SCOTTISH QUALIFICATIONS AUTHORITY

Digital Question Papers in SQA Examinations:
Summary of Guidance for Centres.

Introduction

Digital Question Papers (DQPs) are available to candidates that require special assessment arrangements and where the specific arrangements for using the digital question papers reflect the candidate's usual way of working in the classroom or support base.

Information on special assessment arrangements is available from the SQA's website at http://www.sqa.org.uk/assessmentarrangements.

It is important that this guidance is read in conjunction with the **Digital Question Paper Guidance for Centres** which is available on SQA's website at www.sqa.org.uk/digitalquestionpapers.

Additional technical guidance is available from the website of Communication, Access, Literacy and Learning (CALL) Scotland, Moray House School of Education (http://www.adapteddigitalexams.org.uk).

Both SQA's Digital Question Paper Guidance for Centres and CALL Scotland's guidance provide technical step-by-step instructions for using the digital question papers, including

- testing the digital question paper
- advice for reading the digital question paper and inserting & reviewing answers
- advice on using digital answer books (DABs)
- saving and printing answers.

SQA Responsibilities in advance of the examination

- SQA will provide SQA Co-ordinators with a report detailing the candidates for whom digital question papers have been requested.
- Centres will be provided with two pdf 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).
- Where a DAB is required, a MS Word version and two PDF versions (spell check on/off) will be supplied on the disc.

Centre's DQP Responsibilities

The SQA Co-ordinator should ensure that;

In advance of the examination that,

- candidates are able to use the DQPs and Digital Answer Books (DABs) effectively eg that they know how to enter their personal details and are able to use the digital papers (how to insert answers and save files).
- candidates have experience of past DQPs which are available on SQA's website (http://www.sqa.org.uk/digitalquestionpapers).

  It is essential that centres and candidates are familiar with their format and use.

- where there are a number of DQP candidates, consideration be made for setting up a secure exam-network for DQP PCs to enable easier distribution of the DQP.
- the Centre, where necessary, uploads blank DABs to candidates' PCs. These are also available in advance for practice from http://www.sqa.org.uk/digitalquestionpapers and those exams requiring DABs are listed at appendix 3 of the main guidance.
  Where a DAB is required, a MS Word version and two PDF versions (spell check on/off) will be supplied on the disc.
- PCs are not Spell Check enabled unless SQA has approved such an arrangement for a candidate.
- digital data booklets for Chemistry, Engineering Science and AH Statistics are available to upload to candidates' PCs for use in the appropriate examination if the candidate wishes. These can be accessed from the appropriate subject webpages on the SQA website at http://www.sqa.org.uk. Relationship sheets in Physics are included with the DQP.
- the Centre supplies the Chief Invigilator prior to the examination with
    - the SQA report detailing those candidates that DQPs have been requested.
    - written confirmation that access to all network facilities or other digital storage has been disabled.
- the Centre test all PCs to ensure that they are operational and that the relevant software has been installed **prior** to the examination.
  NB It is the centre's responsibility to ensure that this has been done.
- where a candidate is taking two papers on the same day, arrangements may be required to delay the starting time of the second exam to ensure all checks are made. In such circumstances, arrangements for the supervision of candidates may also need to be made.
- the Centre may need to provide separate suitable accommodation if candidates using the digital question papers are likely to distract other candidates. In this case centres should take account of the need for additional invigilation.
- the Chief Invigilator is informed as to how and where the candidates' responses are to be printed in advance of the examination.
- the opening arrangements of the DQPs has been agreed with the Chief Invigilator (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).

On-the-day of an examination

- With the agreement of the Chief Invigilator, Centres can have access to the digital file up to 1 hour before the start of the examination. This is to save the file to the correct folder on the candidate's PC and to 'spot check' the content. This 'spot check' should be made to ensure that the file opens, that the questions are readable and that text-to-speech technology (if required) is working. **This is to be done in the presence of the Invigilator.**
- It is the Centre's responsibility to ensure the correct version of the DQP is provided for each candidate.
- If it is not possible to use the digital question paper and a copy cannot be obtained, then the printed version of the question paper should be used (see Contingency arrangements below).
- Candidates may use both the digital and paper copy of the question paper at any time during the examination eg where there are questions requiring drawing in mathematics or science based papers, the candidate may insert drawings or diagrams on either the paper copy, or the digital on-screen version. Some exams require an objective test to be answered on the printed version of the question paper or answer booklet.
- If the candidate requires any type of support to access the printed version of the question paper or to write responses eg a reader/scribe, then these alternative assessment arrangements must be available.
- Centres should ensure that, where possible, an auto save facility is available. Candidates should also be advised to save work as they go through the exam and that before printing, they should do a final File save.
- The candidate's saved work must be printed out at the end of the examination. No changes can be made to the candidate's work after the examination has ended.
- The Invigilator does not require to be present during the printing. The Invigilator should be informed in advance of the examination as to how and where the candidate's responses are to be printed.
- All examination materials produced by the candidate must be submitted to SQA. This includes, the print-out of the candidate's work (when the centre is satisfied with the hard copy), any word processed work and any additional written or graphical work produced by the candidate.
- Once the candidate's work is printed and passed to the invigilator, any material saved on the hard drive must be deleted by the centre.
- The original CD containing the DQP may be retained by the centre in the same way as the printed question papers may be retained.
- If a candidate chooses not to use the digital question papers on the day of the exam, centres must inform SQA by email at aarequests@sqa.org.uk or by phone on 0345 213 6890, informing SQA of the alternative arrangement to be used.

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 then contact SQA using the normal "on the day" procedures.

- In the first instance contact SQA on 0345 213 6800
- If there is no answer or the number is continually engaged, there may be an external phone-line issue. Go to SQA's website homepage for confirmation of a phone-line issue and further instructions.
- Access to an internet PC will be required to download a copy of the QP from the SQA Secure website.

If it is not possible to use the DQP 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 eg a reader/scribe, then these alternative assessment arrangements must be available.

In the event of any technical difficulties occurring during the examination, the 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 be made available to the candidate and the candidate will be advised of this at once to allay any unnecessary anxiety.

In any case where a fault results in the spoiling of, or changing of the candidate's work, a brief report will be prepared by the invigilator and countersigned by the SQA Co-ordinator. The Invigilator will send the report to SQA's Assessment Arrangement team.