

Instructions for submitting Advanced Higher Latin projects

Academic session 2018–19

From academic session 2018–19 onwards, candidates **must** use the SQA approved template to submit physical copies of their project. Projects will be electronically marked and the template will ensure accuracy in the scanning process. The template is available in Microsoft Word format.

Note: candidates **must not** submit their coursework electronically. They should send physical copies of their project to us in the usual manner.

Instructions for teachers, lecturers and candidates

Using the template:

- ◆ Teachers, lecturers and candidates can download and print copies of the template as required.
- ◆ Candidates can type directly into the template, copy and paste text into the template or print and handwrite into the template.
- ◆ Candidates choosing to handwrite their project must use blue or black ink.
- ◆ The template is set with a common font and font size — candidates can alter these if required.
- ◆ Candidates must include their Scottish Candidate Number, in the footer on each page of the template.

Packaging:

- ◆ Where possible, candidates should print their project double-sided.
- ◆ Candidates must not use staples to collate their pages.
- ◆ Candidates must ensure that the print is clear, with no print leakage or bleeding, so that their work is legible for on-screen electronic marking.
- ◆ The SQA A4 flyleaf must accompany each project.
- ◆ Place each project in a clear face wallet provided by SQA.