



## **NQ English Writing Folio**

### **General notes of guidance for candidates, teachers and lecturers**

#### **Summary**

From session 2010- 2011 onwards, candidates at Higher, Intermediate 2 and Intermediate 1 English will submit a folio of writing as part of the External Assessment. The folio will carry a weighting of 20% in the final A, B, C or D grading. Close Reading and Critical Essay will carry a weighting of 40% each (previously 50% each).

The inclusion of writing in the external assessment is intended to allow candidates' writing skills to contribute to the final grading, which previously relied solely on Close Reading and Critical Essay, and to encourage excellence in this area of the Course.

At Higher and Intermediate 2, two pieces must be submitted, one of a broadly creative nature, and one of a broadly discursive nature. At Intermediate 1, one piece must be submitted, either creative or discursive.

Candidates will have to sign a declaration that the pieces of writing are their own work.

The folio will be submitted by centres to SQA for external assessment at the end of April.

#### **Genres of writing to be included**

The genres are defined as follows:

##### **Creative**

- ◆ a personal reflective essay
- ◆ a piece of prose fiction (eg short story, episode from a novel)
- ◆ a poem or set of thematically linked poems
- ◆ a dramatic script (eg scene, monologue, sketch)

##### **Discursive**

- ◆ a persuasive essay
- ◆ an argumentative essay
- ◆ a report

#### **Word limits**

The minimum length (except for poetry\*) is the same as that currently set for the internal assessment of Outcome 2 of the Language Study Units, viz:

Higher:	650 words
Intermediate 2:	500 words
Intermediate 1:	300 words

\*There is no minimum number of words for poetry. The length of a piece of poetry will depend on the chosen form but it should be enough to allow the achievement of all the performance criteria to be demonstrated.

A piece which falls below the minimum number of words will be awarded an appropriate mark of less than 50% of the marks available.

It is unlikely that a piece at or just above the minimum number of words will be able to meet the requirements to score in the higher range of marks (refer to the Specimen Marking Instructions for detailed descriptors of the marking categories). However, excessive length is not encouraged. Upper limits for folio pieces are set as follows:

Higher:	1300 words
Intermediate 2:	1000 words
Intermediate 1:	800 words

A piece which exceeds the upper limit will be unable to access the full range of available marks.

Note: the word count should exclude titles, footnotes, list of sources, etc, but must include any quotations.

### **Method of marking**

All pieces will be awarded a mark out of 25 and will be assessed using category descriptors and mark allocations similar to those introduced in 2008 for Critical Essay at Higher will be used for Intermediate 1, Intermediate 2 and Higher.

As appropriate to level, these marks will be scaled to reflect the weighting of 20%.

### **Impact on Internal Assessment**

The Language Study Units (D8VH 10/11/12) are unchanged except for minor re-wording, and there is no change at all to the overall structure or requirements of these Units.

A piece of writing submitted in the folio for external assessment can be the same as that assessed internally for Unit purposes, but does not have to be. If an internally assessed piece is included in the folio, a copy should be retained for possible Verification of the Language Study Unit.

### **Presentation**

Pieces of writing submitted in the Folio should be typed, word-processed, or neatly handwritten. Margins should be of a reasonable size and only one side of the page should be used.

Word-processed submissions are encouraged, and the following format is strongly recommended:

- ◆ a standard font eg Arial, Times New Roman
- ◆ suggested point size 12
- ◆ alignment: left or justified
- ◆ standard margin
- ◆ print colour: black (except possibly graphs, diagrams etc in a Report)

**The submitted piece(s) should not carry any comments, marks or grades from the teacher or lecturer.**

## **Estimates and Appeals**

When arriving at Estimates, centres will need to take account of the Folio element, ensuring that 20% of the total mark leading to the Estimate is derived from the piece(s) of writing submitted in the Folio.

Since the work included in the Folio is presumed to be the candidate's best available by the submission date, there will be no requirement to submit additional evidence of Writing in any Appeal or Absentee consideration.

## **Work originating in other subjects**

Project or essay work for subjects other than English might well provide the basis for a piece of work submitted in the writing Folio. While it is unlikely that submission *en bloc* of work prepared for another subject will be appropriate, it may be that an interest sparked in a topic could lead to a suitable submission (in discursive or creative form) for the Folio.

Such pieces would still have to meet all the requirements for English in terms of length, genre, level of teacher/lecturer input, acknowledgement of sources, and authenticity. In particular the need for work to be planned and developed by the candidate would have to be carefully adhered to.