

## **National Qualifications 2010**

### **English Advanced Higher - Specialist Study - Dissertation**

#### **Notes on Submission**

Details regarding the Dissertation are contained in the Arrangements document.

#### **General**

The following materials should be used for the submission of candidates' work.

- \*Attendance Registers
- External Assessment Flyleafs
- Individual Clearface Envelopes
- A3 size Return Envelopes
- Sealing Labels

**\*The Attendance Registers and Attendance Register - Supplement (Additional Candidates) will be issued shortly.**

#### **External Assessment Flyleaf and Individual Clearface Envelopes**

Each piece of submitted work should be clearly identified with the candidate's name and centre name.

Place one copy of the completed and signed Flyleaf on the front of the candidate's work and insert both in a clearface envelope. Do not seal this envelope.

Project/Coursework is to be submitted along with the appropriate Attendance Registers in the Return Envelopes supplied.

#### **Attendance Register**

Attendance Registers list those candidates for whom Project/Coursework must be submitted for marking (see over for example).

Each Attendance Register contains an embedded peel off label. This label is to be affixed to the outside of the appropriate Return Envelope. The label contains a printed bar code - as this identifies the candidates on that form, it is imperative that the label is not altered in any way.

The printed candidate details on the Attendance Register must not be amended nor should any candidates' details be added. If a candidate has been omitted because an entry has only recently been sent to SQA or has changed level, the Attendance Register - Supplement (Additional Candidates) must be completed.

#### **Completion of Attendance Registers**

- 1 Place a tick in the column headed 'Encs' on the Attendance Register against each candidate for whom a Project/Coursework is being submitted.
- 2 Where there is no Project/Coursework to submit, the entry 'NS' should be made against the candidate's name in the 'Encs' column.

- 3 Enter the number of candidates in the box provided on the Return Envelope.
- 4 \* Peel off the Attendance Register Label and affix it over the box identified for that purpose on the Return Envelope.
- 5 \* Place the clearface envelopes containing Project/Coursework and the Attendance Register in the Return Envelope.
- 6 Seal the Return Envelope with one of the labels provided for this purpose.

*\*In those instances where it has been necessary to complete the Supplement for additional candidates a bar-coded label will not be available. In such cases the label box on the Return Envelope should be completed and the Supplement enclosed with the coursework.*



**It is imperative that all Attendance Registers are returned to SQA. This includes cases which indicate 'NS', ie No Submission only.**

Centres in Scotland must have all candidates' Project/Coursework packaged and ready for collection by the carrier on

- 25 March\* 2010 for Standard Grade
- 26 April 2010 for National Courses.

\*Please refer to NQ Key Dates: Centre Requirements for Internal and External Assessments NQ 2010

### Attendance Register Example

Scottish Qualifications Authority Attendance Register Form Ex 6																			
2005 Examinations Statwood High School 31-05-05				Media Studies Higher Unseen Analysis															
Centre	Code No.	Paper	Group	Marker's Code		Mark sheet													
5000004	X058 12	2	1																
01424590				Attendance Record		Scottish Cand No.	MARK												
				Encs.															
John Amos			070485	NS		990354670													
Gordon Bennett			270187	✓		000766623													
Peter Burns			201086	NS		000766577													
Paul Cook			091286	✓		023784788													
Robert Cunningham			180474	NS		920567459													
John R Ewan			110386	✓		980772992													