



# 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.

# 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 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	21/03/18
C832 75	Gàidhlig	Assignment-writing (Obair shònraichte – sgrìobhadh)	Over time	Assignment-writing (Obair shònraichte – sgrìobhadh) template	21/03/18
C836 75	Health and Food Technology	Assignment	Over time	Assignment — candidate workbook	21/03/18
C838 75	Hospitality: Practical Cake Craft	Assignment	Over time	Assignment — candidate workbook	19/04/18
C839 75	Hospitality: Practical Cookery	Assignment	Over time	Assignment — candidate workbook	21/03/18
C849 75	Modern Studies	Assignment	Controlled conditions	Assignment report	21/03/18
C850 75	Music*	Assignment	Over time	Assignment template	19/04/18
C875 75	Nuadh-Eolas (Modern Studies)	Assignment	Controlled conditions	Assignment report	21/03/18
C856 75	Physical Education	Portfolio	Over time	Portfolio	19/04/18

**\*Music Composing Review:** candidates can submit an electronic word or PDF file, along with accompanying media files.

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

Please use the following templates for English. A flyleaf, which we will issue to centres in February 2018, must accompany these templates. The template for Advanced Higher is new for this session.

<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>
C824 75	English	Portfolio	Over time	English Portfolio template	21/03/18
C724 76	English	Portfolio	Over time	English Portfolio template	19/04/18
C724 77	English	Portfolio	Over time	English dissertation/ Portfolio template	11/05/18
C724 77	English	Dissertation	Over time	English dissertation/ Portfolio template	19/04/18

## Modern Languages templates – National 5

You will have received booklets for each candidate your centre is presenting. Additional booklets are available for download on the subject pages and through your SQA Co-ordinator.

<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 75	Cantonese	Assignment — writing	Over time	Candidate Answer Booklet	21/03/18
C830 75	French	Assignment — writing	Over time	Candidate Answer Booklet	21/03/18
C831 75	Gaelic (Learners)	Assignment — writing	Over time	Candidate Answer Booklet	21/03/18
C834 75	German	Assignment — writing	Over time	Candidate Answer Booklet	21/03/18
C842 75	Italian	Assignment — writing	Over time	Candidate Answer Booklet	21/03/18
C845 75	Mandarin (Simplified)	Assignment — writing	Over time	Candidate Answer Booklet	21/03/18
C846 75	Mandarin (Traditional)	Assignment — writing	Over time	Candidate Answer Booklet	21/03/18
C869 75	Spanish	Assignment — writing	Over time	Candidate Answer Booklet	21/03/18
C870 75	Urdu	Assignment — writing	Over time	Candidate Answer Booklet	21/03/18

## 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 our secure website, which can be accessed through your SQA Co-ordinator.

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
C715 76	Classical Studies	Resource sheet
C871 75	Cruinn-eòlas (Geography)	Processed information sheet
C771 76	Cruinn-eòlas (Geography)	Processed information sheet
C872 75	Eachdraidh (History)	Resource sheet
C819 75	Design and Manufacture (Assignment: Design)	Research pro-forma, and Planning for Manufacture pro-forma
C772 76	Eachdraidh (History)	Resource sheet
C722 76	Economics	Research sheet
C833 75	Geography	Processed information sheet
C733 76	Geography	Processed information sheet
C837 75	History	Resource sheet
C737 76	History	Resource sheet
C849 75	Modern Studies	Research sheet
C749 76	Modern Studies	Research sheet
C875 75	Nuadh-eòlas (Modern Studies)	Research sheet
C775 76	Nuadh-eòlas (Modern Studies)	Research sheet
C854 75	Philosophy	Resource sheet
C758 76	Politics	Resource sheet
C864 75	Religious, Moral and Philosophical Studies	Resource sheet
C764 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 2018. Electronic copies will also be available on our secure website in March 2018.

All submissions must meet the full requirements of the Course Specification and Course Assessment Task(s).

## National 5 (level code 75)

<b>Course code</b>	<b>Course name</b>	<b>Assessment conditions</b>	<b>uplift date</b>
C800	Accounting	Controlled conditions	21/03/18
C801	Administration and IT	Controlled conditions	21/03/18
C807	Biology	Over time	21/03/18
C810	Business Management	Over time	21/03/18
C812	Care	Over time	19/04/18
C813	Chemistry	Over time	21/03/18
C815	Classical Studies	Controlled conditions	21/03/18
C816	Computing Science	Over time	21/03/18
C871	Cruinn-eòlas (Geography)	Controlled conditions	21/03/18
C872	Eachdraidh (History)	Controlled conditions	21/03/18
C819	Design & Manufacture	Over time	19/04/18
C822	Economics	Over time	21/03/18
C824	English	Over time	21/03/18
C826	Environmental Science	Over time	21/03/18
C833	Geography	Controlled conditions	21/03/18
C835	Graphic Communication	Controlled conditions	21/03/18
C823	Engineering Science	Controlled conditions	21/03/18
C837	History	Controlled conditions	21/03/18
C848	Media	Over time	21/03/18
C850	Music	Over time	19/04/18
C851	Music Technology	Over time	21/03/18
C854	Philosophy	Controlled conditions	21/03/18
C857	Physics	Over time	21/03/18
C863	Psychology	Over time	21/03/18
C864	Religious, Moral and Philosophical Studies	Controlled conditions	21/03/18
C868	Sociology	Over time	21/03/18

## Higher (level code 76)

<b>Course code</b>	<b>Course name</b>	<b>Assessment conditions</b>	<b>uplift date</b>
C700	Accounting	Controlled conditions	21/03/18
C701	Administration and IT	Controlled conditions	19/04/18
C707	Biology	Over time	19/04/18
C710	Business Management	Controlled conditions	19/04/18
C712	Care	Over time	01/06/18
C713	Chemistry	Over time	19/04/18
C714	Childcare and Development	Over time	01/06/18
C715	Classical Studies	Controlled conditions	19/04/18
C771	Cruinn-eòlas (Geography)	Controlled conditions	19/04/18
C772	Eachdraidh (History)	Controlled conditions	19/04/18
C722	Economics	Controlled conditions	19/04/18
C724	English	Over time	19/04/18
C726	Environmental Science	Controlled conditions	19/04/18
C728	Fashion and Textile Technology	Over time	19/04/18
C733	Geography	Controlled conditions	19/04/18
C736	Health and Food Technology	Over time	19/04/18
C737	History	Controlled conditions	19/04/18
C740	Human Biology	Over time	19/04/18
C748	Media	Over time	19/04/18
C749	Modern Studies	Controlled conditions	19/04/18
C751	Music Technology	Over time	19/04/18
C775	Nuadh-Eòlas (Modern Studies)	Controlled conditions	19/04/18
C754	Philosophy	Over time	19/04/18
C755	Photography	Over time	01/06/18
C757	Physics	Over time	19/04/18
C758	Politics	Controlled conditions	19/04/18
C763	Psychology	Over time	19/04/18
C764	Religious, Moral and Philosophical Studies	Controlled conditions	19/04/18
C768	Sociology	Over time	19/04/18



## Advanced Higher (level code 77)

Course code	Course name	Assessment conditions	uplift date
C700	Accounting	Over time	19/04/18
C707	Biology	Over time	19/04/18
C710	Business Management	Over time	19/04/18
C711	Cantonese	Over time	19/04/18
C713	Chemistry	Over time	19/04/18
C715	Classical Studies	Over time	19/04/18
C771	Cruinn-eòlas (Geography)	Over time	11/05/18
C721	Drama	Over time	11/05/18
C772	Eachdraidh (History)	Over time	19/04/18
C722	Economics	Over time	19/04/18
C724	English – Dissertation	Over time	19/04/18
C724	English – Portfolio	Over time	11/05/18
C730	French	Over time	19/04/18
C731	Gaelic (Learners)	Over time	19/04/18
C733	Geography	Over time	11/05/18
C734	German	Over time	19/04/18
C736	Health and Food Technology	Over time	19/04/18
C737	History	Over time	19/04/18
C742	Italian	Over time	19/04/18
C743	Latin	Over time	19/04/18
C745	Mandarin (Simplified)	Over time	19/04/18
C746	Mandarin (Traditional)	Over time	19/04/18
C749	Modern Studies	Over time	19/04/18
C778	Music: Portfolio	Over time	11/05/18
C775	Nuadh-Eòlas (Modern Studies)	Over time	19/04/18
C756	Physical Education	Over time	19/04/18
C757	Physics	Over time	19/04/18
C764	Religious, Moral and Philosophical Studies	Over time	19/04/18
C769	Spanish	Over time	19/04/18

## **Candidate welfare 'tick box'**

Templates or flyleafs will contain a candidate welfare statement and tick box if the coursework is produced 'over a period of time'. You should tick this box to inform us that you are aware of potentially sensitive content within a candidate submission, which may indicate candidate welfare issues, 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.

# 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 2017. 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 2017–18.**

The template, with further information, is available:

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

Course and level codes	Course name	Coursework	uplift date
C804 75	Art and Design (Design)	Portfolio	26/04/18
C804 75	Art and Design (Expressive)	Portfolio	26/04/18
C704 76	Art and Design	Portfolio	26/04/18
C706 77	Art and Design (Design)	Portfolio	31/05/18
C705 77	Art and Design (Expressive)	Portfolio	31/05/18