



## Scottish Qualifications Authority

# Digital Question Papers: Quick Guide for Centres

### Prior to the exam day

Please refer to the **DQP Guidance for Centres** for detailed information, this **Quick Guide** should not be considered as a substitute for the main **Guide**.

- Check PCs and printers are operational with only relevant software installed
- Ensure where necessary, blank **Digital Answer Books (DABs)** are uploaded to candidates' PCs for 'question-only' papers: See Digital Question Papers: Guidance for Centres - Appendix 3. With the exception of Higher Maths where only the DAB on the DQP disc can be used.
- **SQA NQ Digital data booklets** for Chemistry, Engineering Science, and AH Statistics exams can also be uploaded if required for the appropriate exam. Data booklets are available from the appropriate subject page of SQA's website at <http://www.sqa.org.uk>. Relationship Sheets for Physics are included as part of the DQP.
- Open a digital past paper and make sure answers can be typed in and saved and that the text-to-speech works (if required). Delete this once satisfied that the set-up is working.
- Check that PCs can print and that spare cartridges etc are available.
- Check that headphones (if required) are available and working.
- Confirm with the Chief Invigilator the opening arrangements for the DQPs (they can be opened up to 1 hour in advance of exam start but only with the agreement of the Chief Invigilator and in their presence).
- Confirm with the Chief Invigilator as to how and where the candidates' responses are to be printed.
- Supply the Chief Invigilator with
  - the SQA report detailing those candidates that DQPs have been requested for
  - written confirmation that access to all network facilities or other digital storage have been disabled.
- If the candidate requires any type of support to also use the printed version of the question paper as elements of some question papers must be completed on the paper copy eg Objective Test answer grid for;
  - N5 Biology, Chemistry & Physics;
  - Higher Biology, Chemistry, Human Biology & Physics and
  - Advanced Higher Biology & Chemistry)then alternative assessment arrangements must be available as required.
- Where one exam is closely followed by another, arrangements must be made to ensure a full break is given and that, in the event of an overlap of exam start times, candidates are supervised as necessary.

## On the day of the exam

### Prior to the start of the exam

- start-up the PC(s) to be used.
- Ensure that any required blank DABs and data booklets are uploaded.
- Ensure default for scrolling '**don't scroll along text**' is set.
- Ensure PCs' spell-check settings are appropriate for each candidate when using MS Word DABs.
- Set any preferred defaults for individual candidates.
- Open the DQP packages in the presence of the Invigilator. Only one CD is supplied for each QP.
- Copy the question paper file(s) from the CD and load to correct folder for the candidate(s).
- Spot check content to ensure
  - File opens and content can be read
  - Speech technology (if required) is working.
- If unable to use the CDs, contact SQA on number shown on the 'On-the-Day-Guide' enclosed with the CDs. Should a new e-copy of the Question Paper be required, a PC with internet access to the SQA Secure website for downloading a copy of the QP will be necessary. Details will be given by SQA when contacted.

### After the exam

- Print out the completed work.
- When satisfied that the print-out is complete ie answers printed out fully, delete candidate's file from the PC.
- Pass print-outs and any other material used by the candidate to the Invigilator.
- Delete original digital question paper file from PC.