

National Qualifications 2018

Advanced Higher Art and Design Enquiry

Notes on completion of Attendance Register forms, packaging and submission of Enquiries

1 Attendance Register forms

The provided Attendance Register forms are to be used as records of enclosures to accompany the submission of candidates' Enquiries to the Scottish Qualifications Authority.

Attendance Register forms, which have been compiled from SQA's entry details, list candidates entered for Advanced Higher Art and Design Enquiry.

No amendments should be made to the candidate details nor must any candidates' details be added to Attendance Register forms. If it is found that a candidate has been omitted from a form this will denote that SQA was unaware of the entry at the time of printing the forms. In such a case, Attendance Register Supplement (Additional Candidates) (a small supply has been sent to each centre) must be completed and used in place of a pre-printed Attendance Register form and the matter of candidate's entry should be pursued with SQA as soon as possible (Data Services 0345 213 6960).

2 Completion

A tick should be entered in the column headed 'Encs' against the names of those candidates for whom an Enquiry is being submitted. In the case of those candidates for whom no Enquiry is being submitted the letters 'Abs' **must** be entered.

3 Packaging

Enclosed with these notes is a supply of self-adhesive labels for each candidate entered for Advanced Higher Art and Design Enquiry. The labels have pre-printed details and should be used for identification purposes.

Prior to submission the appropriate label should be attached to the reverse side of each two dimensional item of work. For three dimensional work the self-adhesive label should be used, however, a tie-on label may be used if more suitable. All labels must be attached securely to the work.

All Enquiry submissions should be packed securely by the teacher responsible for Art and Design using a means of packing which will as far as possible ensure the safe arrival and easy identification of the contents. The centre should provide all packing materials. When more than one package is necessary, the number of packages used should be shown on the outside of each package (eg 1 of 3).

Package identifying labels are now only available to download from the practical assessment web page. These labels are level/enquiry specific and should be used for identification purposes.

Attendance Register forms and any Attendance Register Supplement (Additional Candidates) **must be enclosed** in one of the packages.

The Enquiries should be made into manageable packages. Normally around three Enquiries should be tied securely together to make up one 'Item'. Please note packages should not exceed 11kg.

4 Submission

Enquiries must be made available for collection by Parcel Force on **Thursday 31 May 2018**.

Parcel Force Labels 4

Two and three dimensional submissions are required to use specific labels. Two dimensional (2D) folio submissions will be submitted using a label identifiable by the number 9 in the top left hand corner. Three dimensional (3D) folio submissions will be submitted using a label identifiable by the number 10 in the top left hand corner.



To allow Parcel Force to collect and process Art and Design examination work through their network it is important that you comply with their instructions and **apply the correct Parcel Force Art Work Adhesive Delivery Labels** to the outside packaging of each item being submitted. Please also ensure that the Advanced Higher identifier labels are attached to the packages for submission.