**Higher English Writing Portfolio**

The Portfolio for Higher English consists of **two** essays

* One broadly creative (Personal Reflective or Imaginative)
* One broadly discursive (Argumentative or Persuasive)

**Word Limits**

Each essay should be ***no more than 1300 words***

(Essays over 1300 words will be penalised and markers will stop marking completely after 1430)

While there is no minimum word count, pupils should be aware that Higher candidates will be expected to write at length and in detail.

**Essay Layout**

When submitted to the SQA, your essays will be scanned into a computer and marked online. It is imperative, therefore, that all candidates use the specific template provided by the SQA. The template is available to download from the SQA website.

**http://www.sqa.org.uk/sqa/files\_ccc/English\_N5\_Higher\_Portfolio.docx**

All folio essays should be typed and should follow the outline below:

* Clear title at the top of each essay
* A standard font – Arial or Times New Roman
* Size 12 font
* 1.5 or 2 line spacing
* Left aligned or justified
* No indent when paragraphing (this is only done in handwriting)
* Bibliography included at the end of discursive essay
* Word count noted at the end of each essay (excluding title and bibliography or other notes)

In addition, when using the template you should ensure **all** of the following:

* Your candidate number is entered into the boxes at the foot of the page – you can do this by double-clicking on the boxes at the bottom of page 1 and it will automatically appear on every page.
* Your pages are numbered – the template will also number these automatically for you
* Your essays should follow directly on from each other – do NOT use a fresh template for the second essay. You may, however, start your second essay at the top of a fresh page.
* Your broadly creative essay should appear **first**, with the broadly discursive essay and bibliography following after
* When printing, your essays should be printed **double-sided**
* **DO NOT STAPLE PAGES –** this will interrupt the scanning process and cause problems for the SQA

Any essays which do not use the SQA template and do not follow the guidance above will be unable to be submitted.

Deadline dates for folio essays will be made clear to you by your teacher. ***These dates are decided by the SQA and must be adhered to***. Failure to meet the deadline may result in failure to submit a folio and the loss of 30% of your overall grade.