

Our ref: BL/MS

13 January 2006

To: SQA Co-ordinators  
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

Contact Name: Bridget Loney at Glasgow  
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E-mail: [bridget.loney@sqa.org.uk](mailto:bridget.loney@sqa.org.uk)

Dear Colleague

**National Qualifications — English**

**National Assessment Bank**

National Assessment Bank (NAB) material is provided through the secure area of SQA's website for use by centres with regard to internal assessment of Outcomes of Units, on a pass/fail basis.

There are two kinds of NAB material: examples of candidates' work (such as those provided in NAB packs for Personal Study) and assessment material (such as the passages and questions provided in NAB packs for Close Reading).

Centres are reminded that assessments in Close Reading or in Textual Analysis, for purposes of internal assessment of the Outcome concerned, must be based on material previously unseen by the candidates.

A further NAB pack for Close Reading for Higher English has now been provided (code D8VH 12/NAB004).

**Professional Development Workshops**

The following Professional Development Workshops are being offered for English:

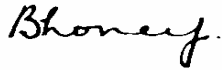
Higher English (Critical Essay)	22 February 2006 (Edinburgh) 4 March 2006 (Glasgow)
Higher English (Appeals)	15 March 2006 (Glasgow)
Standard Grade English	16 September 2006 (Glasgow).

Details of venues, cost, and procedure for booking places may be obtained from SQA's Customer Contact Centre, which may be contacted as shown below.

E-mail: **customer@sqa.org.uk**

Tel: 0845 279 1000

Yours faithfully

A handwritten signature in black ink, appearing to read "Bloney". The signature is written in a cursive style with a small flourish at the end.

Miss B Loney  
Qualifications Manager