

## **Instructions for National 5 and Higher English Portfolio Submission**

For the Course assessment at National 5 and Higher, candidates are required to submit a portfolio containing two pieces of writing, which we will externally assess. From session 2015-16 onwards, candidates must use an SQA template to produce hard copies of their portfolio for submission.

### **Reasons for this change**

From 2016 onwards, National 5 and Higher English portfolios will be e-marked, and e-marking requires each candidate's portfolio to be scanned. To ensure complete accuracy in the scanning process, a template must be used. The template is available in Word and format.

E-marking has many advantages, including: enhanced quality assurance, improved marker training, and increased opportunities for data collection and analysis. Adopting e-marking brings assessment of the Portfolio into line with the National 5 and Higher question papers, which are currently e-marked.

**Please note:** Candidates are not required to submit their coursework electronically. Hard copies of each portfolio must be sent to us in the usual way.

### **Instructions for teachers, lecturers and candidates**

Teachers, lecturers and candidates can download and/or print copies of the template as required. It is recommended that candidates type directly onto the template. 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; however these can be altered if required. Candidates may also print the template and hand-write directly onto it.

Both portfolio pieces can be contained within one template, with a clear indication of where each piece of writing starts. Alternatively, each piece can be on a separate template with consecutive page numbers clearly indicated ie the second piece should not re-start at page 1. The candidate's SCN (Scottish Candidate Number), and a page number must be added to the foot of every page in the template, using the boxes provided. These are for the purposes of identification.

Please ensure that the pieces follow the order of the flyleaf, ie broadly creative followed by broadly discursive.

It is recommended that the portfolio pieces are printed double-sided where 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) so that it is legible on screen.

Each candidate's portfolio must be accompanied with the SQA flyleaf. The information on the flyleaf will remain the same; however the single sheet flyleaf and plastic envelope will now be replaced with an A3 flyleaf 'folder'.