Instructions for submitting National 5 and Higher Business Management assignments, and Advanced Higher projects

Candidates **must** use SQA's approved template to submit physical copies of their assignment or project. All assignments and projects are electronically marked, the template ensures accuracy when scanning. The template is available in Microsoft Word format from the 'Coursework' tab on the [subject level web pages](#).

Note: you **must not** submit coursework electronically.

Instructions for teachers, lecturers and candidates

The template:

♦ can be download and copies printed as required
♦ can be typed into directly or text can be copied and pasted into it
♦ is set with a common font and font size — candidates can alter these, however, we recommend a 1.5 line spacing and 12 font size
♦ must include the Scottish Candidate Number in the footer on each page, but not the candidate name
♦ header can have text entered into it, for example the report title, by double clicking on the header, however, candidates **should not** use 'insert header' to do this, as it affects the template format
♦ allows candidates to reference sources using footnotes, footnotes rather than endnotes must be used for AH Business Management.
♦ can be used for appendices
♦ must be printed if candidates choose to handwrite their assignment and they must write using blue or black ink

When preparing and packaging, ensure that each assignment:

♦ is printed double-sided, if possible
♦ is printed clearly, with no print leakage or bleeding, so that work is legible for on-screen electronic marking (if applicable)
♦ uses images, graphs and charts suitable for scanning black and white
♦ is accompanied by an SQA A4 flyleaf
♦ each flyleaf and coursework should be stapled together, along with any appendices
♦ is stapled on the top left-hand corner
♦ SQA will provide a small volume of clear faced bags which should only be used in instances where coursework is too large to staple