

Instructions for submitting National 5 Economics assignments

Candidates **must** use SQA's approved template to submit physical copies of their assignment. All assignments 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 pages](#).

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 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 assignment and they must write using blue or black ink

When preparing and packaging, ensure that each assignment:

- ◆ 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
- ◆ uses images, graphs and charts suitable for scanning in black and white
- ◆ does not use staples to collate pages
- ◆ is accompanied by an SQA A4 flyleaf
- ◆ is placed individually, along with appendices, in a clear-face wallet provided by SQA