



Digital Question Papers:

Guidance for Candidates

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Revisions

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1 Introduction

Digital question papers (DQPs) are an assessment arrangement for disabled candidates and/or those with additional support needs. The way you use them will reflect your usual way of working in the classroom or support base.

You can find information on other assessment arrangements on SQA's website at www.sqa.org.uk/assessmentarrangements.

In a digital question paper, you can read the question paper on screen using text-to-speech software if you need it, and you can also type/speak your responses on screen.

This guide is mainly for you to use before sitting an actual SQA exam. It will allow you to become familiar with the requirements of using SQA digital question papers (DQPs) and digital answer books (DABs).

It is important that you are able to use the DQPs and DABs effectively. For example, you should:

- ◆ know how to enter your personal details
- ◆ be able to access/read the digital papers and to insert answers and
- ◆ be able to save files

When sitting an exam all examination materials must be submitted to SQA. This includes the print-out of your work, any word processed work (if applicable) and any additional written or graphical work you have produced.

You can find past DQPs and blank DABs on SQA's website (www.sqa.org.uk/digitalquestionpapers) and it is essential that you are familiar with their format and use.

2 Frequently Asked Questions

2.1 What are digital question papers?

DQPs are question papers provided on a CD-ROM. They allow you to:

- ◆ insert answers directly on the question/answer page on screen
- ◆ use text-to-speech technology to have the questions read out
- ◆ change how the question paper is displayed
- ◆ change the colour of the screen
- ◆ change the colour of the text
- ◆ change the format of the text eg use smooth text

2.2 What software will I use?

- ◆ Adobe Acrobat Reader (version 9 or later) will allow you to open the Digital Question Papers and type answers.
- ◆ You can also use Microsoft Word or another word processor to type your answers.
- ◆ You can also use a text-to-speech program if you need the paper read out by the computer.

2.3 Am I allowed to use digital question papers?

To be eligible to use the digital question papers you must:

- ◆ have a relevant identified disability and/or additional support need
- ◆ normally use ICT to access teaching materials and classroom assessments
- ◆ have had experience in using SQA digital past papers

2.4 Are past papers available in digital format?

Yes. Past papers can be downloaded from SQA's website at www.sqa.org.uk/digitalquestionpapers.

Please note that not all subjects may be available.

2.5 Is the digital format suitable for all subjects?

Some subjects are more appropriate in this format than others.

- ◆ Examinations where straightforward text answers are required are most suited.
- ◆ Mathematics and science subjects, which may contain subject-specific formulae and which require answers in the form of figures, formulae or drawings, are not as suitable. (Normal answer booklets can be used in conjunction with DQPs to enable entering complex answers or diagrams.)

2.6 How do I request digital question papers?

Your centre (school or college) will request a Digital Question Paper by using SQA's online Assessment Arrangement Request system:

2.7 How are digital question papers marked?

Your completed and saved work is printed at the end of the examination by your teacher or lecturer. (No changes can be made to your work.)

All examination materials must be submitted to SQA. This includes the print-out of your work, any word processed work (if applicable), and any additional written or graphical work you have produced.

3 Setting up and using digital question papers

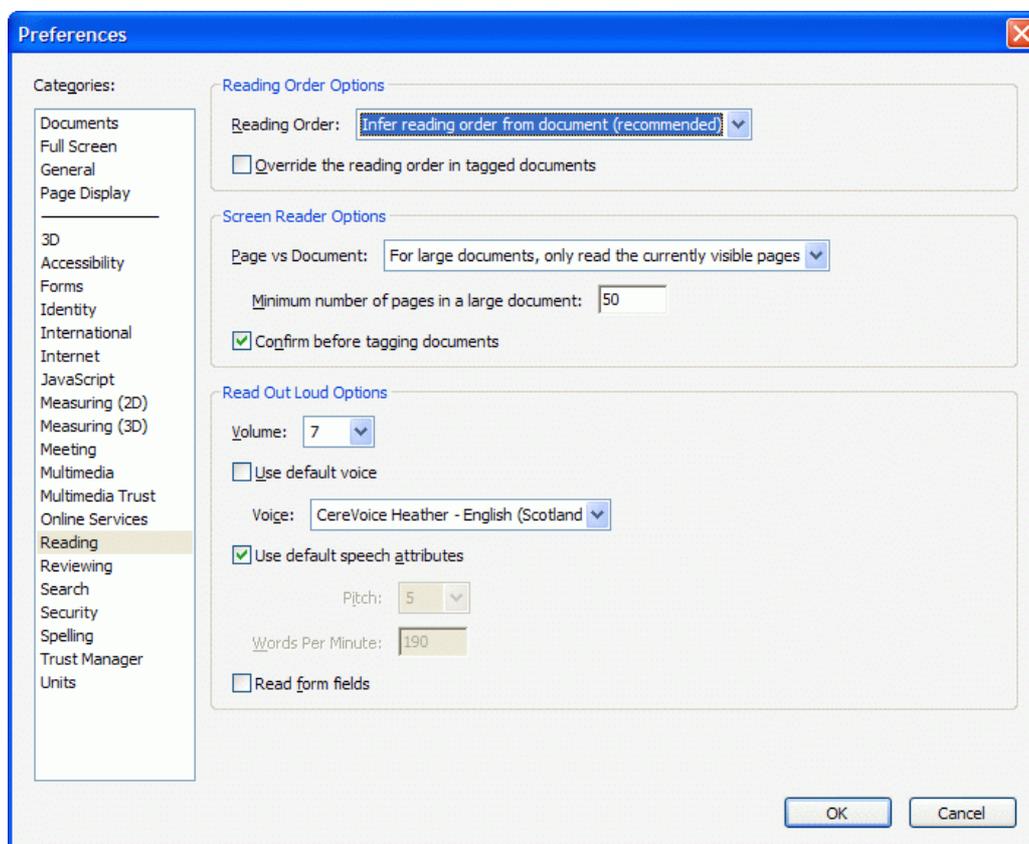
3.1 Setting tools to view on toolbar

You may not need all the tools, so it makes sense to turn off the ones that aren't going to be used. You can add them later if you wish.

- ◆ If the **How To** window on the right side of the screen is shown, uncheck the **Show How To Window at Startup** option to turn this off.
- ◆ **Reader 9:** go to **Tools > Customise Toolbars**, scroll down until you find the **Select and Zoom Toolbar** and tick the **Select Tool** . You may need the Select Tool if you use the drawing and commenting features (see later). Make sure that the **Hand Tool** is also ticked.
- ◆ **Reader X:** right-click again on the grey toolbar and in **Select & Zoom**, choose the **Select Tool** and then the **Hand Tool**.
- ◆ The position of any toolbars displayed on screen can be altered by clicking on the grey lined area and moving it to the desired position.

3.2 Set up the reading order

- ◆ Go to **Edit > Preferences** and click on **Reading**.
- ◆ Set the Reading Order to **Infer reading order from document (recommended)**.
- ◆ **Pages vs Documents**, choose **For large documents, only read the currently visible pages**
- ◆ Untick **Use default voice** and choose a voice for the Adobe Read Outloud tool.



3.3 Adjusting the screen colours

You may find the document easier to read if you can change the background and text colour.

- ◆ Go to **Edit > Preferences > Accessibility**.
- ◆ Then **Replace Document Colors**.
- ◆ Tick **Custom Color** and choose the desired text and background colour.
- ◆ Tick **Only change the color of black text and line art** and **Change the color of line art**, otherwise some information may not be visible.
- ◆ If the computer has been set up with a specified colour scheme for the user already, you could tick **Use Windows Color Scheme**, although this can sometimes be unreliable. You may need to set the document colours under **Custom Color** settings, or you could try out the **High Contrast** options.

3.4 Highlighting fields or answer boxes

You may find it helpful to have the answer boxes highlighted.

If you want the answer boxes highlighted, click on the forms button on the left-hand side (it looks like a page with purple boxes) and select **Highlight Fields**.



Highlighting the form fields or answer boxes can provide additional support for some users. The fields have a colour fill until you tab into them — they then turn white.

3.5 Typing your answers

3.5.1 Enter text in answer boxes

- ◆ Click in an answer box and type your answer.
- ◆ Press the TAB key to move to the next answer box, or click on the next box with the mouse, and type in the details.
- ◆ Press SHIFT-TAB to move back a field (but always check that the TAB key has taken you to the correct place on the paper).

3.5.2 Tick boxes

- ◆ Answer 'tick box' questions by clicking on the box, or, if you have tabbed to the box, press the Enter key. If you change your mind, click again to remove the tick.

3.5.3 Multiple choice questions

- ◆ Many papers have 'tick boxes' where you just click with the mouse to choose your answer, but some papers require you to underline the correct answer on the paper using a pen or pencil. If you are using a digital paper you have two options, you can:
 1. mark your answers in pencil on the paper copy that SQA provided with your digital paper
 2. use the Adobe Reader Comment and Markup tools (see section 4.4) to mark your answer on the digital paper.

3.6 Using question-only DQPs

Digital SQA 'question and answer' papers have answer boxes into which answers are typed, but 'question-only' papers, eg Standard Grade English Writing, and most Standard Grade Credit and Higher papers, do not have answer boxes.

If you are sitting 'question-only' Digital Papers you will need to use either an SQA digital answer booklets (which are available as .pdf or .doc (Microsoft Word) files) or a word processor.

You should be experienced in using the format that will be used in the examination.

3.6.1 Using SQA digital answer booklets

Digital answer booklets (DABs) can be downloaded at no charge from SQA's website at www.sqa.org.uk/digitalquestionpapers.

The SQA DABs are available without any restrictions. There are two versions of each answer booklet: one with the spellcheck enabled (for candidates who have permission to use a spellchecker) and one without (for candidates who don't). Both are available as PDF or Word documents. PDF versions are available for all book types as they do not allow additional pages to be inserted.

3.6.2 Using a Word Processor

You can use a word processor, such as Microsoft Word, to answer the questions. You could use a blank file, your own template, or download Word answer booklets from the SQA Assessment Arrangements page.

- ◆ Open Adobe Reader and the word processor, and move by clicking on the Windows Taskbar, or pressing **ALT-TAB**.
- ◆ The **Select Text** button can be used to copy questions or quotations from the PDF and paste them into the word processor.

3.7 Auto save

Your teacher will ensure that an auto save facility is available. However, you must always save your work as you go. Before you finish the exam you should do a final File save.

3.8 Sending your answers to SQA

Your teacher/ lecturer will print your work at the end of the exam. No changes can be made to your work at this stage.

All examination materials are then submitted to SQA. This includes the print-out of your work, any word processed work (if applicable), and any paper materials that **may or may not** contain additional written or graphical work you have produced. Please ensure that your details are on all such materials.

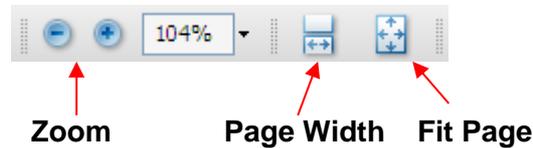
3.9 Text-to-speech software

There are many text-to-speech programs that can be used to read the question paper out to you. If you need this form of support, your teacher/lecturer will organise this for you.

4 Special features

4.1 Page display changes

4.1.1 Zoom in/out



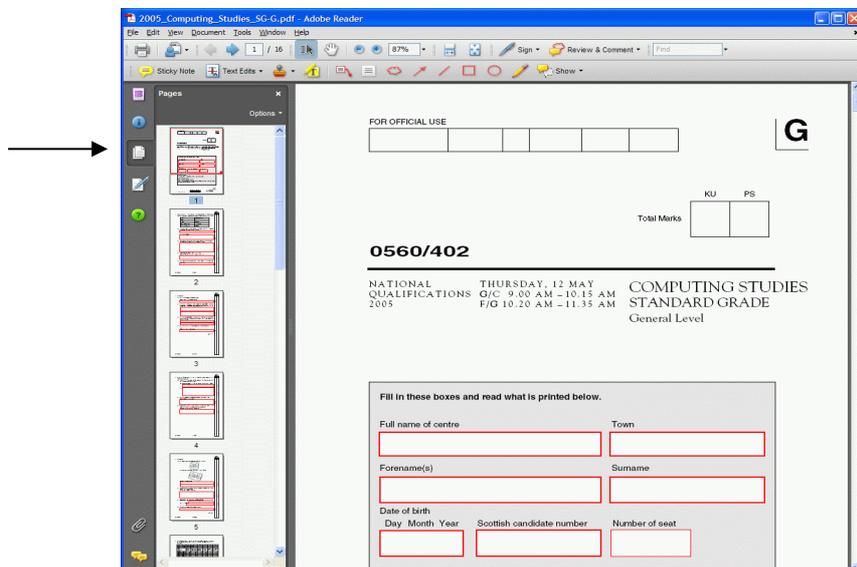
- ◆ Use the zoom buttons if you need to zoom in or out on the paper.
- ◆ To fill the screen use **page width** or press CTRL+2.
- ◆ See the whole page use **fit page** or press CTRL+0.
- ◆ Choose **View > Page Display > Single Page** (not 'continuous') to see a page at a time. Or try **Two Up/Two Page View** to see two pages at a time.
- ◆ To get back to 100%, click on the arrow to the right of the magnification level and choose Actual Size.

4.1.2 Moving between pages

- ◆ To get to the top of each page, use the blue arrows on the toolbar  , or right and left arrow keys on the keyboard.
- ◆ To scroll up or down the page
 - ◆ use the Scroll Bar or
 - ◆ use the Space Bar to move down a screen at a time
 - ◆ press the page up/down keys (you need to click outside any answer box for this to work).

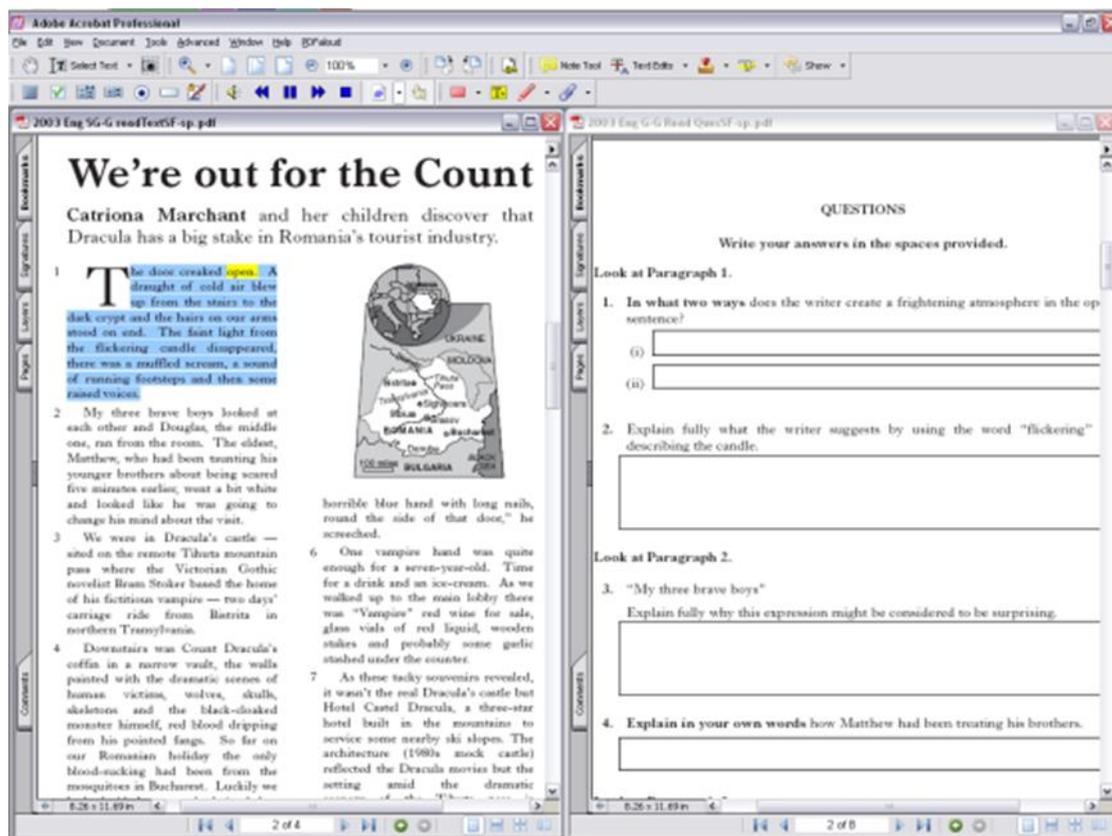
4.1.3 Page view

- ◆ Click on the Page View icon at the left side of the page to see thumbnails of each page (or click **View > Navigation Panels > Pages**, or press F4 and click the Page View icon). This can be useful to help you go quickly to a particular page in the document.



4.1.4 Viewing separate reading and question papers together

- ◆ Open both papers
- ◆ Move between them by clicking the Window menu and then choose the paper, or press ALT W then 1 or 2
- ◆ OR click Window>Cascade and then size and position the files as you wish,
- ◆ OR choose Window > Tile and arrange the papers either vertically or horizontally.

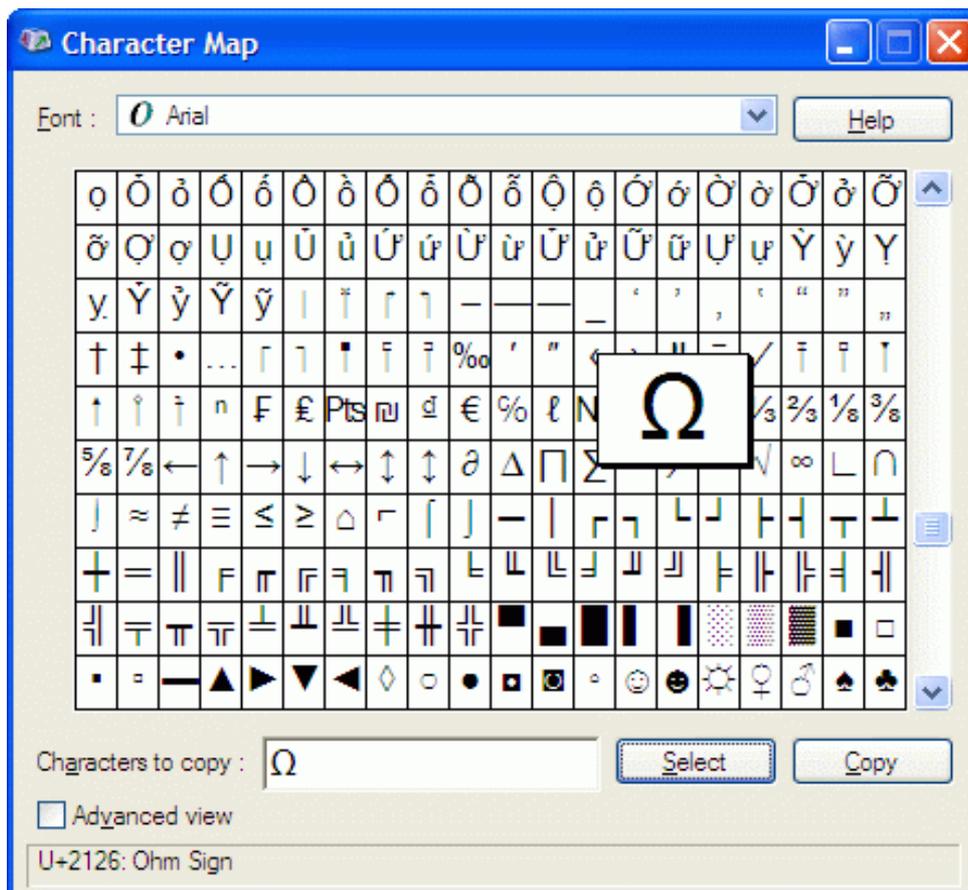


4.1.5 Page rotation

- ◆ If there are diagrams or graphics on the page, it may be helpful to rotate pages: select **View > Rotate View** then either **Clockwise** or **Counterclockwise**.

4.2 Using Equations, Mathematical and Scientific Symbols

- ◆ The answer boxes in the PDF papers only accept plain text so you cannot type in equations or symbols.
- ◆ However you can copy and paste symbols into the answer boxes from the Windows Character Map or from a sheet of symbols that you can download from the CALL web site (<http://www.adapteddigitalexams.org.uk/FAQs/>)



To use the Character Map:

- ◆ click **Start > All Programs > Accessories > System Tools > Character Map.**
- ◆ Find the symbol you want, click Select, then Copy and then go to the digital paper and paste it into the answer box.

This is slow, and it may be better to handwrite complex equations or to use a word processor with an equation editor.

4.3 Measuring dimensions on a digital paper

Set the Units of Measurement

- ◆ go to **Edit > Preferences > Units** and set the units that are to be used (centimetres).

Show the Measuring Tools

- ◆ Reader 9: View>Toolbars>Analysis and select the Measuring Tool
- ◆ Reader X: View>Extended>Extended Features>Measuring Tools>
- ◆ To stop measuring, press the Esc key on the keyboard.

To measure using a Ruler

- ◆ Click on the yellow Ruler button
- ◆ Then click on the start and finish of the element you want to measure.
- ◆ Move the mouse and then click a third time to set where you want the actual measurement indication to be shown.

Using the Measurement Types icons

A -The **Distance Tool** is for measuring the distance between two points.

- ◆ Click on the first point and drag the resulting measuring line to the second point and *click*.
- ◆ Click on the line to display actual distance

B - **The Perimeter tool** is for measuring a set of distances between multiple points.

- ◆ Click each point you want to measure.
- ◆ Then, double-click the last point, or hold the pointer over the last point and click.

C - **The Area tool** measures the area within the line segments that you draw.

- ◆ Click each point that encloses the area you want to measure.
- ◆ After you have clicked at least three points, click the first point to complete the area measurement.

The screenshot displays the Adobe Reader interface for a PDF document titled "07_2500_401_Maths_SG_F_Paper_1_DP.pdf". The "Analysis" toolbar is active, showing various measurement tools. A diagram of a map is shown with a red line connecting a "School" and a "Bus Station", with the distance labeled as "8.40 cm". A "Mobile Phone Transmitter" is also marked on the map. Below the diagram, a question asks to measure the distance from the School to the Bus Station. The answer is "8.40 cm" in "centimetres". The "Distance Tool" panel shows the measured distance as "8.40 cm", the angle as "0.00 degrees", and the scale ratio as "1 cm = 1 cm". Three callout boxes labeled A, B, and C point to the "Distance Tool", "Perimeter Tool", and "Area Tool" icons respectively.

4.4 Comment and markup tools

When reading through a paper, **Annotations** such **Highlights** and **Notes** can be added to the question paper. **Drawing Markups** can be used to add diagrams and graphs to the paper using drawing tools— although you may find it faster and easier to use a pencil on the hard copy of the paper.

- ◆ Annotations let you highlight text, add notes and voice-record comment
- ◆ Markups allow drawings and text boxes to be added.

To access the toolbar to use annotations or markups;

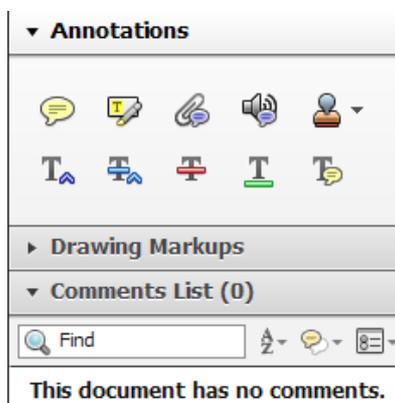
- ◆ Click **View>Toolbars>Comment and Markup** to show the Comment & Markup toolbar.
- ◆ Alternatively click **Comment > Drawing Markups** on the toolbar, or **View > Comment > Annotations** or **Drawing Markups**.



The **Comment & Markup** toolbar can either 'float' on top of the exam, so you can move it around, or you can drag it to the top of the page and it will 'dock' with the other toolbars.

4.4.1 Annotations

The Reader tools sit at the right hand side of the screen and the screenshot below shows the tool display for '**Annotations**'.



Highlighting

Highlighting can be used to mark key locations or sections of the text.

1 Rameses I Station, usually called **Cairo Railway Station**, is a century old, like the railway system itself, which stretches from **Alexandria** on the shores of the Mediterranean, to **Aswan** on the Upper Nile, at the northern edge of Lake Nasser—the **border of Sudan** on the south side. The design of the station is of interest, and it has been said that it represents the epitome of nineteenth-century Egyptian architects' desire to combine classical and Islamic building styles, in response to **Khedive Ismail's** plan to create a "European Cairo"—Moorish meets modern.

Click on the Highlight button,  and then select the text to be highlighted.

To delete the highlight, right-click on the highlight and choose **Delete**.

Notes

Notes can be used on screen to collect ideas and text as you read through a paper. They will not be printed unless they have been copied into the text of the answer.

To add a note, either click on the Note Tool,  or right-click where the Note is to be positioned, and choose **Add Note**. (This will only work outside the answer boxes.)

To see all notes, click on **Document>Comments>Show Comments List** or clicking on the **Show>Show Comments List** on the toolbar.

The notes can then be reviewed and the text in them copied into another application, such as Word, for creating answers.

Text Boxes

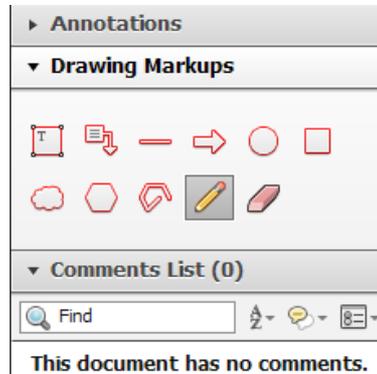
Callout  and TextBox  tools can be used to add comments, numbers or text to diagrams:

- ◆ Callouts can be used to label diagrams.
- ◆ TextBoxes can be used to add numbers or text to diagrams in Mathematics or Science.

4.4.2 Drawing lines and shapes

You can use the drawing tools to complete graphs or diagrams.

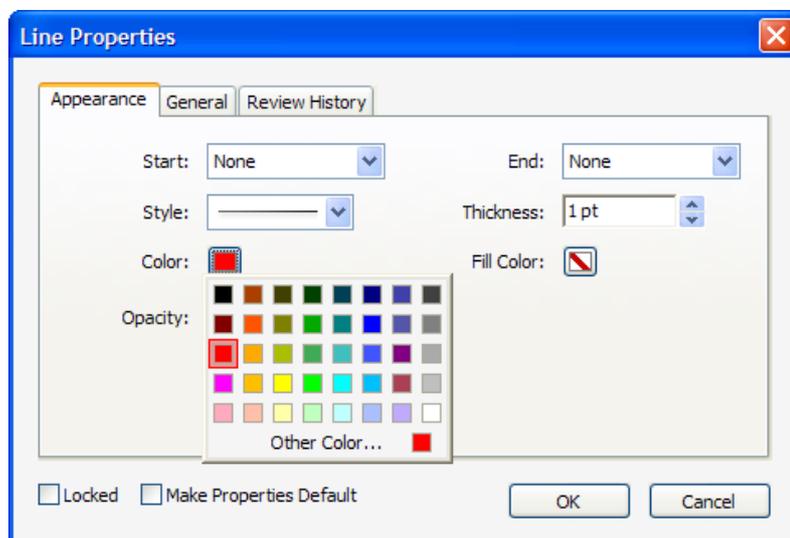
The Reader tools sit at the right hand side of the screen and the screenshots below show the tool display for '**Drawing Markups**'.



- ◆ To draw a line on the paper, click on the Line tool, then click on the place where the line is to start and end.
- ◆ For drawing shapes, use the Cloud, Arrow, Line, Square, Circle and Pencil tools. Click on the tool that is needed, and then click on the page to draw or insert the item.
- ◆ For rectangles, squares, ovals and circles, click on the page and while still holding the left button, size the shape as required. Releasing the button fixes the shape on the page.
- ◆ For clouds and polygons, click on the page, then click where a corner or turn is required. To close the final 'gap', double click at the final 'turn'.

To delete any line or shape, double click on the line or shape to highlight and then press 'Delete'.

The default line colour is red and, although this is good for viewing on screen, it can be faint when printed out. To choose a different, darker line colour that will be clearer when printed out on a black and white printer, right-click on the line you have drawn, choose **Properties** and then choose a different, darker line colour. Click **OK**.

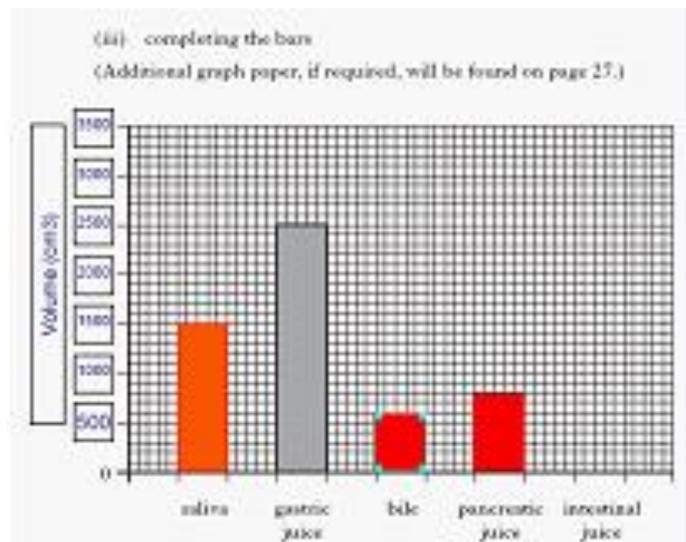


To make future drawn lines also in the darker colour, right-click on the line again, and choose **Make Properties Default**.

To stop the drawing tool adding a drawing or line every time you click, press [**ESC**] on the keyboard or click on the **Select Tool** in the toolbar.

The appearance of an item can be changed – for example, the colour of the text, the thickness of a line, or the fill colour of a shape, by right-clicking on the item, and choosing **Properties**.

In the example below, the Rectangle tool was used to draw the bars on the chart.



Appendix 1: What you need to know when sitting a DQP

- ◆ You need to know how to enter your personal details.
- ◆ You need to know how to access/read the digital paper, and how to insert answers and save files.
- ◆ You need to know how to use a Digital Answer Booklet if required for your examination.
- ◆ You will be provided with a printed copy of the question paper in addition to the digital paper. You should enter your details on these papers
- ◆ You may use this paper copy for questions requiring any drawing or handwritten work, eg mathematics.
- ◆ When your work is printed and your centre is satisfied with the hard copy, all material saved on the hard drive will be deleted.
- ◆ All examination materials are then submitted to SQA. This includes the print-out of your work, any word processed work (if applicable), and any additional written or graphical work you have produced.

Remember: Save your work as you go through the exam. Then at the end of the exam, before your answers are printed, carryout a final File save.

Appendix 2: Pros and Cons of PDF and Word Versions of Digital Answer Books (DABs)

PDF DABs: Pros

- ◆ Familiarity: learners can use Adobe Reader for both DABs and DQPs.

PDF DABs: Cons

- ◆ The number of lines and characters that can fit on one page of a PDF DAB is restricted and text does not 'flow' from one page to another.
- ◆ The PDF DABs are plain text boxes, i.e. no formatting, font changes, text sizes, symbols etc.
- ◆ Editing tools are limited.
- ◆ Options for entering mathematical and scientific working are very limited if not impossible.
- ◆ Dragon speech recognition can be used, but with limited functionality. Windows speech recognition cannot be used.

Word DABs: pros

- ◆ The learner can use all the Word formatting, fonts, sizes, styles etc.
- ◆ Text flows from page to page.
- ◆ All speech recognition programs, including the free Windows 7 tools, work.
- ◆ Most writing support tools work better in Word, e.g. Co:Writer, Penfriend, ClaroRead, Read and Write Gold, Ginger, Ghotit, etc.
- ◆ Word has better drawing and graphic tools than Adobe Reader. Word 2007 and 2010 have an improved equation editor; see also Microsoft Mathematics.
- ◆ Learners can type equations with the Word equation editor, and can use add-ons such as Efofex (<http://www.efofex.com/>) to create equations, graphs, chemical formulae etc.

Word DABS: cons

- ◆ The learner needs two applications to read the digital paper and write their answers.
- ◆ Learners who use text-to-speech may have to use two programs: one for the PDF (e.g. PDFaloud) and another for Word (e.g. WordTalk), although some text-to-speech programs can read from both (e.g. ClaroRead, Read and Write Gold, Ivona MiniReader).