



## **Instructions for the submission of National 5 and Higher English coursework (portfolio–writing)**

### **Valid from academic session 2018/19**

For the course assessment at National 5 and Higher, candidates are required to submit a portfolio containing two pieces of writing (one piece which is broadly creative and one piece which is broadly discursive).

National 5 and Higher English coursework is electronically marked. Electronic marking requires each candidate's portfolio to be electronically scanned. To ensure complete accuracy in the scanning process, candidates must use the SQA approved template to produce physical copies of their portfolio 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 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. 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). 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. This information should only be recorded on the flyleaf.

Please ensure that the candidate's pieces of writing follow the order of the flyleaf (ie broadly creative piece followed by broadly discursive piece).

It is strongly recommended that portfolios are printed double-sided, wherever possible.

Please do not use staples to collate 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.

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