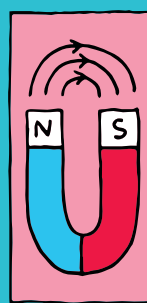
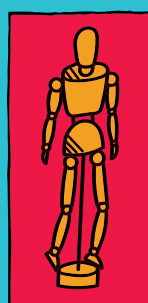
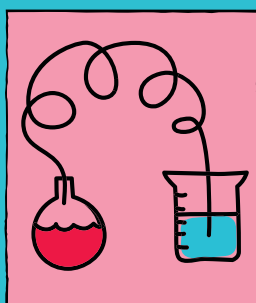
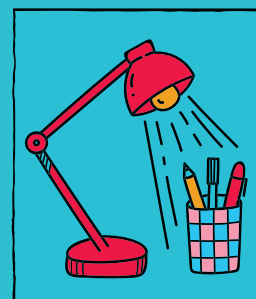
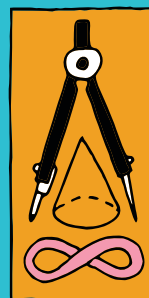
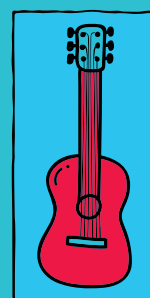
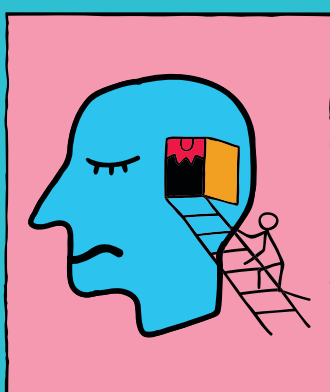
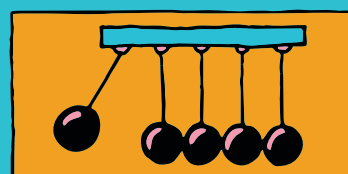
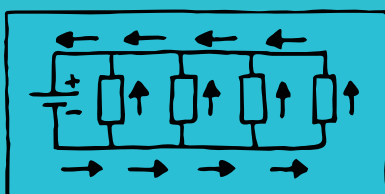
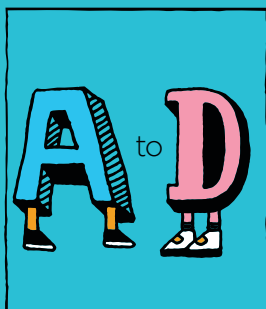
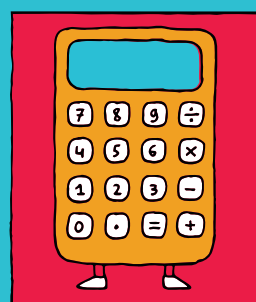


Your National Qualifications 2022–23

School edition



Your National Qualifications 2022–23

This booklet tells you what you need to do when completing your coursework. It also has useful information about how to prepare for National 5, Higher and Advanced Higher exams.

Due to the disruption COVID-19 caused to your education, SQA has kept some changes to how coursework is assessed. You can read about these changes (referred to as modifications) on page 3.

Your teachers or lecturers can also explain all of this to you.

You might want to show this booklet to your parents or carers to help keep them up to date.

‘Assessment’ is when teachers and lecturers check or monitor your level of skill, knowledge and understanding of your subject or course.



‘Course assessment’ is the assessment that determines your overall grade (A to D). It usually involves an exam and completing one or more items of coursework.

What are National Qualifications?

National Qualifications are mainly taken by learners in secondary schools, colleges and some training providers in Scotland. You will probably be studying for some of the following National Qualifications.

National 1 units and National 2 to 4 courses

These are assessed as 'pass' or 'fail' by your teacher or lecturer.

National 5, Higher and Advanced Higher courses

These typically involve coursework and an end-of-year exam marked by us and graded A to D.

Skills for Work courses

These focus on the general skills needed in the workplace and are usually assessed by your teacher through practical activities.

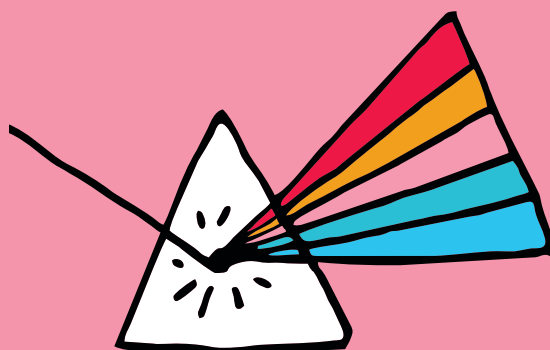
Scottish Baccalaureates

These are available to learners in S5 and S6. They are made up of a group of Higher and Advanced Higher qualifications, plus an 'interdisciplinary project' that is graded A to C. Scottish Baccalaureates enable learners to develop and show evidence of their initiative, responsibility and ability to work independently.

Awards

These are a set of related units that are often projects and assignments assessed as either 'pass' or 'fail'.

'Interdisciplinary project' is a large piece of work that will help equip you with skills, attitude and confidence that you will need to make the transition into higher education or employment.



Assessment arrangements

If you need additional support (during the year, at exam time or both), your school, college or training provider can make arrangements to give you an equal chance to show what you know, understand and can do.

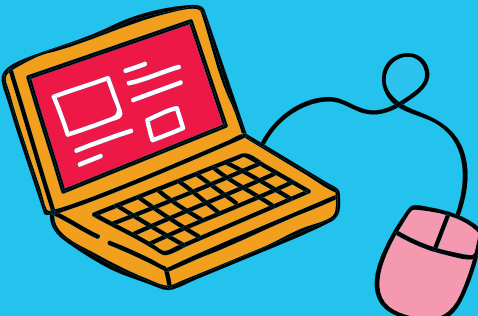
If you would like to know more about these arrangements, it is important that you speak to your teacher or lecturer as soon as possible so that they can discuss the most appropriate assessment arrangements with you. If you prefer, your parent or carer can speak to your teacher or lecturer for you.

Modifications

This year we have kept the changes we made to course assessments because of the disruption to your learning caused by the pandemic. We call these changes 'modifications', and they vary by subject and level. Depending on the course you are taking, we may have done the following.

- Removed or reduced the exam or parts of coursework.
- Removed some parts of the course assessment, so you should do less coursework than in a 'normal' year, leaving more time for learning and teaching.
- Provided information about what will or will not be assessed in the exam.

Your teacher or lecturer can give you more information about course assessments. You can also visit **www.sqa.org.uk/nqmodifications**



'Assessment arrangements' allow learners who are disabled and/or those with additional support needs to use different ways to complete an assessment.

'Assessment evidence' is made up of assessments that you have done throughout the year that best show your skills, knowledge and understanding of your course.

Coursework

There are different types of coursework, including portfolios, practicals, performances, assignments and projects. The type you do will depend on the course you are studying.

Coursework gives you the chance to show that you know your subject and to gain marks that could make a difference to your final grade. Each piece of coursework will have different requirements. Your teacher or lecturer will tell you about these.

There are rules that you must follow and information you need to know about your coursework. It is important that you understand the rules because they are there to make sure that coursework assessments are fair to everyone.

If you do not understand the rules, speak to your teacher or lecturer. They can also tell you what could happen if you break the rules.

You will also find lots of useful information at **www.sqa.org.uk/learners**

Doing your coursework

Sources

You may be able to use lots of different sources, including books, the internet and TV, in your work. Using different sources is a great way to learn.

You can't just copy information from other sources and include it as if it were your own work. You must keep a note of all material you use from other sources so that it is clear which work is not your own. Your teacher or lecturer can tell you how to do this, but here are a few pointers.

- Use 'quotation marks' around any text that has come from other sources, and clearly identify where that text comes from.
- Provide a reference for any diagrams or illustrations you've used from other sources.
- Create a bibliography (a list of sources you have used) if you need one. This will go at the end of your work.

Plagiarism

You must not pretend that other people's work is your own. Passing off other people's work and ideas as your own is called 'plagiarism' and it's cheating.

If you don't reference sources as explained above, that's also plagiarism.

It's not your own work if:

- all or some of it has been produced, or worked on, by someone else
- it has been done by someone who has produced similar work in the past
- it is example work that has been prepared by your teacher or lecturer, or
- you've copied it from a book, website or an essay bank without trying to put it in your own words.

Collusion

Working with others when you should be working alone is called 'collusion'. This applies to giving help, getting help, and sharing files, passwords and paperwork.

Everyone involved in collusion is breaking the rules – not just the person who has asked for help. If another learner (for example, someone in your class) asks you for help, you should tell them to speak to the teacher or lecturer.

If you are working as part of a group (for example, a group project), you must make sure that the written work you provide as part of the group work is your own.

If you are having difficulty with coursework, ask your teachers and lecturers for advice. No other person can be involved, at any stage, in discussing or reviewing your coursework.

Don't risk it

Spotting plagiarism and collusion isn't difficult.

- Teachers and lecturers are familiar with your work and can spot changes in your writing style and the language you use.
- Markers know their subject inside out, so they're familiar with lots of sources.
- We use software that identifies plagiarism and collusion. This software matches copied phrases and text with the sources they've been taken from.

Language and writing

Do not include rude, abusive, offensive or discriminatory language or images in your work. If you do, markers will investigate.

Remember that written coursework must be legible. Markers will do their best to read your work, but they might not be able to award marks if your writing is too difficult to read.

Word count

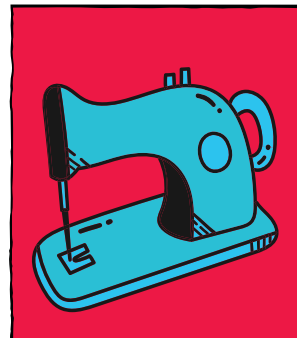
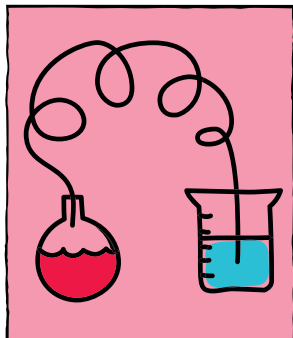
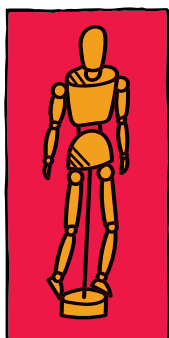
If your coursework states a minimum or maximum word count, you must stick to it – you might be penalised if you don't. See 'What if I break the rules?' on page 8 for more information.

Resource sheets

In certain subjects you may be allowed to use resource sheets. Your teacher or lecturer will tell you if you need to use a resource sheet (also known as 'research sheets' or 'processed information sheets') as part of your coursework, and will show you how to use it. If you are not sure whether you will need to use a resource sheet, speak to your teacher or lecturer.

If you need to use a resource sheet, it's really important that you know the rules on how to use it because you could lose marks if you do not use it correctly.

You must hand in your resource sheet with your coursework. If you don't, you will automatically lose 20% of the marks for your coursework.



Handing in your coursework

Check your work

Before you hand in your coursework, you must look over it and check that:

- everything is your own work, and you have properly referenced all sources of information, diagrams or illustrations you have used
- there is no rude, abusive or offensive language or images, and
- you have completed your coursework in line with the instructions your teacher or lecturer gave you.

Deadlines

Your teacher or lecturer will set your coursework deadlines. It is important that you hand your work in before the deadline.

If you are struggling to meet a deadline, talk to your teacher or lecturer as early as possible to see what they can do to help.

Declaration

Before your school, college or training provider sends your coursework to us for marking, they will give you a declaration to sign. It's really important that you understand the declaration. If you're not sure about anything, ask your teacher or lecturer.

This is the declaration you'll need to sign.

I confirm that:

- I have read SQA's Your National Qualifications booklet and understand its contents.
- I understand that SQA may reduce or cancel my grades where I have not followed the rules specified in the Your National Qualifications booklet.
- the coursework submitted with this declaration is all my own work with all sources of information clearly identified and acknowledged.
- where I have used a resource sheet, I have submitted it along with my coursework.
- I understand that this coursework will be submitted to SQA for marking.

Note: if you plan to publish or share your work online, you must discuss this with your school or college.

What if I break the rules?

If an investigation finds you've broken any rules, there may be a penalty, which could include the following.

- Your marks can be reduced, or you can be awarded zero marks.
- Your qualification for that subject can be cancelled.
- All of your qualifications for the entire year can be cancelled.

Remember

You must:

- do all the work yourself
- properly reference all sources
- check your work before handing it in
- hand your work in on time, and
- hand in any resource sheet you have used.

You must not:

- copy someone else's work, or
- use rude, abusive or offensive words or images.

Your 2023 exams

You can see the exam timetable at **www.sqa.org.uk/timetable** This shows the dates and times of your exams.

You can also download our MyExams app to create and view your personal timetable, add notes, and add your personal timetable to other calendars.

2023 exams will take place from 24 April to 1 June.

We'll give you another booklet, 'Your Exams', in March. This will tell you more about what will happen in the exams and what you'll need to do.

Questions we are often asked about exams



What are prelims?

Prelim is short for 'preliminary exam'. Most schools and colleges choose to run prelims to help learners practise for their exams, to give them feedback on their performance, and to help identify how well each learner is progressing with the course.

Your school, college or training provider will decide if and when they will run prelims this year.



Does SQA mark the prelims?

No, the question papers you sit during prelims are created by your school, college or training provider, and are marked by your teachers or lecturers.



Who will mark my coursework and exams?

We will mark all National 5, Higher and Advanced Higher question papers (exams), and we will also mark most of the National 5, Higher and Advanced Higher coursework. Some coursework is assessed by your teacher or lecturer, and we then check their marking to make sure standards are being met.



When will I get my results?

You will get your exam results by post on Tuesday 8 August 2023. We will also send your results to your school, college or training provider. If you have applied to a university or college through UCAS (the University and College Admissions Service), they will also receive your results.

If you don't receive your certificate by post on results day, contact your school, college or training provider. They can tell you your results and will work with us to find out what has happened to your certificate.



What is MySQA?

MySQA is your direct link to us. It holds your qualification information and personal details and, if you're sitting exams, you can get your results sent out by email or text. Sign up at www.mysqa.org.uk



I have two exams at the same time or one immediately after the other on the same day. What should I do?

The first thing to do is speak to your school, college or training provider. They will be able to look at possible alternative arrangements for you.

More support and information

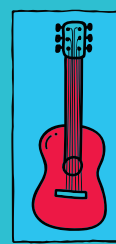
You will receive the 'Your Exams' booklet by the end of March 2023. This will provide more information on assessment, and you can stay up to date on the latest information at:

www.sqa.org.uk/learners

www.sqa.org.uk/nq2023

To find out where you can get more support, including links to organisations who you can speak to if you are feeling anxious, visit:

www.sqa.org.uk/learnersupport





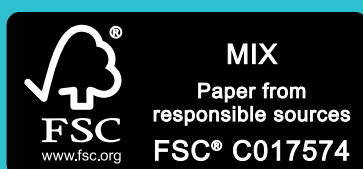
Got a question?

0345 279 1000

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