

National 5 and Higher Sociology assignments: instructions for teachers, lecturers and candidates

National 5 and Higher Sociology assignments will be electronically marked. Electronic marking requires candidate assignments to be electronically scanned. To ensure complete accuracy in the scanning process, candidates must use the SQA-approved template to produce a physical copy of their assignment for submission.

Using the templates

The coursework templates are available in both Microsoft Word and Google Docs formats. You can download them from the [National 5 Sociology subject page](#) and the [Higher Sociology subject page](#).

We recommend that candidates type directly onto the template while drafting their assignment. They can, however, also copy and paste their writing from another file. The templates have a straightforward format and are set up with a common font style and size, which can be altered, if required. We recommend using a minimum font size of 12. Candidates can also print the template and handwrite their work directly onto it using **blue or black** ink.

For identification purposes, candidates must include in the boxes provided:

- ◆ their Scottish candidate number (SCN)
- ◆ a page number at the bottom of every page

Teachers and lecturers must ensure that no other personal information about candidates (for example, their name or the name of their centre) is included in the body of their assignment. This information **must only** be included in the external assessment flyleaf.

Document presentation

Centres must submit a physical copy of each candidate's assignment to SQA for marking. This physical document should be:

- ◆ printed double-sided, where possible
- ◆ collated without staples, as these would disrupt the scanning process
- ◆ printed clearly, without leakage or bleeding, so that it is legible on screen
- ◆ if handwritten, text should be contained within the page boundaries

Using the external assessment flyleaf

The candidate's assignment **must** be accompanied by the external assessment flyleaf, which will be distributed to centres before the coursework uplift date. Teachers and lecturers must ensure that **all** sections of the flyleaf (including the candidate welfare and declaration sections) have been completed before submitting to SQA for marking.

The relevant assignment assessment tasks are unchanged. You can find them on the [National 5 Sociology subject page](#) and the [Higher Sociology subject page](#).

If you have any questions, please email the Qualifications Officer for Sociology, Katie Little at: katie.little@sqa.org.uk.

© Scottish Qualifications Authority 2022