



Producing and submitting coursework for external assessment

This document contains information on the materials to be used when producing coursework, and submitting it to SQA for marking, in National 5, Higher and Advanced Higher Courses.

National 5 coursework templates (available from SQA's secure website)

We have produced templates for candidates to use when producing and submitting coursework for the following National 5 Courses. **Please note that the use of these templates is a mandatory requirement.**

Course code	Level code	Course name	Assessment production conditions	Templates to be used and submitted	Candidate welfare tick box	SQA-assessed coursework uplift date
C736	75	Health and Food Technology	Over time	Assignment — candidate workbook	Yes	28/03/2017
C749	75	Modern Studies	Under controlled conditions	Assignment report	No	28/03/2017
C775	75	Nuadh-Eòlas (Modern Studies)	Under controlled conditions	Assignment report	No	28/03/2017
C756	75	Physical Education	Over time	Portfolio	Yes	25/04/2017

These templates are available from our secure website as stand-alone documents. Teachers and lecturers can access these documents through their SQA Co-ordinator.

The templates are available in both Microsoft Word and PDF formats. This gives centres the option of allowing candidates to produce their coursework electronically using Microsoft Word, before printing hard copies for submission. Alternatively, centres may choose to print the PDF versions for candidates to hand-write their submissions.

It is critical that all submissions are complete and meet the requirements detailed in the relevant Coursework assessment task document.

National 5 and Higher English portfolio templates (available from National 5 and Higher English subject webpages)

National 5 and Higher English portfolios should be produced using the template provided in the 'Submitting Coursework' section of the National 5 and Higher English subject pages. Teachers, lecturers and candidates can download and/or print copies of the template as required. It is recommended that candidates type their work directly onto the template; however they can also copy and paste their writing across if they have been working from another file. The template has a simple format and is set up with a common font and font size; however these can be altered if required. Candidates may also print the template and use it to hand-write their submissions.

For further instructions please refer to the [National 5](#) and [Higher](#) portfolio template instructions 2016–17 on the English subject page.

National 5 and Higher resource sheets, processed information sheets and research sheets

Resource sheets, processed information sheets and research sheets are available from our secure website for coursework tasks where candidates are required to complete and submit a resource/research sheet along with their assignment. Teachers and lecturers can arrange access to these documents through their SQA Co-ordinator.

Resource sheets, processed information sheets and research sheets must be submitted to us to meet the requirements detailed in the relevant Coursework assessment task document. The table below lists the subjects that require resource sheets, processed information sheets or research sheets:

Course code	Level code	Course name	Resource sheet/ research sheet
C715	75	Classical Studies	Resource sheet
C715	76	Classical Studies	Resource sheet
C771	75	Cruinn-eòlas (Geography)	Processed information sheet
C771	76	Cruinn-eòlas (Geography)	Processed information sheet
C772	75	Eachdraidh (History)	Resource sheet
C772	76	Eachdraidh (History)	Resource sheet
C722	75	Economics	Research sheet
C722	76	Economics	Research sheet
C733	75	Geography	Processed information sheet
C733	76	Geography	Processed information sheet
C737	75	History	Resource sheet
C737	76	History	Resource sheet
C749	75	Modern Studies	Research sheet
C749	76	Modern Studies	Research sheet
C775	75	Nuadh-Eòlas (Modern Studies)	Research sheet
C775	76	Nuadh-Eòlas (Modern Studies)	Research sheet
C758	76	Politics	Resource sheet
C764	75	Religious, Moral and Philosophical Studies	Resource sheet
C764	76	Religious, Moral and Philosophical Studies	Resource Sheet

National 5, Higher and Advanced Higher coursework flyleaves

We will provide flyleaves for the submission of coursework in the following National 5, Higher and Advanced Higher courses. Flyleaves will be issued to centres in early February 2017.

National 5

Course code	Level code	Course name	Assessment production conditions	Candidate welfare tick box	Coursework uplift date
C700	75	Accounting	Under controlled conditions	No	28/03/2017
C701	75	Administration and IT	Under controlled conditions	No	25/04/2017
C707	75	Biology	Over time	Yes	28/03/2017
C710	75	Business Management	Under controlled conditions	No	28/03/2017
C712	75	Care	Over time	Yes	02/06/2017
C713	75	Chemistry	Over time	Yes	28/03/2017
C715	75	Classical Studies	Under controlled conditions	No	28/03/2017
C771	75	Cruinn-eòlas (Geography)	Under controlled conditions	No	28/03/2017
C772	75	Eachdraidh (History)	Under controlled conditions	No	28/03/2017
C722	75	Economics	Under controlled conditions	No	28/03/2017
C724	75	English	Over time	Yes	28/03/2017
C726	75	Environmental Science	Over time	Yes	28/03/2017
C733	75	Geography	Under controlled conditions	No	28/03/2017
C737	75	History	Under controlled conditions	No	28/03/2017
C748	75	Media	Over time	Yes	28/03/2017
C751	75	Music Technology	Over time	Yes	28/03/2017
C754	75	Philosophy	Over time	Yes	28/03/2017
C757	75	Physics	Over time	Yes	28/03/2017
C763	75	Psychology	Over time	Yes	28/03/2017
C764	75	Religious, Moral and Philosophical Studies	Under controlled conditions	No	28/03/2017
C768	75	Sociology	Over time	Yes	28/03/2017

Higher

Course code	Level code	Course name	Assessment production conditions	Candidate welfare tick box	Coursework uplift date
C700	76	Accounting	Under controlled conditions	No	28/03/2017
C701	76	Administration and IT	Under controlled conditions	No	25/04/2017
C707	76	Biology	Over time	Yes	25/04/2017
C710	76	Business Management	Under controlled conditions	No	25/04/2017
C712	76	Care	Over time	Yes	02/06/2017
C713	76	Chemistry	Over time	Yes	25/04/2017
C714	76	Childcare and Development	Over time	Yes	02/06/2017
C715	76	Classical Studies	Under controlled conditions	No	25/04/2017
C771	76	Cruinn-eòlas (Geography)	Under controlled conditions	No	25/04/2017
C772	76	Eachdraidh (History)	Under controlled conditions	No	25/04/2017
C722	76	Economics	Under controlled conditions	No	25/04/2017
C724	76	English	Over time	Yes	25/04/2017
C726	76	Environmental Science	Under controlled conditions	No	25/04/2017
C728	76	Fashion and Textile Technology	Over time	Yes	25/04/2017
C733	76	Geography	Under controlled conditions	No	25/04/2017
C736	76	Health and Food Technology	Over time	Yes	25/04/2017
C737	76	History	Under controlled conditions	No	25/04/2017
C740	76	Human Biology	Over time	Yes	25/04/2017
C748	76	Media	Over time	Yes	25/04/2017
C749	76	Modern Studies	Under controlled conditions	No	25/04/2017
C751	76	Music Technology	Over time	Yes	25/04/2017
C775	76	Nuadh-Eòlas (Modern Studies)	Under controlled conditions	No	25/04/2017
C754	76	Philosophy	Over time	Yes	25/04/2017
C755	76	Photography	Over time	Yes	02/06/2017
C757	76	Physics	Over time	Yes	25/04/2017
C758	76	Politics	Under controlled conditions	No	25/04/2017
C763	76	Psychology	Over time	Yes	25/04/2017
C764	76	Religious, Moral and Philosophical Studies	Under controlled conditions	No	25/04/2017
C768	76	Sociology	Over time	Yes	25/04/2017

Advanced Higher

Course code	Level code	Course name	Assessment production conditions	Candidate welfare tick box	Coursework uplift date
C700	77	Accounting	Over time	Yes	25/04/2017
C707	77	Biology	Over time	Yes	25/04/2017
C710	77	Business Management	Over time	Yes	25/04/2017
C711	77	Cantonese	Over time	Yes	25/04/2017
C713	77	Chemistry	Over time	Yes	25/04/2017
C715	77	Classical Studies	Over time	Yes	25/04/2017
C771	77	Cruinn-eòlas (Geography)	Over time	Yes	12/05/2017
C721	77	Drama	Over time	Yes	12/05/2017
C772	77	Eachdraidh (History)	Over time	Yes	25/04/2017
C722	77	Economics	Over time	Yes	25/04/2017
C724	77	English – Dissertation	Over time	Yes	25/04/2017
C724	77	English – Portfolio	Over time	Yes	11/05/2017
C730	77	French	Over time	Yes	25/04/2017
C731	77	Gaelic (Learners)	Over time	Yes	25/04/2017
C733	77	Geography	Over time	Yes	12/05/2017
C734	77	German	Over time	Yes	25/04/2017
C736	77	Health and Food Technology	Over time	Yes	25/04/2017
C737	77	History	Over time	Yes	25/04/2017
C742	77	Italian	Over time	Yes	25/04/2017
C743	77	Latin	Over time	Yes	25/04/2017
C745	77	Mandarin (Simplified)	Over time	Yes	25/04/2017
C746	77	Mandarin (Traditional)	Over time	Yes	25/04/2017
C749	77	Modern Studies	Over time	Yes	25/04/2017
C778	77	Music (Portfolio)	Over time	Yes	12/05/2017
C775	77	Nuadh-Eòlas (Modern Studies)	Over time	Yes	25/04/2017
C756	77	Physical Education	Over time	Yes	25/04/2017
C757	77	Physics	Over time	Yes	25/04/2017
C764	77	Religious, Moral and Philosophical Studies	Over time	Yes	25/04/2017
C769	77	Spanish	Over time	Yes	25/04/2017

Candidate welfare ‘tick box’

Where coursework evidence is produced over time, the templates or flyleaves will contain a candidate welfare statement/tick box, as indicated in the table above. This must be considered by the centre submitting the evidence on the candidate’s behalf. This statement has been introduced to avoid markers raising concern about content which could indicate potential candidate welfare issues, where the centre is already aware of these issues and is taking action to address them.

Art and Design portfolios

Preparing and submitting Art and Design portfolios

We will provide full details on preparing and submitting Art and Design portfolios in due course. In December 2016, we will publish key dates for Art and Design courses, at all levels, on the [Art and Design Practical Assessment web page](#). Materials for packaging and submitting Art and Design portfolios will be sent to centres in April 2017.

National 5 and Higher Evaluation templates

We have produced a template for candidates to 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 limited space for candidates to type their evaluations, encouraging them to spend a proportionate amount of time on the evaluation and allowing more time to work on their practical pieces. Candidates may use this template when completing and submitting their portfolios in session 2016-17.

Further information is provided under the 'Submitting Coursework' heading of the [National 5](#) and [Higher Art and Design subject pages](#), where you can also access the templates.

Packaging and uplift of externally assessed Coursework

We will issue 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 code	Level code	Course name	Coursework	Coursework uplift date
C704	75	Art and Design	Portfolio	28/04/2017
C704	76	Art and Design	Portfolio	28/04/2017
C706	77	Art and Design (Design)	Portfolio	02/06/2017
C705	77	Art and Design (Expressive)	Portfolio	02/06/2017