

# Instructions for submitting Advanced Higher Accounting projects

Candidates **must** use SQA's approved template to submit physical copies of their project. All projects are electronically marked and the template ensures accuracy when scanning. The template is available in Microsoft Word format from the 'Coursework' tab on the [subject level web page](#).

Note: you **must not** submit coursework electronically.

## Instructions for teachers, lecturers and candidates

The template:

- ◆ can be download and copies printed as required
- ◆ can be typed into directly or text can be copied and pasted into it
- ◆ is set with a common font and font size — candidates can alter these, however, we recommend a 1.5 line spacing and a 12 font size
- ◆ must include the Scottish Candidate Number in the footer on each page, but not the candidate name
- ◆ header can have text entered into it, for example the report title, by double clicking on the header, however, candidates **should not** use 'insert header' to do this, as it affects the template format
- ◆ allows candidates to reference sources using footnotes
- ◆ can be used for appendices
- ◆ must be printed — if candidates choose to handwrite their project and they must write using blue or black ink

When preparing and packaging, ensure that each project:

- ◆ is printed double-sided, if possible
- ◆ is printed clearly, with no print leakage or bleeding, so that work is legible for on-screen electronic marking (if applicable)
- ◆ uses images, graphs and charts suitable for scanning black and white
- ◆ is accompanied by an SQA A4 flyleaf
- ◆ is stapled on the top left-hand corner, along with any appendices
- ◆ SQA will provide a small volume of clear faced bags which should only be used in instances where coursework is too large to staple