



# Submission instructions for National 5 Physical Education portfolios

As part of the coursework assessment at National 5, candidates must submit a portfolio to be externally marked by SQA. Candidates must use the SQA-approved template to produce physical copies of their portfolio for submission.

Candidates should not submit their Personal Development Programme (PDP) but they must transfer the relevant information into the PDP table in the portfolio template. They must also provide up to a maximum of four A4 pages of data.

Please note: candidates are not required to submit their coursework electronically. Physical copies of each portfolio, and a maximum of four pages of data gathered, must be sent to SQA in the usual manner accompanied by a completed external assessment flyleaf, **which will be issued to all centres in February each year.**

## Instructions for teachers, lecturers and candidates

Teachers, lecturers and candidates can download and/or print copies of the template as required. The template has a straightforward format and is set up with a common font and font size — these may be altered if required.

Black or blue ink must be used for handwritten portfolios. If candidates, who are handwriting their work, need to use lines within the blank boxes, this is permitted.

The candidate's SCN (Scottish Candidate Number) must be included within the footer of every page in the template using the box provided. The SCN must also be

written on the additional pages of data submitted by the candidate — this is for the purposes of identification.

Please ensure that the portfolio is printed double-sided. Please do not use staples to collate pages as this will disrupt the scanning process.

Each candidate's portfolio must be inserted into a clear-face bag distributed to centres. Please note: each candidate's portfolio should be placed in a separate clear-face bag.

## **Checklist**

- All candidates must use the current SQA-approved template.
- Full Personal Development Programme must not be submitted.
- A maximum of four A4 pages of data gathered should be enclosed.
- The SCN must be written or typed on the bottom of every page (including the pages of data and any additional pages submitted).
- Portfolios should be printed double-sided.
- Candidates must use black or blue ink for handwritten portfolios.
- Please do not use staples or any other binding on the portfolios.
- Each candidate's portfolio must be accompanied by a completed flyleaf.
- Each flyleaf and portfolio should be inserted into an individual clear-face bag.

We hope you find this information helpful. If you have any questions, please do not hesitate to contact Lynn Reilly, Qualifications Officer for Physical Education.

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