



Instructions for the submission of Advanced Higher Drama coursework (Assignment)

These instructions are valid from session 2023–24

The Advanced Higher Drama assignments will be electronically marked. Electronic marking requires candidate assignments to be electronically scanned. To ensure complete accuracy in the scanning process, candidates must use the SQA approved template to produce a physical copy of their assignment for submission. **Please print assignments double-sided.** The coursework template is available in both Microsoft Word and Google Docs formats and can be downloaded from the [Advanced Higher Drama subject page](#).

Instructions for teachers, lecturers and candidates

A physical copy of the candidate's portfolio should be submitted to SQA for marking. The candidate's portfolio must be accompanied by the external assessment flyleaf which will be distributed to centres in advance of the coursework uplift date. Teachers and lecturers must ensure that **all** sections of the flyleaf (including the candidate welfare and declaration sections) have been completed before submitting to SQA for marking.

Teachers, lecturers and candidates can download and/or print copies of the template as required. We recommend that candidates type directly onto the template while drafting their assignment. However, they can also copy and paste their writing from another file. The template has a straightforward format and is set up with a common font and font size, which can be altered if required. Candidates may also print the template and handwrite their work directly onto it using **blue** or **black** ink.

The template:

- ◆ can be download and copies printed as required
- ◆ can be typed into directly or text can be copied and pasted into it
- ◆ is set with a common font and font size — candidates can alter these, however, we recommend a 1.5 line spacing and a 12 font size
- ◆ must include the Scottish Candidate Number in the footer on each page, but not the candidate name
- ◆ must be printed — if candidates choose to handwrite their project and they must write using blue or black ink

When preparing and packaging, ensure that each project:

- ◆ is printed double-sided, if possible

- ◆ is printed clearly, with no print leakage or bleeding, so that work is legible for on-screen electronic marking (if applicable)
- ◆ keep any handwriting within the boundaries at the corner of each page
- ◆ each assignment is accompanied by an SQA A4 flyleaf
- ◆ use stapled on the top left-hand corner

For identification purposes, candidates **must** include:

- ◆ their Scottish candidate number (SCN)
- ◆ a page number at the bottom of every page, using the boxes provided

Teachers and lecturers must ensure that no other personal information about candidates (for example their name or the name of their centre) is included in the body of their assignment (**including in the header or footer of the report**). This information **must** only be included in the external assessment flyleaf.

The assignment task was published in June 2023 and is available on the [Advanced Higher Drama subject page](#).

If you have any questions, please email customer@sqa.org.uk .