Instructions for submitting Advanced Higher Latin projects

Academic session 2023-2024

For academic session 2023-2024, candidates **must** use the SQA approved template to submit physical copies of their project. Projects will be electronically marked and the template will ensure accuracy in the scanning process. The template is available in Microsoft Word format.

Note: candidates **must not** submit their coursework electronically. They should send physical copies of their project to us in the usual manner.

Instructions for teachers, lecturers and candidates

Using the template:

♦ Teachers, lecturers and candidates can download and print copies of the template as required.

♦ Candidates can type directly into the template, copy and paste text into the template or print and handwrite into the template.

♦ Candidates choosing to handwrite their project must use blue or black ink.

♦ The template is set with a common font and font size — candidates can alter these if required.

♦ Candidates must include their Scottish Candidate Number, in the footer on each page of the template.

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