

11 November 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

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E-mail: [bridget.loney@sqa.org.uk](mailto:bridget.loney@sqa.org.uk)

Dear Colleague

**National Qualifications — English**

**Guidance material**

The attention of candidates should be drawn to the Candidate Guides for Higher English, Standard Grade English (Folio) and Advanced Higher English (Specialist Study — Dissertation), available on the dedicated English page of SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)).

The dedicated English page of SQA's website also contains the Arrangements (giving details of syllabus and assessment requirements) for all levels, specimen question papers, marking instructions, and reports from Principal Assessors on the performance of candidates in recent examinations, together with other information and guidance documents.

**National Assessment Bank**

National Assessment Bank (NAB) material may be obtained from SQA's secure website by the SQA Co-ordinator in each centre.

A list of available NAB materials for NQ English has been put on the non-secure subject-specific page on SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)).

New NAB material for Advanced Higher English — Creative Writing is available (code D9GW 13/NAB001).

Centres are reminded that three 'double-passage' NAB packs are now available for Higher English — Close Reading (codes D8VH 12/NAB001, D8VH 12/NAB002 and D8VH 12/NAB003).

### **Free-standing National Units**

The specifications for the additional, free-standing National Units in English: Individual Presentation, English: Group Discussion and English: Critical Listening are available on the general section of SQA's website relating to National Qualifications, through 'NQ Search'.

### **Development visits**

In addition to the recent Professional Development Workshops, SQA is also offering development visits to regions, groups of centres or individual centres in connection with external assessment in Higher English. These visits, which are conducted by the Principal Assessor for Higher English, are available on request until the end of the present session (2004–2005) at no cost to regions or centres. Any requests for such visits should be directed to me in the first instance. A suitable day and a programme for each visit can then be arranged.

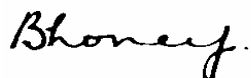
### **Workshops (February 2005)**

SQA is offering further workshops for teachers and lecturers for Higher English (Close Reading) in February 2005 in Edinburgh (3 February), Glasgow (11 February) and Inverness (16 February). Enquiries about booking should be directed to SQA's Customer Contact Centre:

Telephone: 0845 279 1000

E-mail: [customer@sqa.org.uk](mailto:customer@sqa.org.uk)

Yours faithfully



Miss B Loney  
Qualifications Manager