

## National Qualifications 2018

### National 5 and Higher Art and Design

#### Notes on completion of Attendance Register forms, packaging and submission of the Practical Folios

**Note:** More detailed information is contained in paragraph 23 of the *Notes of Information for Teachers/Lecturers for Internal and External Assessment*.

#### 1 Attendance Register forms

The enclosed Attendance Register forms are to be used as records of enclosures to accompany the submission of candidates' Folios to the Scottish Qualifications Authority. Attendance Register forms, which have been compiled from the SQA's entry details, lists candidates entered for National 5 and Higher Art and Design.

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 the Attendance Register 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 candidate's entry should be pursued with SQA as soon as possible (Data Services 0345 213 6960).

#### 2 Packaging for uplift—general information

It is the responsibility of the centre to devise and have in readiness means of packing which will, as far as possible, ensure the safe arrival of the candidates' work.

**Note:** For Higher; the Expressive Activity and the Design Activity for each candidate should be submitted as one Practical Folio and therefore packed together. However, for National 5; the folio should be split with the Expressive and Design Activities packaged separately.

In the section of the Attendance Register headed Attendance Record, the **Art and Design teacher should:**

- Indicate that a Folio has been enclosed by insertion of a tick (✓) in the first column.
- Indicate the nature of the Expressive Activity in the second column by using 2D or 3D (where photographs are submitted in lieu of 3D work enter 3D(P)).
- Indicate the nature of the Design Activity in the third column by using 2D or 3D (where photographs are submitted in lieu of 3D work enter 3D(P)).
- You should enter either ABS or WD for any candidate who is not submitting a Practical Folio. **There should be an entry against each candidate on the Ex6.**

- Ensure that all Attendance Registers are enclosed with your first parcel at each level.

### 3 Packaging

A supply of self-adhesive labels for each candidate entered for National 5 and Higher Art and Design have been provided. 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 folio/examination item. For three dimensional work the self-adhesive label should be used, however, a tie-on label may be used if more suitable. Please note that both Activities (Expressive and Design) for each candidate must be packaged together for Higher, however should be packaged separate for National 5.

All submissions should be packed 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. The method of packaging and identifying materials is detailed in paragraph 23 of *Notes of Information for Teachers/Lecturers for Internal and External Assessment*. 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). All labels must be attached securely emphasising the need to affix the Parcelforce bar code to each Art parcel and SQA label to identify contents as Artwork. Please note packages should not exceed 11kg.

Attendance Register forms and any Attendance Register Supplement (Additional Candidates) **must be enclosed** in the first package where more than one is being submitted.

Package identifying labels are now only available to download from the practical assessment web page. These labels are level specific and should be used for identification purposes. **Please note that for Higher level; both Folios for each candidate must be packaged together. However, for National 5 level; the folios for each candidate for Expressive and Design Activity should be packaged separately.**

#### 4 Submission

Packaged folios must be made available for collection by Parcel Force on **Thursday 26 April 2018**.

#### Parcel Force Labels

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 appropriate identifying labels are attached to the packages for submission.