English Folio Submission Dates

Work can be submitted (electronically) before this date but you MUST have the work to your teacher by these deadlines as we have to undergo a lengthy administration process to ensure WE are ready to meet the exacting SQA standards.

National 5	Wednesday 7th March
Higher	Friday 23rd March
Advanced Higher Dissertation	Friday 23rd March
Advanced Higher Folio	Monday 23rd April

Submission

- All work must be emailed/given in an electronic format to your English teacher.
- SQA Template must be used – this is in the shared drive (and available on the SQA website)
- BOTH pieces on the same template :
  1- **creative/reflective** 2 - **persuasive/argumentative**
- **Font:** Trebuchet MS – 11.
- No more than 1000 words (N5) or 1300 words (H) (you will be penalised if you go over)
- Persuasive/discursive/argumentative – must include a bibliography where you have credited your sources to avoid plagiarism.
- Both pieces must include a word count.

What your English teacher can do…

- Reasonable assistance may be given on a generic basis to an individual, class or group of candidates, for example, advice on how to find information for a discursive essay.
- An initial discussion with the candidate on the selection of the topic leading to an outline plan
- Oral or written suggestions for improvements to a **first draft**

What we cannot do…

- Assessors should not provide specific advice on how to re-phrase or improve responses, or provide model answers specific to the candidate's task.
- It is not acceptable for the assessor to provide key ideas, to provide a structure or plan, to suggest specific wording or to correct errors in spelling and/or punctuation.
- Feedback on more than one draft of writing.

This would go beyond reasonable assistance.

Although candidates may complete part of the work outwith the learning and teaching situation, teachers or lecturers should put in place processes for monitoring progress to ensure that the **work is the candidate's own**, and that plagiarism has not taken place.