



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

These instructions are valid from session 2023–24

The National 5 and Higher English portfolio–writing has been permanently reduced to one piece (either broadly creative or broadly discursive). The 30% weighting remains by doubling the mark for one piece. The word count for the one piece also remains the same (no more than 1,000 words at National 5 and no more than 1,300 words at Higher).

All conditions of assessment for the National 5 and Higher English portfolio – as outlined in the course specification – remain unchanged.

Instructions for teachers, lecturers and candidates

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 a physical copy of their portfolio for submission. The coursework template is available in both Microsoft Word and Google Docs format and can be downloaded from the [National 5](#) and [Higher](#) English webpages.

A physical copy of the candidate's portfolio should be submitted to SQA for marking. The candidate's portfolio must be accompanied by the external assessment flyleaf which will be distributed to centres in advance of the coursework uplift date. Teachers and lecturers must ensure that **all** sections of the flyleaf (including the candidate welfare and declaration sections) have been completed before submitting to SQA for marking.

Teachers, lecturers and candidates can download and/or print copies of the template as required. We recommend that candidates type directly onto the template whilst 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.

The candidate's Scottish candidate number (SCN) and a page number must be included within the foot of every page, using the boxes provided. These are for the purposes of identification. No other personal information about the candidate for example, their name or the name of their centre should be included within the body of their portfolio. This information must only be captured within the external assessment flyleaf.

It is strongly recommended that portfolios are printed double-sided, wherever possible. Please use staples on the top left-hand corner, to collate pages. Please also ensure that the candidate's work is printed clearly (for example, no print leakage or bleeding) so that it is legible on-screen.

If you have any questions, please email customer@sqa.org.uk.