



SQA Arrangements

Folio

Advice to Teachers and Candidates

*Folio

- one piece - broadly creative
- one piece - broadly discursive
- NAT5 approx. 1000 words each
- Higher 1000-1300 words each
- no minimum word count (e.g. poetry) but remember you need to write enough to show the necessary skills
- if word count exceeds the maximum by more than 10% a penalty will be applied

*Supervision, Control, Authentication

- all stages of preparation and production must be monitored
- the process of drafting must be under direct supervision of the teacher
- folio must be entirely the candidate's own work
- authenticity of a candidate's work should be established
- no other person can be involved in the discussion or review of the candidate's work
- plagiarism - the final responsibility rests with the candidate
- doubt over the authenticity of a piece of writing - it must not be accepted for submission

*Ways to Authenticate Candidate Evidence:

- regular progress meetings
- checklists to record activity/progress
- asking candidates to provide an annotated bibliography (writing a sentence or two about the usefulness of a source)
- making sure candidates have read and understood the SQA booklet

*Resources

- no restrictions on the resources to which candidates may have access (e.g. online or print)
- sources consulted must be acknowledged in footnotes or bibliography (details must be specific)

* Management and Completion

- teacher may support candidates in planning and preparation of the pieces
- teacher should read and provide feedback on one draft
- candidates to be given the opportunity to improve on a first draft following feedback
- once candidates have submitted their evidence, this must not be changed by either the teacher or candidate

* It Is Acceptable to Provide:

- an initial discussion with the candidate on the selection of a topic, theme, genre, leading to an outline plan
- written or oral feedback on one draft of writing

* It Is Not Acceptable to Provide:

- model answers specific to candidate task
- specific advice on how to rephrase wording
- key ideas, or a specific structure or plan
- corrections of errors in spelling and punctuation
- feedback on more than one draft of writing

* Reasonable Assistance

- reasonable assistance may be given in general terms to a class, group or on an individual basis (e.g. advice on how to find information)
- care must be taken to avoid too much intervention
- if candidates require more than what is thought to be 'reasonable assistance' they may not be:
 - ◆ ready for assessment
 - ◆ entered for the wrong level of qualification

* This can be found on the SQA English Website for the relevant course:

* National 5 -

https://www.sqa.org.uk/files_ccc/EnglishCourseSpecN5.pdf

* Higher -

https://www.sqa.org.uk/files_ccc/HigherCourseSpecEnglish.pdf

* **Extra Information**