



Instructions for the submission of National 5 Physical Education portfolios

2024–25 academic session

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) 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.

When preparing and packaging, ensure you have followed the guidance below.

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 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.
- ◆ Portfolios should be printed double-sided.
- ◆ Candidates must use black or blue ink for handwritten portfolios.
- ◆ Each candidate's portfolio must be printed clearly, with no print leakage or bleeding, so that work is legible for on-screen electronic marking (if applicable)
- ◆ uses images, graphs and charts suitable for scanning in black and white.
- ◆ Each candidate's portfolio must be accompanied by a completed flyleaf.
- ◆ Each flyleaf and portfolio should be stapled together. Please do use staples on top left-hand corner.

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