Instructions for the submission of Advanced Higher English coursework (portfolio–writing and project–dissertation)

Valid from 2018/19 academic session

For the course assessment at Advanced Higher, candidates are required to submit a portfolio containing two pieces of writing and a dissertation.

Advanced Higher English coursework is electronically marked. Electronic marking requires each candidate's portfolio and dissertation to be electronically scanned. To ensure complete accuracy in the scanning process, candidates must use the SQA approved template to produce physical copies of both their portfolio and dissertation for submission. The template is available in Microsoft Word and Google Docs format.

Please note: candidates are not required to submit their coursework electronically. Physical copies of each portfolio and dissertation must be submitted to SQA in the usual manner and accompanied by a completed external assessment flyleaf.

Instructions for teachers, lecturers and candidates

Teachers, lecturers and candidates can download and/or print copies of the template as required. We recommend that candidates type directly onto the template when drafting their portfolio and dissertation. However, they can also copy and paste their writing from another file. The template has a straightforward format and is set-up with a common font and font size – these may be altered if required. Candidates may also print the template and handwrite their work directly onto it using **blue** or **black** ink.

Both portfolio pieces can be contained within one template, with a clear indication of where each piece of writing starts and ends. Alternatively, each piece of writing can be submitted on a separate template with consecutive page numbers clearly indicated (ie the second piece of writing should not restart at page 1). **However, a separate template must be used for the dissertation.** The candidate's SCN (Scottish Candidate Number), and a page number must be included within the foot of every page in the template, using the boxes provided. These are for the purposes of identification. No other personal, identifiable information about the candidate (eg their name or the name of their centre) should be included within the portfolio or dissertation. This information must only be captured within the flyleaf that accompanies coursework.

It is recommended that both portfolio pieces and dissertation are printed double-sided, wherever possible. Please do not use staples to collate the pages as this will disrupt the

scanning process. Please also ensure that the candidate's work is printed clearly (eg no print leakage or bleeding) so that it is legible on-screen.

Each candidate's portfolio must be accompanied by the flyleaf which will be distributed to centres by SQA.

When submitting their portfolio, candidates should take care to ensure that the correct boxes on the flyleaf have been ticked. Please note that there is a requirement to submit two different genres (eg candidates are not permitted to submit two prose-fiction pieces).

We hope you find this information helpful. If you have any questions please do not hesitate to contact Jay de Pellette, Qualifications Officer for English and Literacy (jay.depellette@sqa.org.uk).