



# Higher Accounting Assignment Information and instructions

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 2019-20 only.**

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## **Electronic file security**

The electronic files (e-files) are confidential and must be subject to the same level of security as the coursework assessment task. They must now be downloaded and saved in a secure location that cannot be accessed by candidates or unauthorised staff.

The e-files must remain confidential until the assessment takes place. When not in use, you must keep the e-files secure until after the assignment uplift date.

## **On the day of the assessment**

Before candidates start the assignment, an authorised member of staff should save the following e-files in a designated folder and ensure that the e-files open correctly. This must be done in the presence of an invigilator and no earlier than 60 minutes before the start time of the assessment.

## **E-files for the Higher Accounting Coursework Assessment Task**

- ◆ **Task 2 File** – this is a spreadsheet file with **one** worksheet
- ◆ **Task 4 File** – this is a word-processing file

**Note: e-file templates must not be amended.**

### **New for 2020**

Candidates must include their Scottish Candidate Number on all printouts and/or pages submitted.

# Administrative information

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## History of changes

Version	Description of change	Date

Note: you are advised to check SQA's website to ensure you are using the most up-to-date version of this document.

## Security and confidentiality

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