

## 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](http://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](mailto:script.management@sqa.org.uk).

# Diagram 1

Detach from backing paper and secure on ParcelForce Polyenvelope

**09**

**PARCEL FORCE WORLDWIDE**

PB IE3626862001 739

**1 of 1** Despatch Date/Day 03/02/2022, THU

THE SCOTTISH QUALIFICATIONS  
24 WESTER SHAWFAIR  
DANDERHALL

**DALKEITH EH22 1FD** **EDIN R000**

03.05.2022 X8197602 Design and Manufacture (Assignment)  
Express PostOffice Branch

THE SCOTTISH QUALIFICATIONS AUTHORITY  
24 WESTER SHAWFAIR  
DALKEITH EH22 1FD  
PB AA0041915 001 **09** LIFT

SQA 24 SHAWFAIR DANDERHALL  
DALKEITH EH22 1FD

Sender's Ref: \_\_\_\_\_

**IE3626862 001**

Customer Use Only PBIE3626862001 **09**

Backing paper should be left behind here

Backing paper should be left behind here

Write your Marker Code here

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

