



Digital Question Papers: Guidance for Invigilators

Prior to the examination

Your SQA Co-ordinator should provide you with the following information:

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

It is the centre's responsibility to test all PCs or tablet devices being used to ensure that they work correctly, and that the relevant software has been installed.

We will provide you with one CD for each examination for which a DQP has been requested. (A single CD can be uploaded for as many candidates as required.)

The CD will carry **two** pdf versions of the DQP (spell check on and spell check off).

Where required the disc will also include digital answer books (DABs). These will be a single MS Word version and two PDF versions (spell check on and spell check off). If a candidate is using a MS Word DAB and is approved by SQA to use the spell-check facility, the centre needs to set the candidate's PC appropriately.

It is the centre's responsibility to ensure the appropriate version of the file is provided for each candidate.

Centres may supply candidates on their PCs with SQA NQ Data Booklets (for Chemistry, Engineering Science and AH Statistics examinations). For Physics there are 'relationship sheets' included with the DQPs.

Where a candidate is using text-to-speech software, headphones or separate, suitable accommodation should be provided, to prevent distraction for other candidates.

It is the centre's responsibility to ensure that all candidates for whom DQPs and DABs have been provided are familiar with how to use them, and can enter and save their work.

On the day of the exam

The equipment which candidates will be using to access DQPs can be prepared in advance with any DABs and SQA NQ Data Booklets needed.

DQPs must not be uploaded earlier than **one hour before** the start of the examination, and should only be done **in the presence of the Invigilator**.

The centre should save the required files to the correct folder on the equipment the candidates will be using, and spot-check that:

- the file opens
- the questions are readable
- the text-to-speech technology (if required) is working.

Before the exam, Invigilators must ensure that all candidates using a DQP:

- are issued with a paper copy of the question paper and if appropriate, the answer booklet from the main supply, or with any adapted paper version requested for the candidate.
- have space to access both the digital and paper copy of the question paper at all times during the examination, as examinations for subjects such as mathematics and science may require creation of diagrams.
- are advised to save their work frequently as they work through the DQP
- are advised to alert you if they experience any difficulty with the equipment or files.

NB Candidates must also use the paper copy of the question paper or answer booklet to record their answers for the Objective Test (multiple choice) questions for;

- N5 Biology, Chemistry & Physics
- Higher Biology, Chemistry, Human Biology & Physics
- Advanced Higher Biology and Chemistry.

Centres must ensure:

- each candidate's answers have been printed out in full. Once satisfied that the print-out is complete, it should be passed to the Invigilator.
- once the candidate's work is printed and the centre is satisfied with the hard copy, that any files saved on the hard drive are deleted.

At the end of the exam, Invigilators must:

- instruct candidates 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 the Contingency Arrangements below.
- ensure that each candidate's saved work is printed out. No changes should be made to the candidate's work after the exam has ended. (NB it is not necessary for the Invigilator to be present for the printing of candidate responses.)
- ensure that all examination materials are submitted to SQA, including the print-out of each candidate's DQP/DAB file, any word-processed work, and the paper copy of the question paper containing the candidate's responses ie additional written or graphical work.
- ensure that where a candidate has one exam closely followed by another, arrangements are made to ensure a full break is given and that, in the event of overlap of exam start times, the candidate is supervised as necessary.

Unless a CD is faulty, there is no need to return the original CD containing the digital question paper to SQA - it may be retained by the centre.

Contingency arrangements/

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If there is any difficulty in opening the DQP or DAB 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 DQP disc, the centre should contact SQA to supply an electronic copy from the secure website (guidance for the centre is supplied with the DQP disc).

If an alternative e-copy of the DQP cannot be supplied, the candidate must use the printed question paper or adapted question paper supplied. 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 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 resolve the issue, or provide another piece of equipment to enable the candidate to complete the examination. The Invigilator should allow the candidate additional time, equal to the time lost, to complete the examination, and should advise the candidate of this at once to allay any anxiety.

If the issue is resolved by the above measures, the matter should simply be reported to SQA. No further action is needed.

Where a technical fault results in the spoiling or changing of a candidate's work, you must complete an incident report which should then be countersigned by the Chief Invigilator. This form should then be passed to the Head of Centre for action. Incident Report Forms are provided with the Handbook for Invigilators and can also be downloaded from SQA's website at www.sqa.org.uk/examsupport.

If, at the end of the examination, a candidate indicates that they experienced technical issues, but this was not raised during the examination, this must be investigated by the designated teacher/ technician. If they are able to identify a fault, this information should be included in the incident report.

Faulty CDs should be returned to SQA (NQ Assessment ADD team).