



# Coursework for External Assessment

This document tells you what materials your candidates will need to use when producing coursework for National 5, Higher and Advanced Higher courses. It also tells you how to submit this coursework to SQA for marking.

Black or blue ink **must** be used if coursework is to be handwritten. Diagrams and graphs submitted with coursework are exempt from this requirement.

**Valid from session 2018–19**

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# Coursework templates for National 5, Higher and Advanced Higher

Some subjects have mandatory templates that candidates must use when producing coursework. These templates are available on our [subject pages](#). Please note the additional information below for English, Gàidhlig, Accounting, Business Management and Modern Languages.

The templates are in Microsoft Word and/or PDF format. Candidates can either type or handwrite into these templates.

All submissions must meet the full requirements of the course specification and course assessment task(s) for the subject taken.

Course and level codes	Course name	Component	Assessment conditions	Templates	Uplift date
C828 75	Fashion and Textile Technology	Assignment	Over time	Assignment and practical activity candidate workbook	21/03/19
C828 76	Fashion and Textile Technology	Assignment	Over time	Assignment and practical activity candidate workbook	24/04/19
C836 75	Health and Food Technology	Assignment	Over time	Assignment — candidate workbook	21/03/19
C836 76	Health and Food Technology	Assignment	Over time	Assignment — candidate workbook	28/03/19
C838 75	Hospitality: Practical Cake Craft	Assignment	Over time	Assignment — candidate workbook	24/04/19
C839 75	Hospitality: Practical Cookery	Assignment	Over time	Assignment — candidate workbook	21/03/19
C743 77	Latin	Dissertation	Over time	Dissertation template	24/04/19
C849 75	Modern Studies	Assignment	Controlled conditions	Assignment report	21/03/19

<b>Course and level codes</b>	<b>Course name</b>	<b>Component</b>	<b>Assessment conditions</b>	<b>Templates</b>	<b>Uplift date</b>
C850 75	Music*	Assignment	Over time	Assignment template	24/04/19
C850 76	Music*	Assignment	Over time	Assignment template	24/04/19
C875 75	Nuadh-eòlas (Modern Studies)	Assignment	Controlled conditions	Assignment report	21/03/19
C856 75	Physical Education	Portfolio	Over time	Portfolio template	24/04/19

**\*Music Composing Review:** candidates can submit a Word or PDF file, along with accompanying media files.

## **Business subjects templates — National 5, Higher and Advanced Higher**

Please use the following templates for business subjects. A flyleaf must accompany these templates. We will issue the flyleafs to centres in February 2019.

<b>Course and level codes</b>	<b>Course name</b>	<b>Component</b>	<b>Assessment conditions</b>	<b>Templates</b>	<b>coursework uplift date</b>
C700 77	Accounting	Project	Over time	Accounting Project template	24/04/19
C810 75	Business Management	Assignment	Over time	Assignment template	21/03/19
C810 76	Business Management	Assignment	Over time	Assignment template	28/03/19

## English templates — National 5, Higher and Advanced Higher

Please use the following templates for English. A flyleaf must accompany these templates. We will issue the flyleaves to centres in February 2019.

Course and level codes	Course name	Component	Assessment conditions	Templates	coursework uplift date
C824 75	English	Portfolio	Over time	English Portfolio template	21/03/19
C824 76	English	Portfolio	Over time	English Portfolio template	28/03/19
C724 77	English	Portfolio	Over time	English dissertation/ Portfolio template	08/05/19
C724 77	English	Dissertation	Over time	English dissertation/ Portfolio template	24/04/19

## Gàidhlig templates — National 5 and Higher

Please use the following templates for Gàidhlig. A flyleaf must accompany these templates. We will issue the flyleaves to centres in February 2019.

Course and level codes	Course name	Component	Assessment conditions	Templates	coursework uplift date
C832 75	Gàidhlig	Assignment-writing (Obair shònraichte — sgrìobhadh)	Over time	Gàidhlig template	21/03/19
C832 76	Gàidhlig	Assignment-writing (Obair shònraichte — sgrìobhadh)	Over time	Gàidhlig template	28/03/19

## Latin template — Advanced Higher

Please use the following template for Latin. A flyleaf must accompany this template. We will issue the flyleaf to centres in February 2019.

Course and level codes	Course name	Component	Assessment conditions	Templates	coursework uplift date
C743 77	Latin	Dissertation	Over time	Dissertation template	24/04/19

## Modern Languages templates

You will receive a supply of component-specific booklets in November. The supply is based on your centre's candidate entries for 2018. Additional booklets are available for download on the subject web pages through your SQA co-ordinator (issued to centres November 2018).

### National 5

Course and level codes	Course name	Component	Assessment conditions	Booklet	uplift date
C811 75	Cantonese	Assignment — writing	Over time	Candidate Answer Booklet	21/03/19
C830 75	French	Assignment — writing	Over time	Candidate Answer Booklet	21/03/19
C831 75	Gaelic (Learners)	Assignment — writing	Over time	Candidate Answer Booklet	21/03/19
C834 75	German	Assignment — writing	Over time	Candidate Answer Booklet	21/03/19
C842 75	Italian	Assignment — writing	Over time	Candidate Answer Booklet	21/03/19
C845 75	Mandarin (Simplified)	Assignment — writing	Over time	Candidate Answer Booklet	21/03/19
C846 75	Mandarin (Traditional)	Assignment — writing	Over time	Candidate Answer Booklet	21/03/19

<b>Course and level codes</b>	<b>Course name</b>	<b>Component</b>	<b>Assessment conditions</b>	<b>Booklet</b>	<b>uplift date</b>
C869 75	Spanish	Assignment — writing	Over time	Candidate Answer Booklet	21/03/19
C870 75	Urdu	Assignment — writing	Over time	Candidate Answer Booklet	21/03/19

### Higher

<b>Course and level codes</b>	<b>Course name</b>	<b>Component</b>	<b>Assessment conditions</b>	<b>Booklet</b>	<b>uplift date</b>
C811 76	Cantonese	Assignment — writing	Over time	Candidate Answer Booklet	28/03/19
C830 76	French	Assignment — writing	Over time	Candidate Answer Booklet	28/03/19
C831 76	Gaelic (Learners)	Assignment — writing	Over time	Candidate Answer Booklet	28/03/19
C834 76	German	Assignment — writing	Over time	Candidate Answer Booklet	28/03/19
C842 76	Italian	Assignment — writing	Over time	Candidate Answer Booklet	28/03/19
C845 76	Mandarin (Simplified)	Assignment — writing	Over time	Candidate Answer Booklet	28/03/19
C846 76	Mandarin (Traditional)	Assignment — writing	Over time	Candidate Answer Booklet	28/03/19
C869 76	Spanish	Assignment — writing	Over time	Candidate Answer Booklet	28/03/19
C870 76	Urdu	Assignment — writing	Over time	Candidate Answer Booklet	28/03/19

## Resource sheets, processed information sheets and research sheets for National 5 and Higher

Some coursework tasks require candidates to complete a resource sheet, processed information sheet, or research sheet, which must be submitted alongside their assignment. These sheets are available from the subject pages of our website.

The table below lists the subjects that require these sheets.

<b>Course and level codes</b>	<b>Course name</b>	<b>Resource sheet/ research sheet</b>
C815 75	Classical Studies	Resource sheet
C815 76	Classical Studies	Resource sheet
C871 75	Cruinn-eòlas (Geography)	Processed information sheet
C871 76	Cruinn-eòlas (Geography)	Processed information sheet
C872 75	Eachdraidh (History)	Resource sheet
C872 76	Eachdraidh (History)	Resource sheet
C819 75	Design and Manufacture (Assignment: Design)	Research pro forma, and Planning for Manufacture pro forma
C819 76	Design and Manufacture (Assignment: Design)	Research pro forma, Research and Specification pro forma, Planning for Commercial Manufacture pro forma and Practical Modelling Skills pro forma
C833 75	Geography	Processed information sheet
C833 76	Geography	Processed information sheet
C837 75	History	Resource sheet
C837 76	History	Resource sheet
C849 75	Modern Studies	Research sheet
C849 76	Modern Studies	Research sheet
C875 75	Nuadh-eòlas (Modern Studies)	Research sheet
C875 76	Nuadh-eòlas (Modern Studies)	Research sheet
C854 75	Philosophy	Resource sheet
C858 76	Politics	Resource sheet
C864 75	Religious, Moral and Philosophical Studies	Resource sheet
C864 76	Religious, Moral and Philosophical Studies	Resource Sheet

# Coursework flyleafs for National 5, Higher and Advanced Higher

Flyleafs help you to submit coursework and will be sent to your centre in early February 2019. Electronic copies will also be available on our secure website in March 2019.

All submissions must meet the full requirements of the course specification and course assessment task(s).

## National 5 (level code 75)

Course code	Course name	Assessment conditions	uplift date
C800	Accounting	Controlled conditions	21/03/19
C801	Administration and IT	Controlled conditions	21/03/19
C807	Biology	Controlled conditions	21/03/19
C810	Business Management	Over time	21/03/19
C812	Care	Over time	24/04/19
C813	Chemistry	Controlled conditions	21/03/19
C815	Classical Studies	Controlled conditions	21/03/19
C816	Computing Science	Over time	21/03/19
C819	Design & Manufacture	Over time	24/04/19
C822	Economics	Over time	21/03/19
C823	Engineering Science	Controlled conditions	21/03/19
C824	English	Over time	21/03/19
C826	Environmental Science	Controlled conditions	21/03/19
C832	Gàidhlig	Over time	21/03/19
C833	Geography	Controlled conditions	21/03/19
C835	Graphic Communication	Controlled conditions	21/03/19
C837	History	Controlled conditions	21/03/19
C848	Media	Over time	21/03/19
C850	Music	Over time	24/04/19
C851	Music Technology	Over time	21/03/19
C854	Philosophy	Controlled conditions	21/03/19
C857	Physics	Controlled conditions	21/03/19
C863	Psychology	Over time	21/03/19



<b>Course code</b>	<b>Course name</b>	<b>Assessment conditions</b>	<b>uplift date</b>
C864	Religious, Moral and Philosophical Studies	Controlled conditions	21/03/19
C868	Sociology	Over time	21/03/19
C871	Cruinn-eòlas (Geography)	Controlled conditions	21/03/19
C872	Eachdraidh (History)	Controlled conditions	21/03/19

### Higher (level code 76)

<b>Course code</b>	<b>Course name</b>	<b>Assessment conditions</b>	<b>uplift date</b>
C800	Accounting	Controlled conditions	28/03/19
C801	Administration and IT	Controlled conditions	28/03/19
C807	Biology	Controlled conditions	28/03/19
C810	Business Management	Over time	28/03/19
C812	Care	Over time	24/04/19
C813	Chemistry	Controlled conditions	28/03/19
C814	Childcare and Development	Over time	24/04/19
C815	Classical Studies	Controlled conditions	28/03/19
C816	Computing Science	Over time	28/03/19
C819	Design & Manufacture	Over time	24/04/19
C822	Economics	Over time	28/03/19
C823	Engineering Science	Controlled conditions	28/03/19
C824	English	Over time	28/03/19
C826	Environmental Science	Controlled conditions	28/03/19
C832	Gàidhlig	Over time	28/03/19
C833	Geography	Controlled conditions	28/03/19
C835	Graphic Communication	Controlled conditions	28/03/19
C837	History	Controlled conditions	28/03/19
C840	Human Biology	Controlled conditions	28/03/19
C848	Media	Over time	28/03/19
C849	Modern Studies	Controlled conditions	28/03/19
C850	Music	Over time	24/04/19

<b>Course code</b>	<b>Course name</b>	<b>Assessment conditions</b>	<b>uplift date</b>
C851	Music Technology	Over time	28/03/19
C855	Photography	Over time	30/05/19
C857	Physics	Controlled conditions	28/03/19
C858	Politics	Controlled conditions	28/03/19
C863	Psychology	Over time	28/03/19
C864	Religious, Moral and Philosophical Studies	Controlled conditions	28/03/19
C868	Sociology	Over time	28/03/19
C871	Cruinn-eòlas (Geography)	Controlled conditions	28/03/19
C872	Eachdraidh (History)	Controlled conditions	28/03/19
C875	Nuadh-eòlas (Modern Studies)	Controlled conditions	28/03/19

### **Advanced Higher (level code 77)**

<b>Course code</b>	<b>Course name</b>	<b>Assessment conditions</b>	<b>uplift date</b>
C700	Accounting	Over time	24/04/19
C705 & C706	Art and Design	Over time	30/05/19
C707	Biology	Over time	24/04/19
C710	Business Management	Over time	24/04/19
C711	Cantonese — Portfolio	Over time	24/04/19
C713	Chemistry	Over time	24/04/19
C715	Classical Studies	Over time	24/04/19
C716	Computing Science	Over time	24/04/19
C721	Drama	Over time	08/05/19
C722	Economics	Over time	24/04/19
C724	English — Dissertation	Over time	24/04/19
C724	English — Portfolio	Over time	08/05/19
C730	French — Portfolio	Over time	24/04/19
C731	Gaelic (Learners) — Portfolio	Over time	24/04/19
C733	Geography	Over time	08/05/19
C734	German — Portfolio	Over time	24/04/19

<b>Course code</b>	<b>Course name</b>	<b>Assessment conditions</b>	<b>uplift date</b>
C736	Health and Food Technology	Over time	24/04/19
C737	History	Over time	24/04/19
C742	Italian — Portfolio	Over time	24/04/19
C743	Latin	Over time	24/04/19
C745	Mandarin (Simplified) — Portfolio	Over time	24/04/19
C746	Mandarin (Traditional) — Portfolio	Over time	24/04/19
C749	Modern Studies	Over time	24/04/19
C756	Physical Education	Over time	24/04/19
C757	Physics	Over time	24/04/19
C764	Religious, Moral and Philosophical Studies	Over time	24/04/19
C769	Spanish — Portfolio	Over time	24/04/19
C771	Cruinn-eòlas (Geography)	Over time	08/05/19
C772	Eachdraidh (History)	Over time	24/04/19
C775	Nuadh-eòlas (Modern Studies)	Over time	24/04/19
C778	Music: Portfolio	Over time	08/05/19

## **Candidate welfare ‘tick box’**

Where coursework is produced over a period of time, templates or flyleaves will contain a candidate welfare statement and tick-box. You should tick this box to inform us that you are aware of potentially sensitive content within a candidate submission, which may indicate a candidate welfare issue, and that you are taking action to address this. This will let the marker know that they do not need to raise concerns about the content. Please note that the tick-box for this is on page 2 for National 5, Higher and Advanced Higher English.

## Music and Music Technology assignments

The table below details the documents and files that must be provided for each candidate for the National 5 and Higher Music assignments, and what format that they can be submitted in:

Flyleaf	Paper — completed and signed by the candidate
Score or performance plan	Paper or electronic file (PDF or Word file)
Audio recording	MP3, MP4, WAV or WMA saved on a CD or memory stick
Composing review	Paper or electronic file (PDF or Word file)

The table below details the documents and files that must be provided for each candidate for the National 5 and Higher Music Technology assignments, and what format they can be submitted in.

Flyleaf	Paper — completed and signed by the candidate
Production plan, progress record and evaluation report	Paper or electronic file (PDF, PowerPoint or Word file)
Media file	MP3, MP4, WAV or WMA saved on a CD or memory stick

It is acceptable to use one CD or memory stick for each group of up to 10 candidates as listed on the attendance register (Ex6 form). Separate folders for each candidate should be created on the CD or memory stick, which should contain all electronic files created by the candidate.

Please enclose memory sticks in an envelope to ensure they are not lost in transit to SQA. Where applicable, passwords should be supplied for encrypted memory sticks. Files must be accessible to markers.

## Art and Design portfolios

### Preparing and submitting Art and Design portfolios

You will receive full details on preparing and submitting Art and Design portfolios. We will publish key dates for Art and Design courses for all levels in December 2018. Information will be available on the [Art and Design Practical Assessment web page](#).

### National 5 and Higher evaluation templates

There is a template that candidates must use when completing the Evaluation section of the Expressive and Design portfolios in National 5 and Higher Art and Design courses.

The template provides a defined space for candidates to type their evaluations, encouraging them to spend a proportionate amount of time on the evaluation. This gives candidates more time to work on their practical pieces.

Candidates should print the completed templates and attach each one to the top sheet of the relevant portfolio. Please take care that it does not cover any art or design work.

**Candidates must use this template when completing and submitting their portfolios in session 2018–19.**

The template, with further information, is available:

- ◆ under the 'Coursework' heading of the [National 5 Art and Design subject page](#)
- ◆ under the 'Coursework' heading of the [Higher Art and Design subject page](#)

## **Packaging and uplift of externally-assessed coursework**

We will send you full details of the packaging arrangements for externally-assessed coursework materials in advance of uplift dates. Uplift dates are provided in the table below:

<b>Course and level codes</b>	<b>Course name</b>	<b>Coursework</b>	<b>uplift date</b>
C804 75	Art and Design (Design)	Portfolio	24/04/19
C804 75	Art and Design (Expressive)	Portfolio	24/04/19
C804 76	Art and Design (Design)	Portfolio	24/04/19
C804 76	Art and Design (Expressive)	Portfolio	24/04/19
C706 77	Art and Design (Design)	Portfolio	30/05/19
C705 77	Art and Design (Expressive)	Portfolio	30/05/19