



Coursework for External Assessment

This document tells you what materials your candidates will need to use when producing coursework for National 5, Higher and Advanced Higher courses. It also tells you how to submit this coursework to SQA for marking.

Black or blue ink **must** be used for handwritten coursework. Diagrams and graphs submitted with coursework are exempt from this requirement.

Valid in session 2021–22 only

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Coursework templates for National 5, Higher and Advanced Higher

Some subjects have mandatory templates that candidates must use when producing coursework. These templates are available on our [subject pages](#) and they must be accompanied by a flyleaf, except for Advanced Higher Modern Languages Portfolio components. For all Advanced Higher Modern Languages Portfolio components, the answer booklet includes all the flyleaf information on the front cover. Flyleafs will be distributed to centres in February 2022 based on entry submissions as at 17 January 2022, with the exception of colleges. College entry data will be collected after 9 February 2022.

Many templates are available in multiple formats. Candidates can either type or handwrite into the templates. Black or blue ink must be used if coursework is handwritten.

All submissions must meet the full requirements of the modified course specification and modified course assessment task(s) where applicable for the subject taken.

Course and level codes	Course name	Component	Assessment conditions	Template name	Template format(s)
C800 77	Accounting	Project	Over time	Advanced Higher Accounting template	Microsoft Word
C844 76	Applications of Mathematics	Project	Controlled conditions, over time	Higher Applications of Mathematics Project template	Microsoft Word Google Docs
C804 75	Art and Design*	Expressive portfolio	Over time	National 5 Art and Design — Expressive portfolio evaluation template	Microsoft Word
C804 75	Art and Design*	Design portfolio	Over time	National 5 Art and Design — Design portfolio evaluation template	Microsoft Word
C804 76	Art and Design*	Expressive portfolio	Over time	Higher Art and Design — Expressive portfolio evaluation template	Microsoft Word

Course and level codes	Course name	Component	Assessment conditions	Template name	Template format(s)
C804 76	Art and Design*	Design portfolio	Over time	Higher Art and Design — Design portfolio evaluation template	Microsoft Word
C805 77	Art and Design (Expressive)*	Portfolio	Over time	Advanced Higher Art and Design — Expressive portfolio evaluation template	Microsoft Word
C806 77	Art and Design (Design)*	Portfolio	Over time	Advanced Higher Art and Design — Design portfolio evaluation template	Microsoft Word
C810 75	Business Management	Assignment	Over time	National 5 Business Management template	Microsoft Word
C810 76	Business Management	Assignment	Over time	Higher Business Management template	Microsoft Word
C810 77	Business Management	Project	Over time	Advanced Higher Business Management template	Microsoft Word
C811 77	Cantonese	Portfolio	Over time	Advanced Higher Cantonese Portfolio Answer Booklet	Microsoft Word Adobe PDF
C822 75	Economics	Assignment	Over time	National 5 Economics assignment template	Microsoft Word
C822 76	Economics	Assignment	Over time	Higher Economics assignment template	Microsoft Word
C824 75	English	Portfolio	Over time	National 5 English Coursework Template	Microsoft Word Google Docs

Course and level codes	Course name	Component	Assessment conditions	Template name	Template format(s)
C824 76	English	Portfolio	Over time	Higher English Coursework Template	Microsoft Word Google Docs
C824 77	English	Portfolio	Over time	Advanced Higher English Coursework Template	Microsoft Word Google Docs
C824 77	English	Dissertation	Over time	Advanced Higher English Coursework Template	Microsoft Word Google Docs
C828 75	Fashion and Textile Technology	Assignment	Controlled conditions, over time	National 5 Fashion and Textile Technology Assignment Modified Candidate Workbook	Microsoft Word Adobe PDF Google Docs
C828 76	Fashion and Textile Technology	Assignment	Controlled conditions, over time	Higher Fashion and Textile Technology Assignment Modified Candidate Workbook	Microsoft Word Adobe PDF Google Docs
C830 77	French	Portfolio	Over time	Advanced Higher French Portfolio Answer Booklet	Microsoft Word Adobe PDF
C831 77	Gaelic (Learners)	Portfolio	Over time	Advanced Higher Gaelic Learners Portfolio Answer Booklet	Microsoft Word Adobe PDF
C833 77	German	Portfolio	Over time	Advanced Higher German Portfolio Answer Booklet	Microsoft Word Adobe PDF
C873 76	Gnìomhachas Matamataigs (Applications of Mathematics)	Pròiseact (Project)	Controlled conditions, over time	Àrd-Ìre Gnìomhachas Matamataigs Teamlaid Pròiseict	Microsoft Word Google Docs

Course and level codes	Course name	Component	Assessment conditions	Template name	Template format(s)
C836 75	Health and Food Technology	Assignment	Controlled conditions, over time	National 5 Health and Food Technology Assignment Modified Candidate Workbook	Microsoft Word Adobe PDF Google Docs
C836 76	Health and Food Technology	Assignment	Controlled conditions, over time	Higher Health and Food Technology Assignment Modified Candidate Workbook	Microsoft Word Adobe PDF Google Docs
C842 77	Italian	Portfolio	Over time	Advanced Higher Italian Portfolio Answer Booklet	Microsoft Word Adobe PDF
C843 77	Latin	Dissertation	Over time	Advanced Higher Latin Project Template	Microsoft Word
C845 77	Mandarin (Simplified)	Portfolio	Over time	Advanced Higher Mandarin (Simplified) Portfolio Answer Booklet	Microsoft Word Adobe PDF
C846 77	Mandarin (Traditional)	Portfolio	Over time	Advanced Higher Mandarin (Traditional) Portfolio Answer Booklet	Microsoft Word Adobe PDF
C878 77	Music: Portfolio**	Portfolio	Over time	Advanced Higher Music Review of Creative Process Template	Microsoft Word Adobe PDF
C856 75	Physical Education	Portfolio	Over time	Candidate Portfolio Template for National 5 Physical Education Portfolio	Microsoft Word Adobe PDF Google Docs

Course and level codes	Course name	Component	Assessment conditions	Template name	Template format(s)
C856 77	Physical Education	Project	Over time	Candidate Project Template for Advanced Higher Physical Education	Microsoft Word Google Docs
C876 75	Practical Cake Craft	Assignment	Controlled conditions, over time	N5 Practical Cake Craft Assignment and Practical Activity Modified Candidate Workbook	Microsoft Word Adobe PDF Google Docs
C877 75	Practical Cookery	Assignment	Controlled conditions	National 5 Practical Cookery Assignment and Practical Activity Candidate Workbook	Microsoft Word Adobe PDF Google Docs
C863 76	Psychology	Assignment	Over time	Higher Psychology Assignment Template	Microsoft Word Google Docs
C868 75	Sociology	Assignment	Over time	National 5 Sociology Assignment Candidate Template	Microsoft Word Google Docs
C869 77	Spanish	Portfolio	Over time	Advanced Higher Spanish Portfolio Answer Booklet	Microsoft Word Adobe PDF

***Art and Design, all levels:** please see further information below on where evaluation templates and flyleaves should be included.

****Music, review of the creative process:** candidates can submit a Word or PDF file, along with accompanying media files (where relevant).

Art and Design portfolios

Preparing and submitting Art and Design portfolios

We will publish key dates for Art and Design courses for all levels, and the submission guidelines document, which contains full details on preparing and submitting portfolios. This information will be available on the [Art and Design Portfolio Assessment web page](#).

Flyleafs

Candidates are required to complete a flyleaf document for both the expressive and design portfolios for National 5, Higher, and Advanced Higher Art and Design. Once completed, National 5 and Higher flyleafs must be attached to the back of each portfolio. Advanced Higher flyleafs can be submitted along with the contextual analysis.

Evaluation templates

Candidates must complete their evaluations on the SQA templates for National 5, Higher and Advanced Higher Art and Design portfolios.

The templates provide a defined space for candidates to type their evaluations, encouraging them to spend a proportionate amount of time on the evaluation. This gives candidates more time to work on their practical work.

Candidates should print the completed templates and attach each one to the top sheet of the relevant portfolio. Candidates should take care that the templates do not cover any art or design work.

Candidates must use these templates when completing and submitting their portfolios in session 2021–22.

These templates, with further information, are available:

- ◆ under the 'Coursework' heading of the [National 5 Art and Design subject page](#)
- ◆ under the 'Coursework' heading of the [Higher Art and Design subject page](#)
- ◆ under the 'Coursework' heading of the [Advanced Higher Art and Design \(Design\) subject page](#)
- ◆ under the 'Coursework' heading of the [Advanced Higher Art and Design \(Expressive\) subject page](#)

Packaging and uplift of candidate portfolios

We will send you full details of the packaging arrangements for externally-assessed coursework materials in advance of uplift dates.

Course and level codes	Course name	Coursework
C804 75	Art and Design	Design portfolio
C804 75	Art and Design	Expressive portfolio
C804 76	Art and Design	Design portfolio
C804 76	Art and Design	Expressive portfolio
C805 77	Art and Design (Expressive)	Portfolio
C806 77	Art and Design (Design)	Portfolio

Media assignments

The table below lists the documents and files that must be provided for each candidate for the Higher Media assignments, and the format(s) they can be submitted in:

Flyleaf	Paper — completed and signed by the candidate
Planning and development section (written element)	Paper
Audio visual products	MP3, MP4, MOV, WMA or any other file type playable on VLC software. The file must be saved onto a CD, DVD or memory stick. A final check should be made that each file can be played on VLC software before sending it to SQA.
Products on paper	Products such as storyboards (for N5 only), posters, print adverts, magazine covers etc must be submitted on paper and not electronically.

It is acceptable to use one CD, DVD or memory stick for electronic products for each group of up to 10 candidates, as listed on the attendance register (Ex6 form). Files should be named clearly so that each candidate's work can be identified. Additional candidates should not be added to the attendance register form; instead an attendance register supplement form should be submitted. This form is available to download from the SQA website:

<https://www.sqa.org.uk/sqa/2904.6880.html>

Please enclose CDs, DVDs and memory sticks in an envelope within each submission. If a memory stick requires encryption, passwords must be supplied. Files must be accessible to markers.

Music portfolio and Music Technology assignments and project

The table below details the documents and files that must be provided for each candidate for the Advanced Higher Music portfolio, and the format(s) they can be submitted in:

Flyleaf	Paper — completed and signed by the candidate
Score or performance plan	Paper or electronic file (PDF or Word file)
Audio recording	MP3, MP4, WAV or WMA saved on a CD or memory stick
Review of the creative process	Paper or electronic file (PDF or Word file)

The table below details the documents and files that must be provided for each candidate for the National 5 and Higher Music Technology assignments and the Advanced Higher Music Technology project, and the format(s) they can be submitted in.

Flyleaf	Paper — completed and signed by the candidate
Report, production plan, progress record and evaluation report	Paper or electronic file (PDF, PowerPoint or Word file)
Media file(s)	MP3, MP4, WAV or WMA saved on a CD or memory stick

It is acceptable to use one CD or memory stick for each group of up to 10 candidates as listed on the attendance register (Ex6 form). Separate folders for each candidate should be created on the CD or memory stick, which should contain all electronic files created by the candidate. Additional candidates should not be added to the attendance register form; instead, an attendance register supplement form should be submitted. This form is available to download from the SQA website: <https://www.sqa.org.uk/sqa/2904.6880.html>

Please enclose memory sticks in an envelope within each submission to ensure they are not lost in transit to SQA. Where applicable, passwords should be supplied for encrypted memory sticks. Files must be accessible to markers.

A final check should be made that each file has been labelled and saved correctly before sending to SQA.

Resource sheets, processed information sheets and research sheets for National 5, Higher and Advanced Higher

Some coursework tasks require candidates to complete a resource sheet, processed information sheet, research evidence sheet or research pro forma which must be submitted alongside their assignment. These sheets are available from the subject pages of our website. The table below lists the subjects that require these sheets.

Course and level codes	Course name	Resource sheet / research sheet
C819 75	Design and Manufacture Assignment: design	Research pro forma, and Planning for Manufacture pro forma
C819 76	Design and Manufacture Assignment	Research pro forma, Research and Specification pro forma and Planning for Commercial Manufacture pro forma
C821 77	Drama: Assignment	Resource sheet

A penalty of 20% of the marks available for the assignment component will be applied in the case of non-submission, with the exception of Design and Manufacture.

Coursework flyleaves for National 5, Higher and Advanced Higher

Flyleaves help you to submit coursework and will be sent to your centre in February 2022. The quantity of flyleaves and accompanying stationery will be based on entry submissions as at 17 January 2022, with the exception of colleges. College entry data will be collected after 9 February.

Electronic copies of all the flyleaves will be available on our open website with the exception of Administration and IT, National 5 and Higher Computing Science, Graphic Communication and Practical Cookery. The flyleaves for Administration and IT will be uploaded to our secure website when the assignments are released. The National 5 and Higher Computing Science assignment flyleaves will be on our secure website in February 2022. The Graphic Communication flyleaves were published on the secure website on 13 December. The Practical Cookery flyleaves will be published on the secure website on 5 January 2022.

All submissions must meet the full requirements of the modified course specification and modified course assessment task(s) where applicable for the subject taken.

National 5 (level code 75)

Course code	Course name	Assessment conditions
C801	Administration and IT	Controlled conditions
C804	Art and Design	Over time
C810	Business Management	Over time
C812	Care	Over time
C816	Computing Science	Controlled conditions
C819	Design and Manufacture	Over time
C822	Economics	Over time
C824	English	Over time
C828	Fashion and Textile Technology	Controlled conditions, over time
C835	Graphic Communication	Controlled conditions
C836	Health and Food Technology	Controlled conditions, over time
C848	Media	Over time
C851	Music Technology	Over time
C856	Physical Education	Over time
C876	Practical Cake Craft	Controlled conditions, over time
C877	Practical Cookery	Controlled conditions
C863	Psychology	Over time
C868	Sociology	Over time

Higher (level code 76)

Course code	Course name	Assessment conditions
C801	Administration and IT	Controlled conditions
C844	Applications of Mathematics	Controlled conditions, over time
C804	Art and Design	Over time
C810	Business Management	Over time
C812	Care	Over time
C814	Childcare and Development	Over time
C816	Computing Science	Controlled conditions
C819	Design and Manufacture	Over time
C822	Economics	Over time
C824	English	Over time
C828	Fashion and Textile Technology	Controlled conditions, over time
C873	Gníomhachas Matamataigs (Applications of Mathematics)	Controlled conditions, over time
C835	Graphic Communication	Controlled conditions
C836	Health and Food Technology	Controlled conditions, over time
C848	Media	Over time
C851	Music Technology	Over time
C855	Photography	Over time
C863	Psychology	Over time
C868	Sociology	Over time

Advanced Higher (level code 77)

Course code	Course name	Assessment conditions
C800	Accounting	Over time
C805	Art and Design (Expressive)	Over time
C806	Art and Design (Design)	Over time
C810	Business Management	Over time
C815	Classical Studies	Over time
C816	Computing Science	Over time
C871	Cruinn-eòlas (Geography)	Over time
C819	Design and Manufacture	Over time

Course code	Course name	Assessment conditions
C821	Drama — Dissertation	Over time
C821	Drama — Assignment	Controlled conditions
C872	Eachdraidh (History)	Over time
C822	Economics	Over time
C824	English — Dissertation	Over time
C824	English — Portfolio	Over time
C833	Geography	Over time
C835	Graphic Communication	Over time
C836	Health and Food Technology	Controlled conditions, over time
C837	History	Over time
C843	Latin	Over time
C849	Modern Studies	Over time
C851	Music Technology — Project	Over time
C878	Music: Portfolio — Portfolio	Over time
C875	Nuadh-eòlas (Modern Studies)	Over time
C856	Physical Education	Over time
C864	Religious, Moral and Philosophical Studies	Over time

Candidate welfare tick-box

Where coursework is produced over a period of time, templates or flyleaves will contain a candidate welfare statement and tick-box. This box should be ticked if you are aware of potentially sensitive content, which may indicate a candidate welfare issue, within a candidate submission, to show that you are taking action to address this. This will let the marker know that they do not need to raise concerns about the content. Please note that the tick-box for this is on page 2 of the National 5, Higher and Advanced Higher English flyleaf.