Return of Examination Material

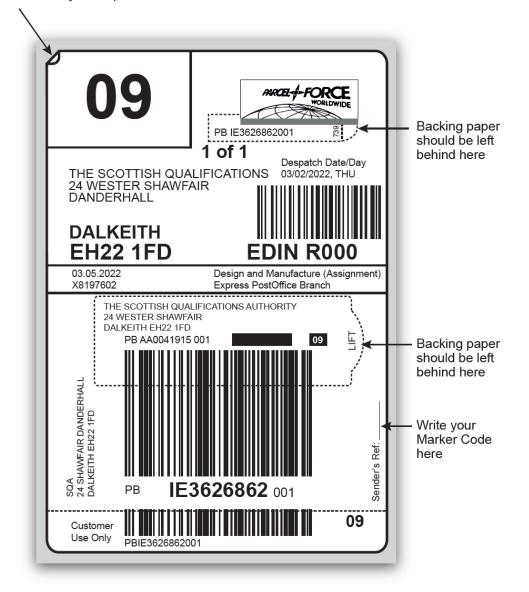
You are supplied with pre-addressed Parcelforce return labels and poly-envelopes for returning the packets of scripts to SQA, please follow the instructions below:-

- Place the packets of scripts in the poly-envelope(s) provided
- Write your marker code number on the return label (refer to Diagram 1)
- Remove the remainder of the label from the backing paper; leave the backing on the parts with SQA's address and Consignment number in small print as these are for Parcelforce use (*refer to Diagram 1*)
- Place the label on the poly-envelope (refer to Diagram 2)
- Detach the 'Customer Use Only' barcode from the bottom of the Parcelforce label (*refer to Diagram 1*) and attach it to the box at the top of the Record of Marks and Despatch to SQA form for each corresponding batch of scripts you return. These forms are provided in your Marker Pack.
- Your package can now be taken to a designated Post Office. To locate your nearest designated Post Office please refer to the SQA website at www.sqa.org.uk/am. Select Marker Information from the menu on the left side and click on Script Delivery Arrangements, the script return information is held within this section

Should you have any enquiries regarding these instructions or require further supplies of Parcelforce return labels and poly-envelopes please contact SQA on 0345 213 6612 option 2 or by e-mail at script.management@sqa.org.uk.

Diagram 1

Detach from backing paper ans secure on ParcelForce Polyenvelope



This is your consignment number. Please detach from backing paper and attach to the box at the top of the Record of Marks and despatch to SQA form provided in your Marker Pack. It is important to retain this number safely in case your batch goes astray en route to SQA.

Diagram 2

How to attach the ParcelForce address label to the polyenvelope bag

