



Art and Design: Submission guidance

National 5, Higher and Advanced Higher portfolios

This edition: December 2023, version 1.0

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1 Introduction

This document provides guidance on the submissions of portfolios for National Qualifications in Art and Design at National 5, Higher, and Advanced Higher levels. Please read it in conjunction with the relevant:

- ◆ course specification and course support notes
- ◆ coursework assessment task

The documents for all levels are available on the subject pages of our website at:

www.sqa.org.uk/artanddesign

You are responsible for conveying to candidates any helpful or relevant information from this guidance. Please note that the detailed information in this document supersedes any earlier documentation.

2 Authentication

You should remind candidates that any coursework submissions for the external assessment must be their own work. If it is established that a candidate has submitted the work of another candidate as their own, SQA may cancel awards in all their subjects. This will also apply to work that has been plagiarised without acknowledgement of the source.

3 General information on the use of media and materials

Two-dimensional work

There are no restrictions on the type or range of two-dimensional materials that candidates can use in their work. You should make sure that all work is completely dry before packing for submission. Fix unstable materials, such as charcoal and chalk, with a suitable fixative.

Three-dimensional work

There are no restrictions on the types of materials that candidates may work with. However, you must not submit three-dimensional work for external assessment that is dangerous to handle (for example, including sharp or hazardous objects). It is at your discretion whether to submit fragile three-dimensional pieces of work to SQA. If you are submitting clay work, it must be fired.

You can submit well-lit, good quality photographs showing the three-dimensional work from different angles instead of the original pieces.

Photographic and digital submissions

Certain digital media submissions for National 5, Higher, and Advanced Higher Art and Design can be uploaded to SQA's digital upload portal. This portal should be used to upload digital media work that would have previously been submitted on a USB memory stick.

Please note, all candidates must submit a physical portfolio. Candidates may use photographs and/or digital images as part of their creative process, for example to record three-dimensional development, and graphic design development. However, they must include **hard copies only** in their portfolio. They must not submit digital versions for assessment. The only exceptions are for final pieces and design solutions that are impractical to view as hard copy submissions.

Only the following types of work can be submitted using the portal:

- ◆ moving image, such as film, animation, and video installation (five minutes maximum duration)
- ◆ website design (in a form that allows the storage device to operate fully as a website)

The portal will accept any type of file playable on VLC software, up to 1 GB. If files exceed this limit, candidate work should be saved onto a USB memory stick and sent to SQA along with the portfolio. We cannot accept QR codes or direct links to websites as part of portfolio submissions.

If a candidate is submitting a USB memory stick along with their physical portfolio, this must be clearly labeled with the centre number and the candidate number. Please ensure that the submitted USB memory stick is not encrypted with any type of password.

If candidates intend to submit a final piece or design solution in digital form as detailed above, they must submit their development work in good quality printed format. You should retain the original files.

Most digital work should not be submitted using the portal or USB memory sticks. For example, digital artwork, photography, digital graphic design, photographs of three-dimensional design work. Candidates should submit this type of work as **hard copies only**. They must not submit digital versions for assessment.

4 Arrangements for submitting portfolios to SQA.

SQA will provide details of the arrangements for uplift of portfolios. If you use an alternative method of delivery, SQA are unable to reimburse any expenses incurred. **Please note — submissions brought directly to the Midlothian Indoor Bowling Club are no longer accepted. Please contact SQA for further details.**

5 Submitting National 5 and Higher portfolios.

Presentation

Candidates must complete a flyleaf document for both the expressive and design portfolios for National 5 and Higher. Once the flyleaf has been completed, it must be attached to the back of the first sheet of the portfolio. Hard copies of the flyleaves will be posted to centres. The flyleaf documents are also available on the SQA website - <https://www.sqa.org.uk/sqa/90517.html>

Candidates can present their work in a variety of ways. However, the overall maximum size for each part of the folio (expressive and design), including 3D work, should not exceed three A2 size, single-sided sheets or equivalent.

Candidates should clearly label their presented work, indicating the number of sheets they are submitting for example, '1 of 2', '2 of 2' etc.

The choice of work for submission to SQA is the responsibility of the candidate. They may discuss the various options with their teacher or lecturer, but the final decision on which work to include, and the layout must be the candidate's own. The physical sticking down of work on the portfolio does not attract marks, but the selection of work and the layout shows the candidate's creative process. Therefore, you may help with mounting as long as the candidate has selected and laid out their work independently, and that you do not alter this in any way. This is because 40 marks are available in each portfolio assessment for process.

Candidates' expressive themes/titles and design briefs should be included on the first sheet of the portfolio.

All work selected for the portfolio must occupy its own space on the sheets. Work should not be layered.

Candidates must complete their evaluation on the SQA template and attach it to the first sheet of the portfolio. There is no word count, but candidates must not exceed the space given on the template (approximately 400 words). The evaluation template is set up with a common font style and size, which must not be amended.

Candidates' work should be the correct way up for viewing by the markers, irrespective of the position of the candidate information label on the reverse. If a candidate submits more than one sheet of two-dimensional work, items should be laid out in the way candidates want the work to be viewed. The work should then be turned face downwards, keeping the same order and layout, and each item should be joined to the next with three short strips of adhesive tape. Suitable space should be left between items to allow easy folding without damage.

Before folding please check:

- ◆ each item has the correct candidate information label on the reverse
- ◆ the items are the right way up for viewing.
- ◆ work of different candidates has not been joined up in error.
- ◆ all work is completely dry.
- ◆ pastel and charcoal work has been adequately fixed.
- ◆ evaluation has been completed on the mandatory SQA template.
- ◆ the appropriate evaluation has been attached to the first sheet and should not overlap work or extend beyond the three A2 sheets or equivalent - please ensure that the candidate's expressive evaluation has not been mistakenly attached to their design portfolio and vice versa.
- ◆ the appropriate flyleaf has been attached to the back of the first sheet

5.1 Labelling, packaging, and uplift of portfolios

You must package each component separately — candidates' expressive and design portfolios must be submitted in separate packages.

In the section of the Attendance Register headed Attendance Record, the teacher or lecturer should:

- ◆ Indicate that a portfolio has been enclosed by inserting a tick (✓) in the first column.
- ◆ Indicate the nature of the expressive activity portfolio in the second column by using '2D' or '3D'. If photographs are submitted in lieu of 3D work, enter '3D(P)'.
- ◆ Indicate the nature of the design activity portfolio in the third column by using '2D' or '3D'. If photographs are submitted in lieu of 3D work enter '3D(P)'.
- ◆ Enter either 'NS' – no submission or 'WD' - withdrawn for any candidate who is not submitting a portfolio. **There should be an entry against each candidate on the Attendance Register.**
- ◆ Ensure that all Attendance Registers are enclosed with your first parcel at each level. Additional names must not be added to an Attendance Register. Any additional candidates should be entered on an Additional Candidate Supplement form, which should be enclosed with the Attendance Registers for that level.

SQA will issue a supply of self-adhesive labels to centres in April for each candidate to submit their work. The labels will have pre-printed details and must be attached securely to the reverse of the work. For three-dimensional work, these labels should be attached to tie-on labels. The label must be securely attached as there may be no other means of identifying a candidate's work.

Please note that the appropriate candidate label must be applied on each sheet of the portfolio before submission to SQA.

You can download labels to identify packages from the portfolio assessment web page (www.sqa.org.uk/portfolioassessment). You must use separate labels for each component (expressive and design) to avoid confusion and delay in sorting packages upon receipt.

5.2 Packaging for uplift — general instructions

It is the responsibility of the centre to use packaging that will, as far as possible, ensure the safe arrival of the candidates' work.

You should package all three-dimensional artwork and design work separately from two-dimensional work. If finished works are of a fragile nature, you must include photographs of the work in the portfolio. This has been helpful on occasions where the work has arrived damaged. Photographs should be of good quality and show the item from different angles.

Due to the large volume of work received, we are unable to guarantee the work will be returned in its original packaging, we would therefore suggest that you do not use packaging of a decorative or valuable nature.

You should use appropriate and sufficient packing materials — such as crumpled paper, bubble wrap or polystyrene — to protect three-dimensional work and to prevent movement inside the box. Unfortunately, we cannot guarantee the preservation of fragile items because the assessment process can include relocation.

You should submit photographic prints and not the actual work, for the following:

- ◆ two-dimensional work more than A2 size
- ◆ work using valuable or expensive material.
- ◆ work of a fragile nature
- ◆ work that is large, heavy, or otherwise difficult to handle
- ◆ work containing sharp or hazardous materials that is dangerous to handle

You should place two-dimensional work between two protective layers of cardboard, no larger than the actual dimensions of the work.

The maximum size of a package should not exceed 900mm in length and 600mm in width.

You must give an indication on each package of the total number of packages for each component, e.g., 1 of 3, or 2 of 3, or 3 of 3. SQA should be informed immediately by telephone **0345 213 6612** (option 2) if there are any delays in submission.

You should refer to the 'Key Dates' document for information on the uplift date for the National 5 and Higher Art and Design portfolios.

6 Advanced Higher portfolio submissions

6.1 Submitting practical work for course assessment.

- ◆ Portfolio sheets at Advanced Higher level can be up to A1 in size.
- ◆ Candidates can submit a minimum of 6 sheets and a maximum of 12 sheets.
- ◆ Three-dimensional work, or photographs of three-dimensional work, can be submitted as part of the portfolio as appropriate.
- ◆ Sketchbook(s) can be submitted as evidence and will be included in the overall allocation. If only part of a sketchbook is to be marked, the candidate must bookmark the appropriate pages.
- ◆ Candidates should indicate the development of their portfolios by numbering the sheets sequentially in the order they are to be viewed. They can number their sheets on the front or back.
- ◆ Candidates must complete their evaluation on the SQA template and attach it to the first sheet of the portfolio. There is no word count, but candidates must not exceed the space given on the template (approximately 400 words). The evaluation template is set up with a common font style and size which must not be amended.
- ◆ If the practical work exceeds the maximum, a penalty is applied.

6.2 Submitting contextual analysis.

- ◆ Candidates must clearly label their contextual analysis and include a title that identifies its focus.
- ◆ The contextual analysis can be no more than 2000 words. If the word count exceeds the maximum by more than 10%, a penalty is applied.

6.3 Labelling, packaging, and uplift of portfolios

SQA will issue a supply of self-adhesive labels in April for each candidate entered for the course. The labels will have pre-printed details and should be used for identification purposes.

Prior to submission, a label must be attached to the reverse side of each two-dimensional item of work being submitted for a candidate. For three-dimensional work a self-adhesive label may be used, however tie-on labels may be used if more suitable. All labels must be attached securely to the work.

You can download labels to identify packages from the portfolio assessment web page (www.sqa.org.uk/portfolioassessment). To avoid confusion and delay in sorting packages upon receipt, you should use separate labels for each piece of work.

6.4 Packaging for uplift — general instructions

It is the responsibility of the centre to use packaging that will, as far as possible, ensure the safe arrival of the candidates' work.

Candidates should submit their work in individual portfolios or similar packaging which will be suitable for transportation. You should package all three-dimensional artwork and design work separately from two-dimensional work. If finished works are of a fragile nature, you should include photographs of the work in the portfolio. This has been helpful on occasions where the work has arrived damaged. Photographs should be of good quality and show the item from different angles.

You should submit photographic prints only, and not the actual work, for the following:

- ◆ two-dimensional work more than A1 sizes or work which cannot be submitted in an A1 portfolio
- ◆ work using valuable and expensive material.
- ◆ work of a fragile nature
- ◆ work that is large, heavy, or otherwise difficult to handle
- ◆ work containing sharp or hazardous materials that is dangerous to handle

You should use appropriate and sufficient packing materials such as crumpled paper, bubble-wrap or polystyrene to protect three-dimensional work and to prevent movement inside the box. Unfortunately, we cannot guarantee the preservation of fragile items because the assessment process can include relocation.

You should refer to the 'Key Dates' document for information on the uplift date for the Advanced Higher Art and Design portfolios.

7 Return of work: all levels

Two-dimensional and three-dimensional coursework may be returned to the centre or candidate on request. The request form and the table of charges are available on our website www.sqa.org.uk/returnofmaterial. Please note the charging scale applies per subject/level. There is a separate charge for the return of three-dimensional work. Where both two-dimensional and three-dimensional work is requested, both charges will have to be met.

Please note that there is a deadline for requests for the return of portfolios. The deadline can be found on our website <https://www.sqa.org.uk/sqa/41345.html>. Payments can be made securely online via Worldpay, the link can be found on the *Return of Externally Assessed*

Materials webpage. You also have the option to be invoiced once all materials have been returned.

If a Marking Review/Exceptional Circumstance is requested for any returnable materials, we are required to retain this work for 12 months after the final decision is made on grades awarded.

For further information please visit the Return of Externally Assessed Materials web page:
<http://www.sqa.org.uk/returnofmaterials>