



Higher
Coursework
Assessment Task



Higher Accounting Assignment – OrthoBeds

Instructions for teachers and lecturers

Valid for session 2023-24 only.

SQA provides this document to centres in the strictest of confidence. You must keep it secure.

This edition: March 2024 (version 1.0)

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Instructions for teachers and lecturers

Before candidates start the assignment, you must download the following e-files and make them available to use. You must keep the e-files secure, and candidates must not access them in advance of assessment.

- ♦ **OrthoBeds** – a spreadsheet file with one worksheet, it must be used with Task 2
- ♦ **Memo Report** – a word-processing file, it may be used with Task 3(d)

Templates must not be amended. Please inform candidates that kitchen assistants' wages must be shown as one entry.

At the end of the assignment, it is important that candidates check they have all their pages/printouts and place them in the correct order behind the flyleaf. Teachers and lecturers should support candidates with this at the end of the assessment. Additional time is permitted for printing. Candidates are permitted to reprint missing pages during this time.

Candidates must include their name, Scottish Candidate Number (SCN) and task on all pages submitted. This can either be keyed-in or handwritten.

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

This document can be used by SQA approved centres for the assessment of National Courses and not for any other purpose.

This document may only be downloaded from SQA's designated secure website by authorised personnel.

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