

24 June 2004

To: SQA Co-ordinator
Directors of Education

**For the attention of all staff responsible for the
delivery of National Qualifications in English**

Action by Recipient	
	Response required
✓	Note and pass on
	None — update/information only

Bridget Loney at Glasgow
Direct Line: 0141-242 2325
E-mail: bridget.loney@sqa.org.uk

Dear Colleague

National Qualifications — English

Submitted work

Centres are reminded that the dates for uplift of coursework material vary slightly from year to year. The following advance information may be found helpful.

23 March 2005 (Standard Grade — Folio)

28 April 2005 (Advanced Higher — Dissertation)

With regard to submitted work, candidates should be encouraged to make and retain a copy of work prior to submission. Exceptionally, the return of submitted work may be requested. Requests should be made by the end of September of the year concerned. There is a charge for return of work. Further details are available from SQA (telephone: 0131-561 6951).

Free-standing National Units

In and after **August 2004**, the National Units for Critical Listening, Group Discussion and Individual Presentation will have new codes. These Units are available on a free-standing basis, in addition to the component Units of Courses. The detailed specifications for these free-standing Units are available from SQA's website (www.sqa.org.uk). If there is any difficulty in accessing the website, the SQA Co-ordinator should contact the Customer Contact Centre (telephone: 0845 279 1000).

The following codes will apply in and after August 2004.

Higher

DF5V 12	English: Critical Listening
DF5W 12	English: Group Discussion
DF5X 12	English: Individual Presentation

Intermediate 2

DF5V 11	English: Critical Listening
DF5W 11	English: Group Discussion
DF5X 11	English: Individual Presentation

Intermediate 1

DF5V 10	English: Critical Listening
DF5W 10	English: Group Discussion
DF5X 10	English: Individual Presentation

Access 3

DF5V 09	English: Critical Listening
DF5W 09	English: Group Discussion
DF5X 09	English: Individual Presentation

Yours faithfully



Miss B Loney
Qualifications Manager