Instructions for the submission of Advanced Higher Drama coursework (Assignment and Project-dissertation)

These instructions are valid from session 2024-25 and until further notice

The Advanced Higher Drama assignments and project-dissertations are electronically marked. Electronic marking requires candidate assignments and project-dissertations to be electronically scanned. To ensure complete accuracy in the scanning process, candidates must use the SQA approved templates to produce a physical copy of their assignment and project-dissertation for submission. Please print assignments and project-dissertations double-sided. There are separate templates for the assignment and project-dissertation. The coursework templates are available in both Microsoft Word and Google Docs formats and can be downloaded from the Advanced Higher Drama subject page.

Instructions for teachers, lecturers and candidates

A physical copy of the candidate's portfolio should be submitted to SQA for marking. The candidate's portfolio must be accompanied by the external assessment flyleaves which are distributed to centres in advance of the coursework uplift dates. 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.

Teachers, lecturers and candidates can download and/or print copies of the templates as required. We recommend that candidates type directly onto the templates while drafting their assignment and project-dissertation. However, they can also copy and paste their writing from another file. The templates have a straightforward format and are set up with a common font and font size, which can be altered if required. Candidates may also print the templates and handwrite their work directly onto them using **blue** or **black** ink.

The templates:

♦ can be download and copies printed as required
♦ can be typed into directly or text can be copied and pasted into them
♦ are set with a common font and font size — candidates can alter these, however, we recommend a 1.5 line spacing and a 12 font size
♦ must include the Scottish Candidate Number in the footer on each page, but not the candidate name

♦ must be printed — if candidates choose to handwrite their assignment and/or project-dissertation, they must write using blue or black ink

When preparing and packaging, ensure that each assignment and project-dissertation:

♦ 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)
♦ keep any handwriting within the boundaries at the corner of each page
♦ each assignment and project-dissertation are accompanied by an SQA A4 flyleaf
♦ use staples on the top left-hand corner

For identification purposes, candidates must include:

♦ their Scottish candidate number (SCN)
♦ a page number at the bottom of every page, using the boxes provided

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 and project-dissertation (**including in the header or footer**). This information **must** only be included in the external assessment flyleaves.

The assignment and project-dissertation assessment tasks and assignment questions are available on the [Advanced Higher Drama subject page](#).

If you have any questions, please email customer@sqa.org.uk.