



Instructions for the submission of National 5 and Higher English Portfolios

2017/18 academic session

For the course assessment at National 5 and Higher, candidates are required to submit a portfolio containing two pieces of writing, both of which are externally assessed (marked) by SQA. From academic session 2015/16 onwards, candidates must use an SQA approved template to produce physical copies of their portfolio for submission.

Reasons for this change

From 2016 onwards, National 5 and Higher English portfolios will be electronically marked. Electronic 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 Microsoft Word format.

Electronic marking has many advantages, including: enhanced quality assurance, improved marker training, and increased opportunities for data collection and analysis. The adoption of electronic marking brings assessment of the portfolio into line with the National 5 and Higher English question papers which are currently electronically marked.

Please note: candidates are not required to submit their coursework electronically. Physical copies of each portfolio must be sent to us in the usual manner.

Instructions for teachers, lecturers and candidates

Teachers, lecturers and candidates can download and/or print copies of the template as required. We recommend 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 – these may be altered if required. Candidates may also print the template and handwrite their work directly onto it. **If portfolios are to be handwritten then black or blue ink must be used.**

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

Please ensure that the candidate's pieces of writing follow the order of the flyleaf (ie broadly creative piece followed by broadly discursive piece).

It is recommended that the portfolio pieces are printed double-sided, wherever 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 or bleeding) so that it is legible on-screen.

Each candidate's portfolio must be accompanied by the A4 SQA flyleaf and clear face bag distributed to centres. **Important note: each candidate's portfolio should be placed in a separate clear face bag.**

We hope you find this information helpful. If you have any questions please do not hesitate to contact Jay de Pellette, Qualifications Officer for English and Literacy (jay.depellette@sqa.org.uk).

SQA, March 2018