

National Qualifications 2012

Physical Education

Standard Grade

Instructions to Person Nominated to Operate DVD Equipment

1 General

The centre is required to provide an operator for the DVD equipment. The operator should be someone familiar with the equipment and the format of the examination.

2 Requirements

- a Section 1 (Evaluating) of the examination is contained on a DVD, split into three levels - Foundation, General and Credit - each of **approximately** 30 minutes duration. Each level is preceded by an introduction.
- b The DVD will be played to candidates in one or more examination rooms as determined by the centre.
- c The room(s) used for this examination should be sufficiently isolated from any other room in which an examination is being held so that other candidates will not be disturbed by the sound.
- d The DVD equipment in the room(s) will require to be checked **before the examination** to ensure that it is in satisfactory working order.
- e It is important that comfortable spacing and unrestricted viewing opportunities are provided. In normal circumstances the number of candidates in a group viewing one television monitor should not exceed 30. It is accepted, however, that some centres may have access to facilities and resources which allow for numbers greater than this.
- f Where possible a 26" screen, placed at a comfortable viewing height, should be provided. Additional screens placed at either side of the group, for alternative viewing angles, would be an advantage.
- g Viewing should be from an angle of at least 45 degrees to the plane of the monitor screen.
- h No candidate should be more than 7 metres from the screen.
- i When arranging the seating and locating the television monitor(s), care should be taken to ensure that natural or artificial light does not affect the clarity of the images on the screen.

3 Procedure for the examination

- a The DVD will be passed to you for checking by the Chief Invigilator prior to the examination.
- b You will require to be in the examination room approximately 15 minutes before the start of the Foundation Level examination, to set up the equipment in readiness for the examination and to carry out a check of the DVD.

- c You should play a **short section** of the DVD on the equipment in the presence of the invigilator and in the room to be used for the examination. You should check for any faults and adjust the equipment as necessary.

Please note that the DVDs play best when DVD players are used. Difficulties can arise when the DVD is played on a computer or through a projector.

However, in the event of the DVD proving faulty, SQA should be contacted immediately by telephone (Gail Thomson, Direct Line 0345 213 6854).

When the check has been completed satisfactorily, return the recording to the start in readiness for the examination.

- d No candidate is to be present or within earshot during the DVD check or admitted to the room until the check has been completed. No communication should be made with candidates on the content of the examination.

- e After the DVD check, you will remain in the examination room.

NB While you are in the room you must have no communication whatever with the candidates and in no circumstances will you have access to a question paper until after the examination is completed.

- f At the starting time the invigilator will instruct the candidates to complete the front of their Question/Answer booklets. A few minutes may be required for this.

- g When all candidates are ready the invigilator will ask you to start the DVD.

- h During the introductory period at the beginning of the DVD, you should ensure that all candidates have a clear view of the whole television screen and that the volume is set at a satisfactory level.

- i The DVD will show clearly when Section 1 for each level has finished. The candidates then have the choice of using the period of 5 minutes in which to check their answers to Section 1 or to move on to Section 2 (Knowledge and Understanding). After this checking time, an introduction to Section 2 will appear on screen after which a digital clock will count down the remaining time for this examination.

NB The digital clock for Section 2 is for the Standard Time DVD only. Invigilators should continue to manually time the remainder of any examinations with additional time.

- j When using the DVD, the different levels can be selected from the menu on the DVD.

4 Late-comers

No candidate may be admitted to the examination after the DVD has started playing.

5 Procedure after the test

DVDs are to be retained by the centre. However, **faulty** DVDs only should be returned in the identifying box, enclosing **with the DVD** (not under separate cover) a note signed by the invigilator stating the centre name and number, listing the names of the candidates involved, describing briefly the nature of the fault and reporting the action taken.