

Instructions for Students – Completing the Folio Template

- 1) Open the template. You will find it on the school website in the English Department pages under 'Folio Submission' or on the SQA website. The template is only available as a Word document – if this is going to be an issue, then you must speak to your teacher well in advance of your deadline date so that they can make other arrangements.
- 2) Copy and paste both of your pieces into the same template in this order (in other words, you are creating ONE SINGLE document from TWO SEPARATE essays):
 - Creative / Reflective Piece
 - Persuasive / Discursive / Informative Piece

Your essays must be in the order above.

Please be sure that you click inside the box on the document before pasting!

- 3) It needs to be clear where the first piece ends and the second begins so ensure there is a space between the two pieces. Have a title for each – even if this is just, for example, 'Reflective Essay' or 'Persuasive Essay'.
- 4) Check your bibliography is at the bottom of your Persuasive / Discursive / Informative piece.
- 5) Double check that your paragraph breaks are clear. If not, put a line break between each one.
- 6) Make sure there is a word count after each essay and remove your name. Your work is identified by candidate number only.
- 7) You will need to add your candidate number at the bottom. Your teacher will have a record of your number if you need it or cannot remember it so ask for it well in advance of the deadline. You will only need to enter this on the first page. Put only **one** digit in each box.
- 8) The page numbers at the bottom will automatically update.
- 9) Print your work.