



National Qualifications

Higher Photography Submission Guidance

1 Submission notes

All Higher Photography project assessment tasks must be completed in accordance with the information provided in the Coursework Assessment Task published on SQA's main website at <https://www.sqa.org.uk/sqa/HigherPhotography> (under 'Coursework').

2 Labelling and packaging of submissions

Presentation

Candidates should present their projects in a suitable format for transportation. Candidates must submit their projects, including final prints, as hard copies. We are unable to accept digital formats. Candidates do not need to mount their final prints but should ensure they have some protection for transportation.

You should label the front of candidates' projects with the following details:

- course name and number
- candidate name and candidate number
- candidate's date of birth
- title of the photography project

Very occasionally, candidates submit more than one workbook or folder for their project. In this instance, you must indicate how many items are included in the submission. For example, 'Book 1 of 2', 'Book 2 of 2' etc.

SQA will provide a page of labels for each registered candidate. You should attach these to the back of each candidate's final prints in case they become separated from their project and need to be matched up.

SQA will also provide labels stating 'Higher Photography', and you should attach these to the outer packaging of submissions. These labels will be dispatched, along with the Attendance Registers and other stationery, by the end of March.

Packaging for uplift

It is your responsibility to devise means of packing which will, as far as possible, ensure safe arrival of candidates' work.

Higher Photography projects will be uplifted from your centre. You should refer to the 'Key Dates' document for information on the uplift date for Higher Photography projects.

You should inform SQA of any delays immediately by contacting the Script Management team on 0345 213 6732.

3 Return of coursework

Photography projects submitted to SQA for external assessment may be returned to a centre, candidate or a candidate's representative (parent or guardian) using a *Request for Return of External Assessment Material* form. Forms and details of the associated charges can be found on SQA's website at www.sqa.org.uk/returnofmaterials.