold the bag over and attach the adhesive strip halfway down.

SQA/Parcelforce address label

Important:

- ◆ Use **yellow** 'SQA/Parcelforce labels' for MFI components
 - ◆ Use **white** 'SQA/Parcelforce labels' for MFP/Trad components
- 1 Peel off the embedded barcode label and affix it to the Carrier Report in the column heading 'Consignment Number'.
 - 2 You should then affix the remainder of the label to the front of the white poly-envelope bag.

Submission exceptions

If your centre is presenting for any of the components noted below, you will receive Attendance Register forms for these with the April Carrier Report and EX6 Attendance Register distribution. This will be despatched on 18 March 2025.

Code	Coursework	Submission date
X812 75 2	National 5 Care Project	23 April
X819 75 2	National 5 Design and Manufacture Assignment: Design	23 April
X823 75 2	National 5 Engineering Science Assignment	23 April
X828 75 2	National 5 Fashion & Textile Technology Assignment	23 April
X835 75 2	National 5 Graphic Communication Assignment	23 April
X850 75 4	National 5 Music Assignment	23 April
X856 75 1	National 5 Physical Education Portfolio	23 April
X876 75 2	National 5 Practical Cake Craft Assignment	23 April
X877 75 2	National 5 Practical Cookery Assignment	23 April
X804 75 2 & 3	National 5 Art & Design: Design and Expressive Portfolios	24 April

Retain the Carrier Report

Please **do not** return the Carrier Report to SQA. It is important that you retain it in your centre, as we may need to contact you for consignment numbers to help us track your items in the event of any issues with the submission of material.

Enquiries

If you require further supplies of any items or have any queries regarding the packaging or uplift of materials, please contact the External Assessment Helpdesk on 0345 213 6612 (option 4) or external.assessment@sqa.org.uk.