

12 February 2008

To: SQA Co-ordinators

Action by Recipient
Response required
✓ Note and pass on
Note — update/information only

Contact: Marlyn Davidson
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Dear Colleague

National Qualifications 2008
Submission of externally-assessed project work

Enclosed is an appropriate supply of:

i. Flyleafs

As previously advised, it is important that all candidates who are submitting coursework material for the 2008 National Qualifications have received a copy of the leaflet *Your Coursework 2008* and are aware of the requirement for the declaration on the flyleaf to be signed for coursework not prepared under exam conditions. Arrangements should now be made for these to be signed prior to submission.

We recognise that even with the best of planning there will be candidates who are unavailable to sign the declaration. In these exceptional circumstances centre staff can, where they are satisfied that the work is the candidate's own and that all sources have been acknowledged, sign the flyleaf on the candidate's behalf.

ii. Notes on submission of externally-assessed project work

iii. Envelopes and labels

iv. One copy of the advice note

The supply is based on the entry details held by us on 1 February 2008. For any entries submitted and processed from this date up to the 15 February we will supplement your supply as appropriate. Please note that after this supplementary issue, any additional flyleafs required can be downloaded from the secure area of SQA's website. When additional stationery is required we will automatically supplement your supply as appropriate.

Flyleafs for Advanced Higher English are based on entries. If your candidates do not require the Creative Writing Folio flyleafs these should be destroyed.

Also enclosed is a supply of flyleaves and stationery for the submission of the Practical Abilities Project in Standard Grade Administration. The way in which entries for the Practical Abilities Project are submitted and processed requires these to be calculated separately. You should note that the marking grids contained within the flyleaf are for use by Markers and should not be completed by centre staff or candidates.

Yours sincerely

A handwritten signature in black ink that reads "Marlyn Davidson". The signature is written in a cursive style with a small dot at the end.

Marlyn Davidson
Administrator
Examination Support
Encs