



# **Adapted Digital Question Papers: User Guide November 2008**

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# Contents

<b>Introduction</b>	<b>1</b>
<b>Frequently asked questions</b>	<b>2</b>
<b>Adobe Reader 8 installation and set up</b>	<b>4</b>
<b>Using Adobe Reader 8</b>	<b>7</b>
<b>Reading the paper with PDFaloud</b>	<b>11</b>
<b>Load and configure settings</b>	<b>14</b>
Reading the paper	14
Using the paper	14



# Introduction

Adapted Digital Question Papers were successfully piloted in both the 2006 and 2007 diet of examinations, and in 2008 were provided on request, in selected subjects. Forty-six centres made requests for digital papers on behalf of 204 candidates, who used them in 1083 examinations.

These papers are designed to help candidates with reading and/or writing difficulties and are supplied in the PDF format on CD. Candidates can read the question paper on screen using speech technology, where appropriate. Also, where the format of the question paper is a question/answer booklet, candidates can also write/speak their responses on screen.

Evaluations into the use of Adapted Digital Question Papers in 2006 and 2007 found that candidates were more independent, confident and motivated using the digital question papers than with traditional methods of support such as a reader or scribe<sup>1</sup>.

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<sup>1</sup> Nisbet, P.D. (2007) *SQA Adapted Examination Papers in Digital Format: 2007 Pilot Project Report*. Submitted to Scottish Qualifications Authority. September 2007. CALL Centre. <http://www.adapteddigitalexams.org.uk/home/index.php>

Nisbet, P., Shearer, N., Balfour, F., Aitken, S. (2006) *SQA Adapted Examination Papers in Digital Format: Feasibility Study 2005–06: Final Report*. Submitted to Scottish Qualifications Authority. October 2006. CALL Centre. <http://www.callcentresscotland.org/digitalexams/>

# Frequently asked questions

## What are Adapted Digital Question Papers?

They are question papers provided on CD-ROM which allow candidates to:

- ◆ insert answers directly on the question/answer page on screen
- ◆ use speech technology to have the questions read out

## Who would benefit from the use of Adapted Digital Question Papers?

Candidates with difficulty accessing a standard exam paper, as a result of visual impairment, physical disability, reading or writing difficulty, dyslexia, or learning difficulty.

## What software is needed to be able to use them?

- ◆ Adobe Acrobat Reader (version 8 or 9) to open the Adapted Digital Question Papers and type answers into question and answer paper. Available free from [www.adobe.com](http://www.adobe.com).
- ◆ PDFaloud 3 (optional — for candidates who need the paper read out by the computer). PDFaloud costs £59 for a single user licence and £275 for a site licence from Learning and Teaching Scotland; Tel: 08700 100 297.
- ◆ Microsoft Word or another word processor to type answers for question-only papers.
- ◆ WordTalk (optional — for candidates who need their word-processed answers read out). Available free from [www.wordtalk.org.uk](http://www.wordtalk.org.uk).
- ◆ Heather, the Scottish Voice (optional — a high quality computer voice with a Scottish accent that works with WordTalk and PDFaloud). Available free from [www.thescottishvoice.org.uk](http://www.thescottishvoice.org.uk).

## What are the criteria for requesting Adapted Digital Question Papers?

Candidates must:

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

In addition, there must be dedicated IT support available during the examination.

## **Are past papers available in digital format?**

Yes. Past papers can be downloaded from SQA's website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements). Please note that not all subjects may be available.

## **Is the digital format suitable for all subjects?**

Some subjects are more appropriate in this format than others. Social subjects, where content is in the form of text only, and 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.

## **How do I request Adapted Digital Question Papers?**

Centres request Adapted Digital Papers by using SQA's online Assessment Arrangement Request system: <https://aar.sqainfo.net>

## **How are Adapted Digital Question Papers sent to the school or centre?**

SQA send an envelope for each candidate and each exam to the centre. The envelope contains a hard copy of the paper, and the digital paper on CD. SQA also provide a backup CD with all the digital papers.

## **How are Adapted Digital Question Papers marked?**

The Digital Papers are printed out and sent to SQA for marking with the other candidates' handwritten scripts.

## **Can prelim papers be adapted to the same PDF format?**

Yes, centres can convert word-processed prelims into PDF format and adapt them by adding 'answer boxes', using Acrobat Professional 8 or 9. See CALL Scotland's Adapted Digital Papers website below for more information.

Further information is available from [www.adapteddigitalexams.org.uk/](http://www.adapteddigitalexams.org.uk/).

# Adobe Reader 8 installation and set up

## Log on

- ◆ Log on to the computer as an Administrator.

## Install Acrobat Reader 8

- ◆ Download the program from [www.adobe.com/products/acrobat/readstep2\\_allversions.html](http://www.adobe.com/products/acrobat/readstep2_allversions.html)
- ◆ Select your operating system and version. You will then be taken to a screen which will offer you one or more compatible versions to download. Follow the instructions.

## Set up student folders

- ◆ Create a folder for each student who will be using the exams, and copy the exams that they will be using into their folder.

## Set up Adobe Acrobat Reader

- ◆ Start Acrobat Reader.

## Setting tools to view on toolbar

Not all the tools are going to be needed, so it makes sense to turn off the ones that aren't going to be used. They can be added again when required.

- ◆ If you get the **How To** window on the right side of the screen, uncheck the **Show How To Window at Startup** to turn this off.
- ◆ To leave only the toolbars that are commonly used, go to **View > Toolbars** and select **Reset Toolbars**. Then go to **Tools > Customise Toolbars**, scroll down and tick **Select Tool** and **Hand Tool** — you'll probably need these.
- ◆ 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.

## Highlighting fields

Highlighting the form fields can provide additional support for some users. The fields have a colour fill until you tab to the one you are putting your answer into — this is then white.

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

## Adjusting the screen colours

Some users will find the document easier to read if changes are made to 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 colour of black text and line art** and **Change the colour of line art**, otherwise some information may not be visible.
- ◆ If the computer has been set up for the user with a specified colour scheme already, you could tick **Use Windows Color Scheme**, although this can sometimes be unreliable. You may need to set the document colours within **Custom Color** settings, or you could try out the **High Contrast** options.

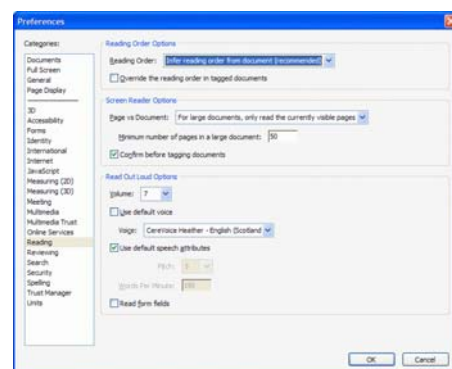
## Spellchecker

For most adapted digital question papers the spellchecker is enabled, but it is possible to turn off the underlining which indicates that a word that may be spelt incorrectly. Note that unless the spellchecker has been disabled when the form fields in the paper were created, a student can still press [F7] and access the full spellchecker facility. If spellchecking has not been enabled then [F7] will still load the spellchecker, but it will not bring up any incorrect words.

- ◆ To change the settings, go to **Edit > Preferences > Spelling** and set **Check spelling while typing** on or off. You may choose an alternate underline colour if you wish, particularly if you have altered the colours.
- ◆ To choose the spelling dictionary, go to **Edit > Preferences > Spelling > English (UK)**, uncheck others if not needed, choose **Up** or **Down** to set the order, then click **OK**.
- ◆ If you are doing a foreign language exam then select that language as well, but ensure that **English (UK)** has been moved **Up** above any foreign languages.

## Adjust the Reading Order

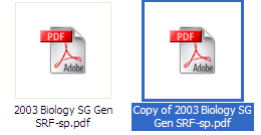
- ◆ Go to **Edit > Preferences** and click on **Reading**. Set the Reading Order to **Infer reading order from document**. Untick **Use default voice** and choose a voice for the Adobe Read Outloud tool.



## **Testing**

Before letting any student use the system it is vital that **you** are familiar with its operation.

- ◆ **Test the paper** before the student starts!
- ◆ Right-click on the file you want to try and choose **Copy**, then right-click on the desktop and choose **Paste**. If you work on the copy, the student file will remain unaltered.



# Using Adobe Reader 8


## Getting Started

- ◆ Load Acrobat Reader 8.
- ◆ **Open** then **Save** the exam — rename the file with your name.
- ◆ When you open the paper, you may see a box asking you if you want to set the reading order of the paper. Choose to **Infer reading order from the document** and tick so that Adobe Reader won't ask you again.

## Entering text in answer boxes

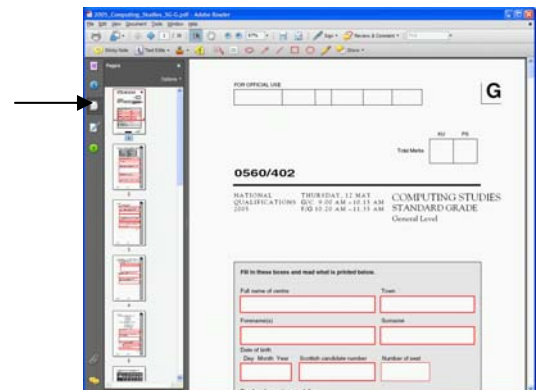
- ◆ Click in a box and type your answer in.
- ◆ Press the [TAB] key to move to the next box.
- ◆ Press [SHIFT]+[TAB] to move back a box.
- ◆ Always check that the [TAB] key has taken you to the correct place on your screen.

## 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 down the page use the scroll bar or press the page up/down keys (you need to click outside any answer box for this to work).

## Navigating around pages

- ◆ Click on the **Page View** icon at the left side of the page to see thumbnails of each page. This can be useful to help you go quickly to a particular page in the paper.



## Changing the view

- ◆ Use the magnification tools if you need any section enlarged.



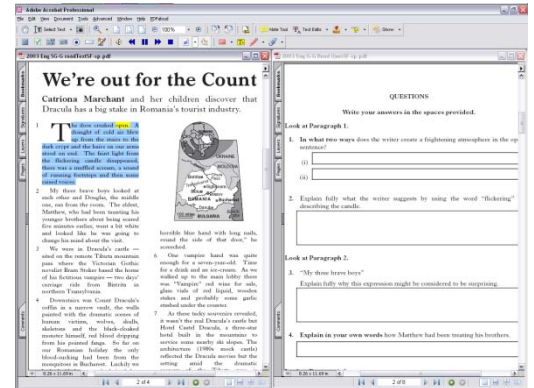
- ◆ To fill the screen use **page width**.
- ◆ To get an overview of the whole page use **fit page** (this is good for checking that you've filled in all the boxes).
- ◆ To get back to 100%, click on the arrow to the right of the magnification level and choose **actual size**.

## Page Rotation

- ◆ If you have diagrams or graphics on the page, you may need to rotate pages. To do this, select **View > Rotate View** then either **Clockwise** or **Counterclockwise**.

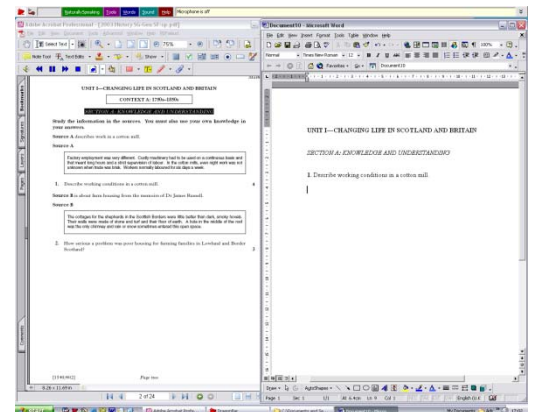
## Viewing 'Reading' and 'Question' papers together

- ◆ 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.



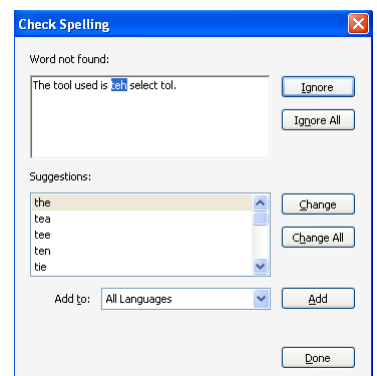
## Moving between a PDF exam and word processing document

- ◆ Open Acrobat and Word, and move between them by clicking on the **Windows Taskbar**, or pressing **[ALT]+[TAB]**.
- ◆ Note you can use the **Select Text** button to copy questions or quotations from the PDF and paste them into Word.



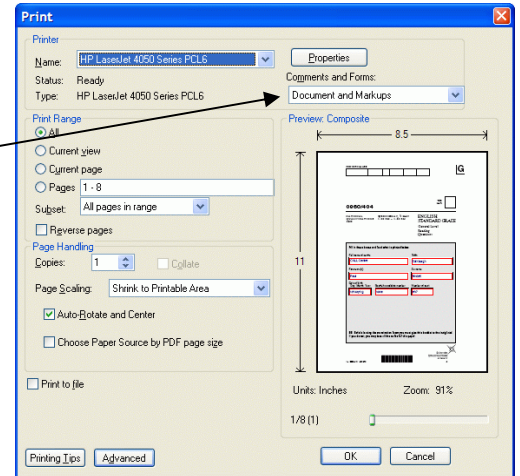
## Spellchecker

- ◆ If the spellchecker is enabled, Acrobat will underline possible spelling mistakes when you type them into the answer boxes.
- ◆ You can spell check a word quickly by right-clicking on it and choosing from a list of suitable words.
- ◆ Or at any time you can press **[F7]**, click on **Start** and use the Spellchecker dialogue box.



## Saving and printing

- ◆ Save as you work through the exam. Before printing, do a last **File > Save** ([CTRL]+[S]).
- ◆ Go to **File > Print** [CTRL]+[P], under **Comments and Forms** choose **Document and Markups**, and then click **OK**.
- ◆ **Note:** make sure you choose **Document and Markups**, or it will not print your answers!




## Comment and mark-up tools

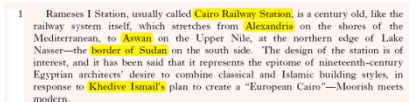
As you read through a paper, you can add **Highlights** and **Notes** and you can use drawing tools to add diagrams or graphs. Click **View > Toolbars > Comment and Markup** to show the Comment and Markup toolbar. The toolbar can either 'float' on top of the exam, so you can move it around, or you can drag it to the top of the page and it will 'dock' with the other toolbars.



## Highlights


You can use highlights to mark key locations or sections of the text.

- ◆ 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

You can use **Notes** to collect ideas and text as you read through a paper.

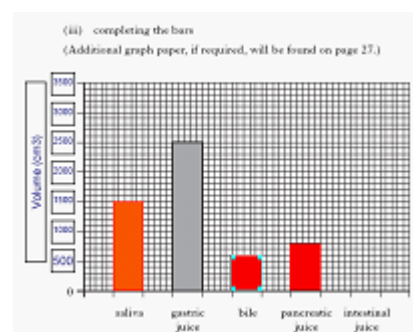
- ◆ To add a note, either click on the **Note** tool , or right-click where you want the note, and choose **Add Note**. (This will only work outside the answer boxes.)
- ◆ After collecting a set of notes, you can view them all by clicking on **Document > Comments > Show Comments List** or clicking on the **Show > Show Comments List** on the toolbar.
- ◆ You can then review the notes and copy the text in them into another application, such as Word, for creating your answers.

## Text box and drawing tools

The Comment and Markup toolbar also has tools for drawing or adding text to the exam paper — although many students will find it faster and easier to use a pencil on the hard copy of the paper.



- ◆ You might use the **Callout** to label diagrams; or the **Text Box** to add numbers or text to diagrams in Mathematics or Science. You could use the **Drawing** tools to complete graphs or diagrams.
- ◆ For drawing, use the **Cloud**, **Arrow**, **Line**, **Rectangle** (hold [SHIFT] to draw a square), **Ellipse** (hold [SHIFT] to draw a circle) and **Pencil** tools. Click on the tool you need, and then click on the page to draw or insert the item.
- ◆ For this Biology paper, the **Rectangle** tool was used to draw the bars on the chart.
- ◆ If you can't seem to stop the drawing tool from adding a drawing every time you click, press [ESC] on the keyboard.
- ◆ You can change the appearance of an item — 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**.



## Read Out Loud

Acrobat Reader has a free built-in text reader tool called Read Out Loud, but it is quite limited and we recommend you use PDFaloud (see below).

To use Read Out Loud, click on **View > Read Out Loud** and then **Activate Read Out Loud**. You can then have the page read out, or the whole document, but it will read out the entire page including page number, marks etc. It does not highlight as it reads, so it is difficult to control. A slightly better method is to choose the **Select Tool (Tools > Select and Zoom > Select Tool)**. Now click on some text and it will read out that chunk of text — usually the paragraph.

Click **Edit > Preferences > Reading** if you want to choose a different voice and/or settings.

# Reading the paper with PDFaloud

There are several text-to-speech programs that you can use to read the PDF paper. We recommend PDFaloud, which is available to Scottish schools under a special deal from Learning and Teaching Scotland (08700 100 297). It costs £59 for a single user licence or £275 for a whole school site licence. The program comes with two high-quality English voices ('Daniel' and 'Emily') and also works with Heather, the free Scottish Voice from [www.thescottishvoice.org.uk](http://www.thescottishvoice.org.uk).

If you have TextHelp Read and Write Gold 8 on your computer, you should also have PDFaloud because it is supplied as part of Read and Write Gold.

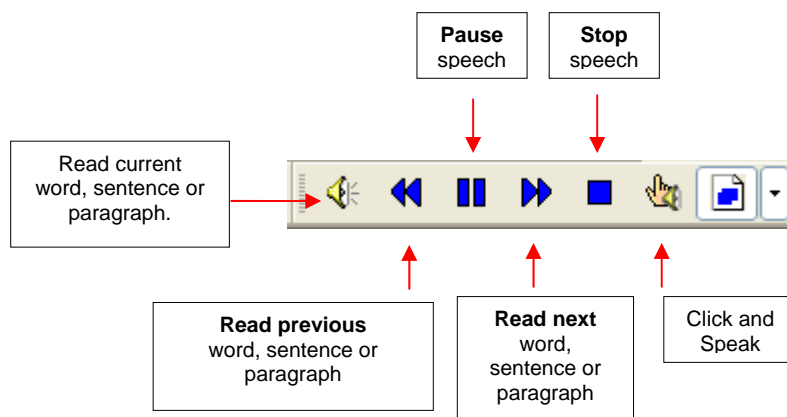
## Loading PDFaloud



The PDFaloud toolbar should appear as soon as you load Acrobat Reader. If it doesn't, you may need to re-install PDFaloud.

## Reading the paper with PDFaloud

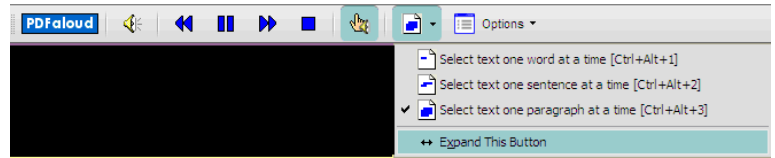
- ◆ Select the **Click and Speak** button ([CTRL]+[ALT]+[C]), then click on the sentence or paragraph you want to read.



- ◆ To read the same item (current one) again, click **Speak** ([CTRL]+[ALT]+[Y]).
- ◆ To read the next word, sentence or paragraph, click **Read Next** ([CTRL]+[ALT]+[V]).
- ◆ To read the previous sentence or paragraph, click **Read Previous** ([CTRL]+[ALT]+[<]).
- ◆ To stop reading, click **Stop** ([CTRL]+[ALT]+[O]) or **Pause** ([CTRL]+[ALT]+[U]).

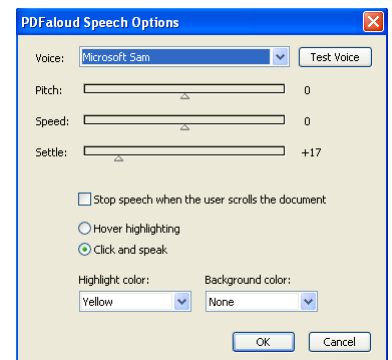
Choose to either:

- ◆ Read text **one word** at a time ([CTRL]+[ALT]+[1])
- ◆ Read text **one sentence** at a time ([CTRL]+[ALT]+[2])
- ◆ Read text **one paragraph** at a time ([CTRL]+[ALT]+[3])



## Changing the voice

- ◆ Select **Options > Speech Options** and choose a voice from the list. PDFaloud will offer you voices that are installed on your computer.
- ◆ CereVoice Heather is a high quality voice with a Scottish accent that you can download and install free from [www.thescottishvoice.org.uk](http://www.thescottishvoice.org.uk). If you can't see Heather on the list of voices then either she isn't installed on the computer (solution — download and install it), or you have an old version of PDFaloud which doesn't have her in its list of 'safe voices' (solution — add her to the list. See the instructions at [www.thescottishvoice.org.uk/FAQs/](http://www.thescottishvoice.org.uk/FAQs/)).
- ◆ You will probably have Microsoft Mary, Mike and Sam, which are clear but American.
- ◆ You should also have Scansoft Daniel and Emily, which are good, clear English accent voices.
- ◆ You may have other voices in the list, if there are extra voices on your computer.
- ◆ Change the pitch or speed of the speech by sliding the bar.
- ◆ Tick **Hover highlighting** if you want to just point at the text and have it read out. Tick **Click and speak** if you want to click on the text to have it read out.

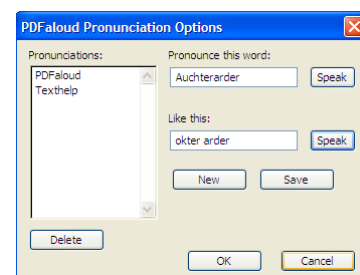


## Changing the colours

- ◆ The highlight and background colours can be altered to suit your needs. The default is to highlight the paragraph or sentence, depending on what has been chosen to be read.
- ◆ If you prefer only to have the words highlighted as they are spoken, rather than the whole sentence or paragraph, change highlight color to **Invert/any suitable colour** and **Background color** to **None**.

## Changing pronunciation of words

- ◆ If you find words which are not pronounced properly, click **Options > Pronunciation Options**. Type the correct spelling in **Pronounce this word**, then experiment in **Like this** until you get the correct sound, clicking in **Speak** to test it. Click **OK** to set the pronunciation.

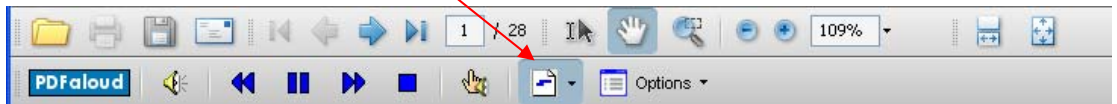


# Load and configure settings

- ◆ Start up Adobe Acrobat Reader 8.
- ◆ Open the exam paper (**File > Open**, then locate paper).
- ◆ If no toolbars are visible, go to **View > Toolbars** and select the **Page Display**, **Page Navigation**, **PDFaloud** and **Select & Zoom** toolbars.


## Reading the paper

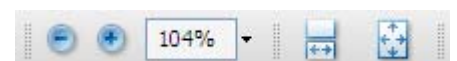
- ◆ Click on **Options > Speech Options** in the PDFaloud toolbar and choose a voice, adjust the speed if you wish and set the highlighting colours. Try out different voices and settings to find what you like best.
- ◆ Click the button and choose to have PDFaloud read a word, sentence or paragraph at a time.



- ◆ To read text, click on the **Click and Speak** icon ([CTRL]+[ALT]+[C]) and then click on the text and it will be read out.
- ◆ To read the same item (current one) again, click **Speak** ([CTRL]+[ALT]+[Y]).
- ◆ To read the next sentence or paragraph, click **Read Next** ([CTRL]+[ALT]+[>]).
- ◆ To read the previous sentence or paragraph, click **Read Previous** ([CTRL]+[ALT]+[<]).
- ◆ To stop reading, click **Stop** ([CTRL]+[ALT]+ [O]) or **Pause** ([CTRL]+[ALT]+ [U]).
- ◆ To type your answers, you need to switch **Click and Speak off** — click on the **Click and Speak button** again.

## Using the paper

- ◆ On the front page, click on the boxes and type in your name, school, date, etc.
- ◆ Use the [TAB] key to move through the boxes ([SHIFT]+[TAB] to go back) if you wish.
- ◆ To get to the next page either scroll down, click **Next Page**  on the toolbar or press the [Right Arrow] or [Page Down] on the keyboard.
- ◆ Go through the paper reading and typing in answers.
- ◆ Use the magnification tools if you need any part enlarged.
- ◆ Rotate pages with diagrams with **View > Rotate View**.
- ◆ Swap between two papers (two PDF files) by clicking in the Window menu and choose the paper you want (or press [ALT]+[W] then **1** or **2** ).



### ***Load and configure settings***

- ◆ Move between a PDF and Word file with **[ALT]+[TAB]**.
- ◆ Spell check individual words with a right-click or use **[F7]** when finished.
- ◆ Remember to save regularly!
- ◆ Print with **File > Print ([CTRL]+[P])**. Under **Comments and Forms** choose **Document and Markups**, and then click **OK**.



Assessment  
Arrangements  
Explained