



Higher Accounting Assignment Instructions for teachers and lecturers

This document provides information for teachers and lecturers about the coursework component of this course in terms of the skills, knowledge and understanding that are assessed. It must be read in conjunction with the course specification.

Valid for session 2018-19 only.

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Instructions for teachers and lecturers

Before candidates start the assignment, you must download the following e-files and make them available to use. You must keep the files secure and candidates must not access them in advance of assessment.

- **T2SSA** – this is a spreadsheet file with **one** worksheet
- **T2SSB** – this is a spreadsheet file with **one** worksheet
- **T3WP** – this is a word-processing file

There are two versions of the spreadsheet template for task 2.

Candidates who choose to complete the Sales Budget electronically **must** use the file **T2SSA**.

Candidates who choose to complete the Sales Budget manually **must** use the file **T2SSB** and transpose their Production and Sales data onto the template **prior** to starting the Cash Budget.

Templates must not be amended.

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

This document can be used by practitioners in SQA approved centres for the assessment of National Courses and not for any other purpose.