

Frequently Asked Questions - Packaging Materials

What is a marking type?

The marking type is the method in which a subject will be marked by a SQA Appointee.

- Marking from Image (MFI) – appointees will mark exam scripts digitally.
- Marking from Paper (MFP) – appointees will mark the exam scripts physically.
- Traditional Marking (Trad) – appointees will mark the exam scripts physically.

Where do I find out about subject marking types?

Marking types are noted on your carrier report and on the Coursework Component Marking Type list sent with stationery.

When do I use clear face bags?

You use clear face bags for materials that are marking type MFP/Trad subjects only.

How do I record a candidate not listed on an Attendance Register (EX6)?

You should complete an attendance register supplement form for all candidates not listed on an Attendance Register form, per coursework component. Please then place this form along with the candidate's submission in a grey poly-envelope for MFI subjects, or a brown envelope for MFP/Trad subjects. DO NOT include these with candidates already on the Attendance Register (EX6).

Where do I place the Attendance Register (EX6) peel off label?

Attach the peel off label to the box on the front of the grey poly-envelope or brown envelope (top right-hand corner).

What should be inside a brown envelope?

Brown envelopes are for packaging MFP and Trad subjects only. Candidate submission and corresponding Attendance Register should be included.

What should be placed inside a grey poly-envelope?

Grey poly-envelopes are for packaging MFI subjects only. Candidate submission and corresponding Attendance Register should be included.

What should be inside a white poly-envelope?

You can enclose MFI grey poly-envelopes for multiple subjects together in the same white poly-envelope.

You can enclose MFP/Trad brown envelopes for multiple subjects together in the same white poly-envelope.

DO NOT mix brown envelopes and grey poly-envelopes in the same white poly-envelope bag as these go to different return addresses.

What is the difference between a yellow and white Parcelforce label?

- Yellow labels are for MFI subjects and are sent to the scanning facility in Livingston.
- White labels are for MFP/Trad subjects and are sent to SQA Dalkeith.

What should I do if the full consignment number doesn't show on the peel off label?

Please write the full consignment number on the carrier report in the column headed 'Consignment Number', to help with tracking if needed.

How do I request more stationery?

If you require further stationery (including labels), please contact us 0345 213 6612 (option 2) or external.assessment@sqa.org.uk.