

SCOTTISH QUALIFICATIONS AUTHORITY

## Digital Question Papers: Guidance for Invigilators

### Prior to the examination

Centres are to provide to you,

- the SQA report detailing the candidates for whom digital question papers (DQP) have been requested.
- written confirmation that access to all network facilities or other digital storage has been disabled.
- confirmation of how and where the candidate's responses are to be printed.

Centres must test all PCs or Tablet devices eg Ipad, to ensure that they are operational and that the relevant software has been installed.

**NB It is the Centre's responsibility to ensure that this has been done.**

Centres will be provided with a single disc for each exam that a DQP has been requested. Each disc will carry two versions of each digital question paper requested; one with the spell checker enabled (file SpCheck on) and one with the spell checker disabled (file SpCheck off). It is the Centre's responsibility to ensure the correct version is provided for each candidate.

Centres may supply candidates with blank Digital Answer Books (DABs) and SQA NQ Data Booklets (for Chemistry, Physics (not N5) and Technological Studies examinations) on their PCs.

Separate, suitable accommodation will be required when a candidate is using the DQPs if their use is likely to distract other candidates. Some candidates may use text-to-speech software and the Centre should provide them with headphones.

Candidates using DQPs and DABs should have been trained to use them effectively e.g. they know how to enter their personal details, be able to access/read the digital papers and be able to insert answers and save their file.

On-the-Day of the Examination/

## **On-the-Day of the Examination**

The Centre can prepare candidates' PCs in advance of accessing the DQP; this may involve the loading of DABs and SQA NQ Data Booklets.

The Centre can access the DQP up to **one hour before** start of the examination and should only be done **in the presence of the Invigilator**.

This is for the Centre to save the file to the correct folder on the candidates' PCs and to "spot" check the content. The checks are to ensure that the file opens, that the questions are readable and that text-to-speech technology (if required) is working.

### **Invigilators must ensure that;**

- Candidates using DQPs are also to be given a paper copy of the exam from the main supply. Exceptionally there may also be an adapted paper version of the paper for the candidate.
- Candidates can use both the digital and paper copy of the question paper at any time during the examination  
eg mathematics or science papers may require diagrams.
- Candidates are advised to save work as they go through the exam.

### **At the end of the exam;**

- Candidates are to be instructed to carry out a final File save.
- Check that the candidates have no complaints about the disk/file server. If there are any such complaints, refer to Contingency Arrangements below.
- The candidate's saved work must then be printed out. No changes should be made to the candidate's work at this time.  
(Note: it is not necessary for the Invigilator to be present during the printing of the candidate's responses.)
- The Centre should check that the candidate's answers have been printed out in full. Once the Centre is satisfied that the print-out is complete, it should be passed to the Invigilator.
- When the candidate's work is printed and the centre is satisfied with the hard copy, any material saved on the hard drive must be deleted.
- All examination materials must be submitted to SQA. This includes the print out of the candidate's work, any word processed work, if applicable, and any additional written or graphical work produced by the candidate.

- Where one exam is closely followed by another eg where the General paper follows the Foundation paper, arrangements must be made to ensure a full break is given and that, in the event of overlap of exam start times, candidates are supervised as necessary.
- All incidents must be reported to SQA at Dalkeith. Report templates are provided with the Handbook for Invigilators and are also available from our website [www.sqa.org.uk](http://www.sqa.org.uk) under Exam Support Documentation.

The original CD containing the digital question paper(s) may be retained by the centre, in the same way as the printed question papers may be retained.

### **Contingency Arrangements**

- If there is any difficulty in opening the file on the day of the exam, the Invigilator should inform the SQA Co-ordinator who should immediately contact SQA on 0345 213 6800.
- If it is not possible to use the digital question papers then the printed version of the question paper should be used. If the candidate requires any type of support to access the printed version of the question paper or to write responses e.g. a reader/scribe, then these alternative assessment arrangements must be made available to the candidate.
- In the event of any technical difficulties occurring during the examination, a designated teacher/technician may be allowed into the examination room to repair or provide another machine to enable the candidate to complete the examination. An additional allowance of time equal to the time lost will have to be made to the candidate and the candidate should be advised of this at once to allay any unnecessary anxiety.
- If the repair/change to another machine and the appropriate allowance of additional time resolves the problem, the matter should simply be reported to SQA. No further action by you or the teacher/lecturer will be required.
- In any case where a fault results in the spoiling of, or changing of the candidate's work, a brief report should be prepared by you and countersigned by the SQA Co-ordinator. This should be sent to the Assessment Arrangements Team. The report should indicate the name of the centre and the candidate's name.
- Complaints about the disk/file server; the designated teacher/ lecturer should be asked to check its validity. If they confirm that the complaint is justified, the circumstances should be reported to the Head of Centre and you should also forward a report of the circumstances directly to SQA.