



Automatic printing of SCN

Digital Question Papers (DQPs) and Digital Answer Books (DABs) now copy the candidate's SCN from the front of the booklet to all the DQP and DAB pages.

The candidate SCN box is now a separate field on the DQP and DAB pages.

- It is automatic for PDFs but it affects tabbing between pages.
- For MS Word there are some additional steps for the candidate, if they wish to make use of this facility (see instructions below).

For PDF

When the candidate enters their SCN on the front cover, the SCN will automatically be copied into the page header on all the pages.

To move between pages, the candidate needs to either 'tab' **twice** or move the cursor to the next page and click in the answer box/page.

If the candidate has only 'tabbed' once the cursor will be in the SCN box in the page header (this box should only be populated with the candidate's SCN), tab again or move the cursor to the answer box and click.

For MS Word

If a candidate is using MS Word DABs there are some additional steps required.

The SCN box on the front page is populated by nine zeros and an asterisk - 000000000* - (brackets may appear depending on the computer, this does not affect the copying of the SCN).

The candidate should:

1. Replace the zeros with their SCN without deleting the asterisk, for example, 000000000* to 123456789*
2. Go to page 2 of the DAB and place the cursor in the grey footer area and double-click. This opens the Headers & Footers option.
3. Place the cursor at the start of the SCN to the left of the footer area and while it is blinking, press F9.
4. Go to page 3 and repeat step 3 above.

The candidate's SCN now appears in the footer of every page.