

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**:

- ◆ Flyleaves / 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 flyleaves 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- WD Where a candidate has changed level or withdrawn from the course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.
- 4 For packaging of Art and Design and Photography coursework, you should use appropriate and sufficient packing materials. Two-dimensional work should be placed between two protective layers of cardboard, no larger than the actual dimensions of the coursework. This will help with the safe delivery of candidates' materials to SQA.

Due to the size and weight of these materials, we suggest packaging a maximum of ten candidates in one package, when possible.

Attendance register forms for Art and Design and Photography should be securely packaged within the materials. No candidate information should be visible on the outside of the packaging.

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 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 this distribution; however, materials should be retained until the specified submission date. Where the submission date is during the examination diet, these submissions should be passed to the chief invigilator to be included with any other exam despatches they have for that day.

Code	Coursework	Submission date
X804 75 2/3	Art and Design National 5 Portfolio	24 April
X804 76 2/3	Art and Design Higher Portfolio	24 April
X824 77 3	English Advanced Higher Portfolio: Writing	07 May
X821 77 1	Drama Advanced Higher Project - Dissertation	13 May
X833 77 2/3	Geography Advanced Higher Project-Folio	13 May
X871 77 2/3	Cruinn-eolas Advanced Higher Project-Folio	13 May
X805 77 1	Art and Design (Expressive) Advanced Higher Folio	22 May
X806 77 1	Art and Design (Design) Advanced Higher Folio	22 May
X851 77 2	Music Technology Advanced Higher Project Production	22 May
X855 76 2	Photography Higher Project	22 May

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.