



Additional Guidance for Requesting Adapted Question Papers and Artwork through AAR

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Adapted question paper terminology guide

What is the definition of an adapted question paper? It is a bespoke question paper that is adapted to be best suit the requirements of each individual candidate to assist them when sitting examinations. The adaptations must be deemed as a reasonable adjustment. The current adaptations include **adapted print, braille, coloured paper, modified content** and **optionality**.

You can request the following types of adapted question papers from SQA using the Assessment Arrangements Request (AAR) system. Please also refer to the AAR system user guide, which you can find on SQA secure.

Adapted question papers include

1. Digital question papers
2. Question paper printed on a specified colour
3. Standard large print question papers
4. Adapted print question papers
5. Modified large print question papers
6. Brailled question papers
7. Optionality

You can also specify the following adaptations using the AAR system

8. Enlarged /proportionately enlarged artwork
9. Simplified artwork (where possible)
10. No artwork (where possible)
11. Question paper with colour-indicating arrows
12. Tactile diagrams with braille or print labels
13. Diagrams with greyscaling/shading removed

The terminology above is explained in Section 1 below, against the corresponding number.

You must submit your requests for adapted question papers using the AAR system before the production deadline date of end of January. You will receive a confirmation notification from SQA.

Please note that answer books are not available in adapted format. They are only provided in the standard A4 booklet format in white, or in the colour that has been approved for a question paper.

Please note that data booklets are not available in adapted format. They are only provided in the standard A4 booklet format in white or enlarged on white. These can be ordered as a stationary item.

Section 1

1. Digital question papers

This is the original question paper supplied as a PDF for on-screen display and, where appropriate, completion. You must read the guidance on digital question papers on the Digital Question Papers' webpage at <http://www.sqa.org.uk/sqa/digitalquestionpapers>.

When a digital question paper is requested, AAR automatically populates the **Separate Accommodation** and **Use of ICT with spellchecker** options.

2. Question paper printed on a specified colour

SQA question papers are printed on white paper. However, for candidates with a visual impairment or other identified additional support needs, question papers can be printed on coloured paper. SQA can only supply the seven standard colours shown below from the Kaskad paper range.

Any colour outwith this range must be supplied by the centre, on A3, to allow regular booklet format for answer booklets

If a question paper, printed on coloured paper requires an answer book, one will be supplied in the same colour and in the regular booklet format.



Where question papers contain colour images (Art and Design, Design and Manufacture, Environmental Science, Fashion and Textile Technology, Graphic Communication, Photography and Media) coloured question papers will be printed in black and white. Candidates must refer to question paper from the main supply to access the colour images.

Coloured overlays are an option,

3. Standard large print question papers

This is the original question paper enlarged to 18pt, in standard SQA font, on A3 white paper or one of the seven colours shown above.

4. Adapted print question papers

This is the original question paper produced in one of the following

Font sizes 14pt, 18pt, 24pt, 36pt and 48pt.

Section 1 (continued)

5. Modified large print question papers

This is the question paper produced in print using any of the above font sizes and/or font styles, in either portrait or landscape orientation and **with any visual content simplified or removed** to ensure it is accessible to a candidate with a visual impairment.

The question paper is modified in a way that ensures that the same skills, knowledge and understanding are assessed as in the original paper and that it is of an equivalent level of difficulty.

6. Brailled question papers

This is the question paper produced in braille with the layout and presentation of the standard print question paper appropriately modified for braille. This means that

- visual content may be removed or replaced by tactile diagrams and graphs.
- questions may be appropriately modified.

The question paper is modified in a way that ensures that the same skills, knowledge and understanding are assessed as in the original paper and that it is of an equivalent level of difficulty.

A print copy of the braille (PCB) question paper will be supplied as a copy for use by the candidate (if able), Reader/Scribe and the Invigilator. The candidate may have also request a print copy of the braille.

7. Optionality

Where applicable, select **all** or **part** of the question paper to be provided for a specific candidate. Insert the **Options (contexts studied)** in the details box.

Optionality can be requested for the following subjects: English, History, Modern Studies and RMPS.

Selecting specific options for adapted papers can be done within the Assessment Arrangement Request system (AAR) -

In the adapted paper tab tick 'Optionality'

Select 'Part' if you wish to only include the study contexts your candidate has studied in the academic year

Then note the study contexts in the 'Details' box

If full question paper is required - please insert "full question paper required" in the details box.

Difficulties & Certs	Adapted Paper	Arrangements 1	Arrangements 2	Additional
Adapted Paper	<input checked="" type="checkbox"/>			
Adapted Print	<input type="checkbox"/>			
Braille	<input type="checkbox"/>			
Coloured Paper	<input type="checkbox"/>			
Modified Contents	<input type="checkbox"/>			
Optionality	<input checked="" type="checkbox"/> Please Select Part Details <input type="text"/>			
Digital Question Paper	<input type="checkbox"/>			

8. Enlarged /proportionately enlarged artwork

Question papers where size of graphs, diagrams and photographs are increased. Lines are thickened in graphs and diagrams are enlarged in proportion to the font size requested.

Section 1 (continued)

9. Simplified artwork (where possible)

Question papers where diagrams are 'de-cluttered' — any unnecessary lines and illustrations are removed to leave the basic information required. Finer graph background lines are removed if possible (providing they are not critical to the question/answer). Photographs are removed where possible (providing these are not critical to the question/answer).

10. No artwork (where possible)

Question papers where all artwork is removed, where possible — where it is no considered essential when answering the question.

11. Question paper with colour-indicating arrows

For colour question papers only, colour-indicating arrows are printed directly onto question papers where colour content is key to a particular question. Colour indicating arrows are available for the following subjects: Art and Design, Design and Manufacture, Graphic Communication, Media and Fashion and Textile Technology Higher.

12. Tactile diagrams with braille or print labels

Raised/tactile diagrams can be requested with 'braille' or with 'print' labels.

The print labels can also be requested in the font and sizes listed on page 3.

13. Diagrams with greyscaling/shading removed

Question papers with all shading within diagrams removed when requested, if possible.

Section 2

1. Font and Size Examples

In the examples below, the impact of increasing font size on A4 paper page extent is shown and can be summarised as follows;

11pt - 8 lines, approx. ¼ page (Standard Text (Trebuchet))

14pt – 10 lines, approx. 1/3 page

18pt – 13 lines, approx. ½ page

24pt – 18 lines, approx. 1 page

36pt – 27 lines, approx. 1.5 pages

48pt – 37 lines, approx. 3 pages

Font and Size Examples

National 5 English Question Paper 11 pt Standard Text. (11pt is SQA standard font size)

On the spot

If you throw a rat into the middle of a room full of humans, it will instinctively freeze. By becoming completely still, it is more likely to avoid detection. Then, it will dart into a corner of the room, hoping to flee danger. If cornered, however, it will fight. Ferociously.

- 5 Psychologists call it the fight-flight-freeze response, and it emerged very early in evolution. We know this because it is common to all vertebrates. The response starts in a part of the brain which reacts when an animal is confronted by a threat, and is controlled by the automatic nervous system. This is the same system that manages digestion and respiration, and is independent of conscious will.

National 5 English Question Paper 14 pt Standard Text.

On the spot

If you throw a rat into the middle of a room full of humans, it will instinctively freeze. By becoming completely still, it is more likely to avoid detection. Then, it will dart into a corner of the room, hoping to flee danger. If cornered, however, it will fight. Ferociously.

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10 digestion and respiration, and is independent of conscious will.

Font and Size Examples (continued)

National 5 English Question Paper 18 pt Standard Text.

On the spot

If you throw a rat into the middle of a room full of humans, it will instinctively freeze. By becoming completely still, it is more likely to avoid detection. Then, it will dart into a corner of the room, hoping to flee
5 danger. If cornered, however, it will fight. Ferociously. Psychologists call it the fight-flight-freeze response, and it emerged very early in evolution. We know this because it is common to all vertebrates. The response starts in a part
10 of the brain which reacts when an animal is confronted by a threat, and is controlled by the automatic nervous system. This is the same system that manages digestion and respiration, and is independent of conscious will.

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On the spot

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Font and Size Examples (continued)

Example of Double line spacing

National 5 English Question Paper 12 pt Arial Text.

On the spot

If you throw a rat into the middle of a room full of humans, it will instinctively freeze. By becoming completely still, it is more likely to avoid detection. Then, it will dart into a corner of the room, hoping to flee danger. If cornered, however, it will fight. Ferociously.

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- 5 We know this because it is common to all vertebrates. The response starts in a part of the brain which reacts when an animal is confronted by a threat, and is controlled by the automatic nervous system. This is the same system that manages digestion and respiration, and is independent of conscious will.

National 5 English Question Paper 12 pt Arial Double Line Spacing Text.

On the spot

If you throw a rat into the middle of a room full of humans, it will instinctively freeze. By becoming completely still, it is more likely to avoid detection. Then, it will dart into a corner of the room, hoping to flee danger. If cornered, however, it will fight. Ferociously.

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On the spot

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10 however, it will fight. Ferociously.

On the spot

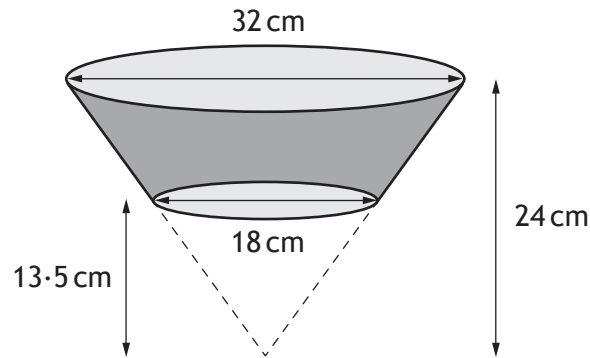
If you throw a rat into the middle of a room full of humans, it will instinctively freeze. By becoming

5 completely still, it is more likely to avoid detection.

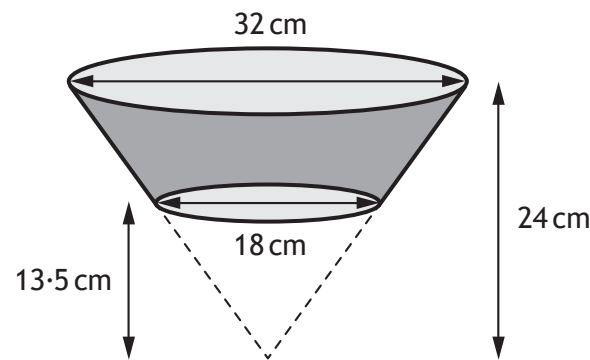
Section 3

Artwork Examples

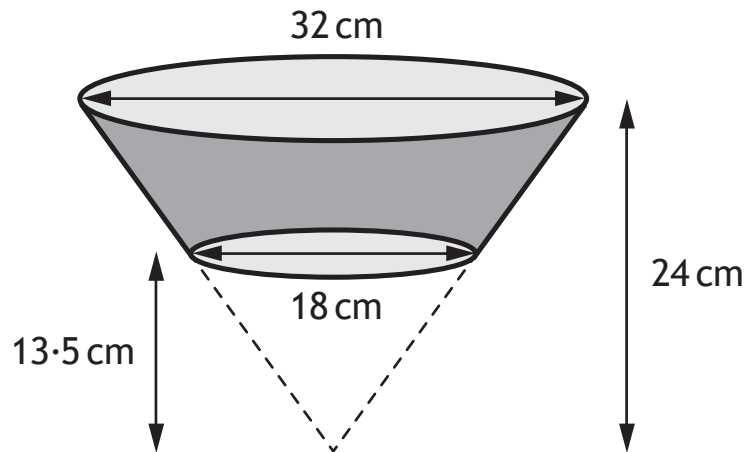
Original Artwork



Scalable Artwork (used to create all enlarged artwork)

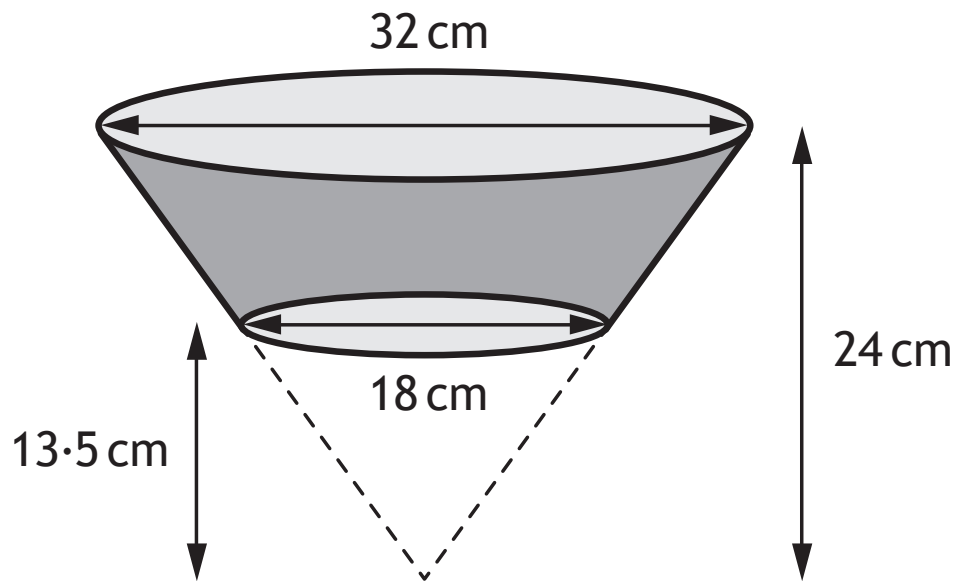


14pt Artwork

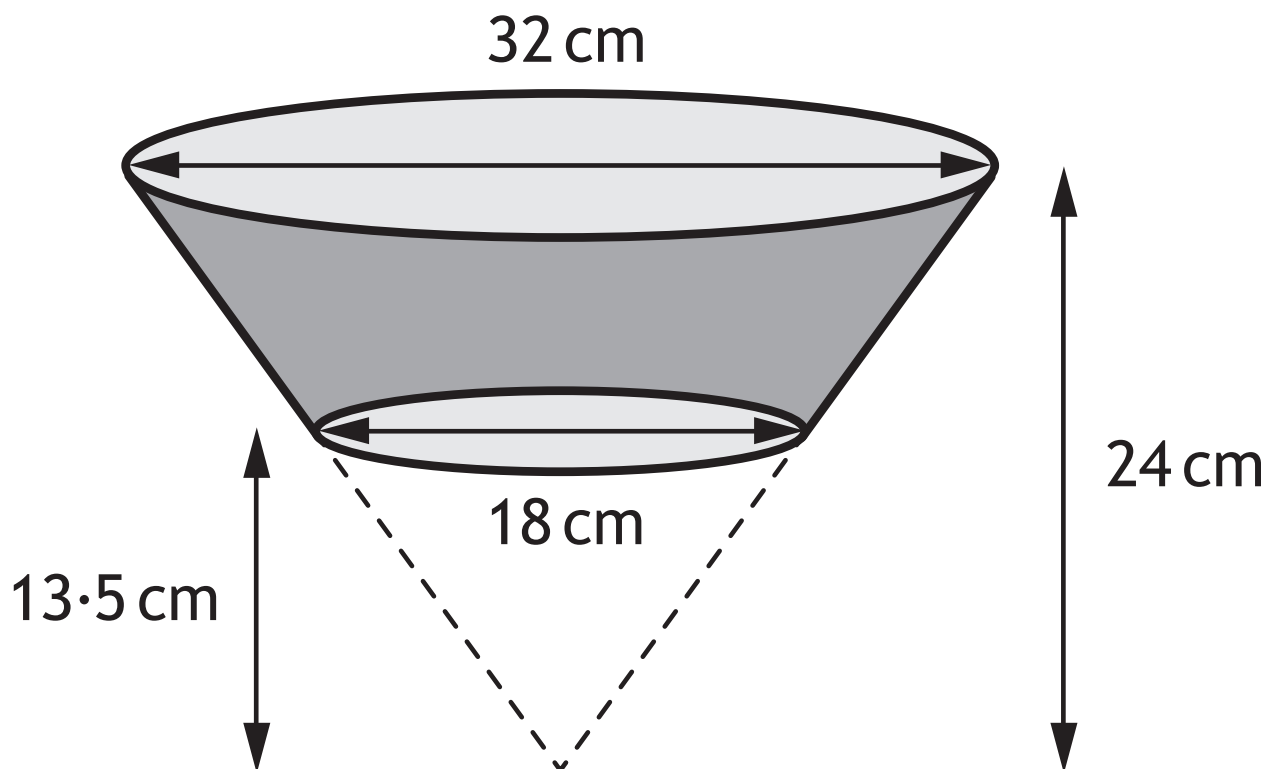


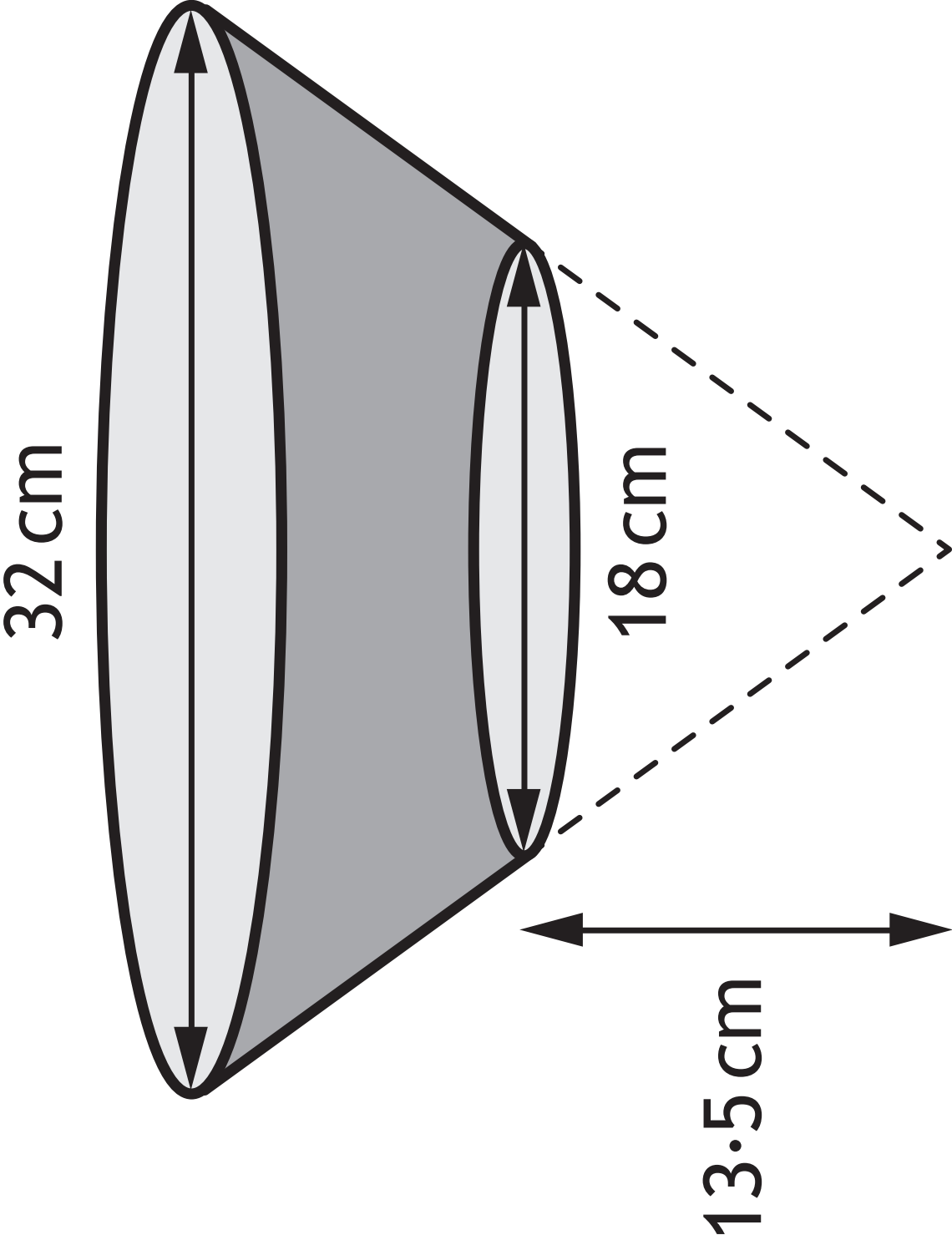
Artwork Examples (continued)

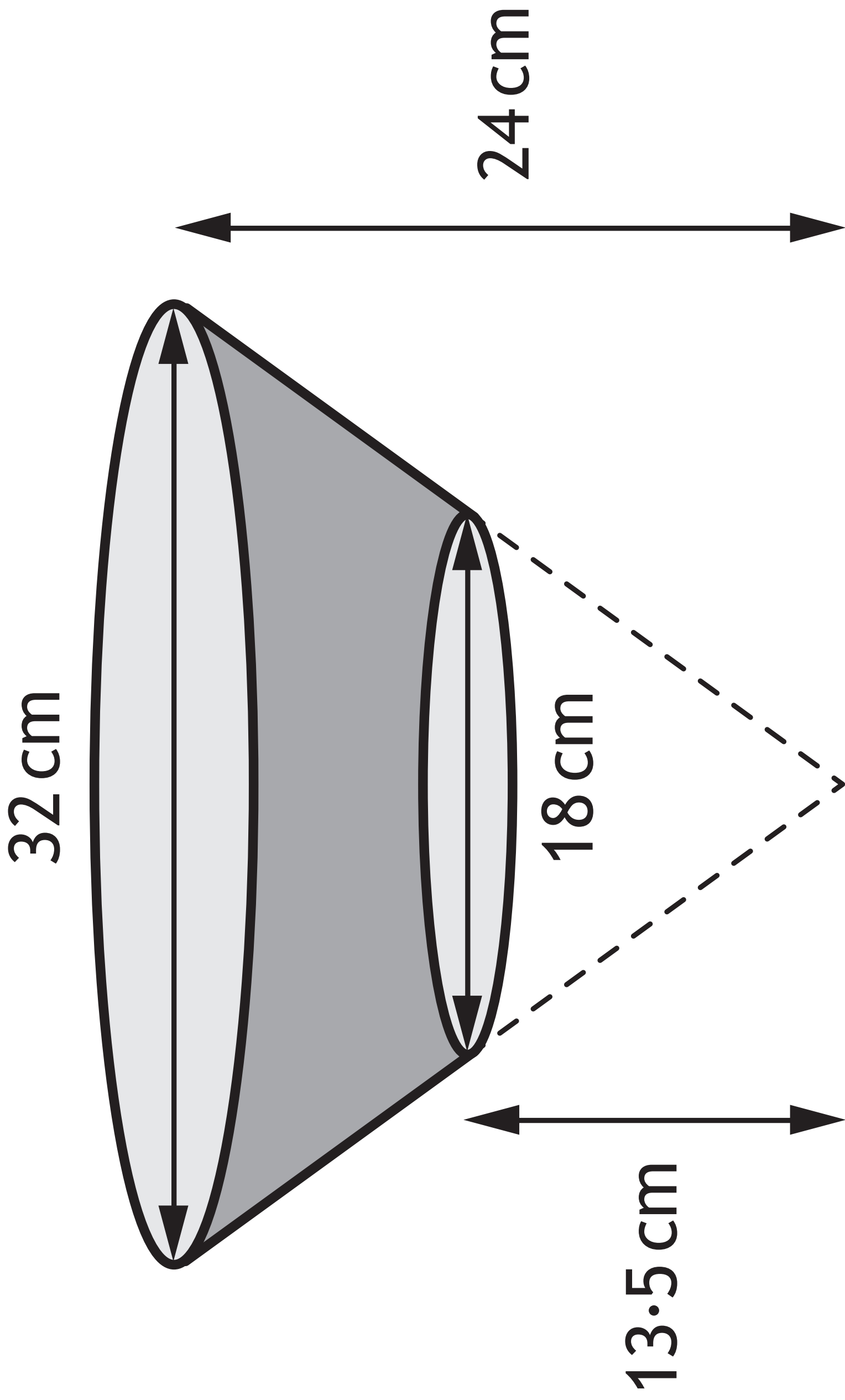
18pt Artwork



24pt Artwork



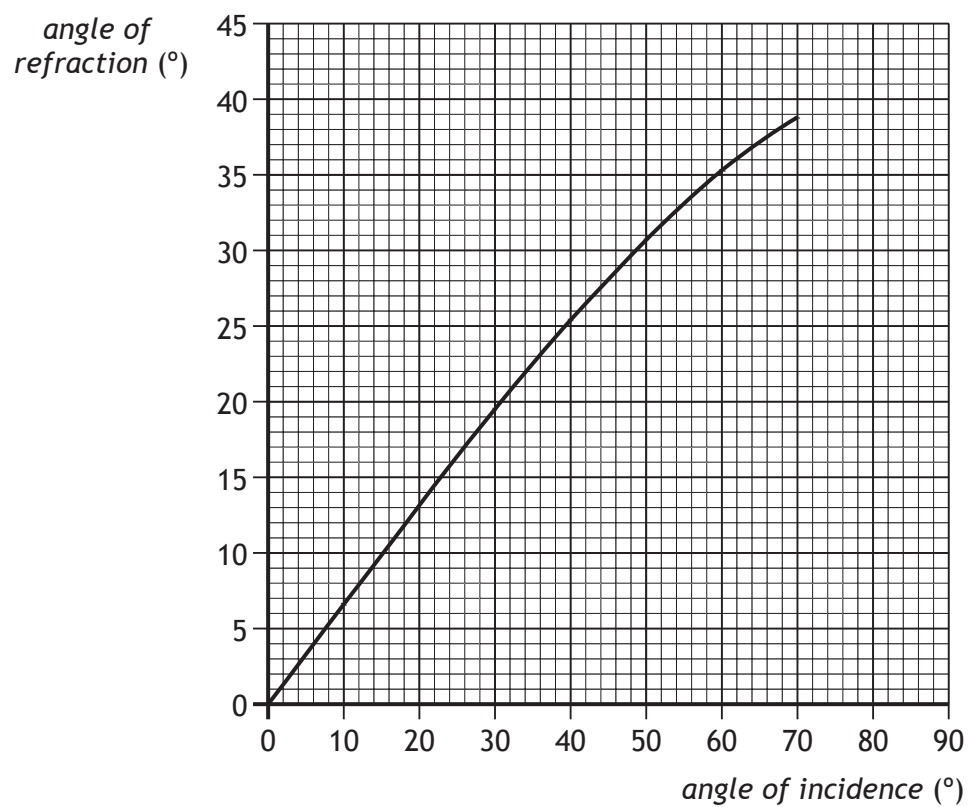




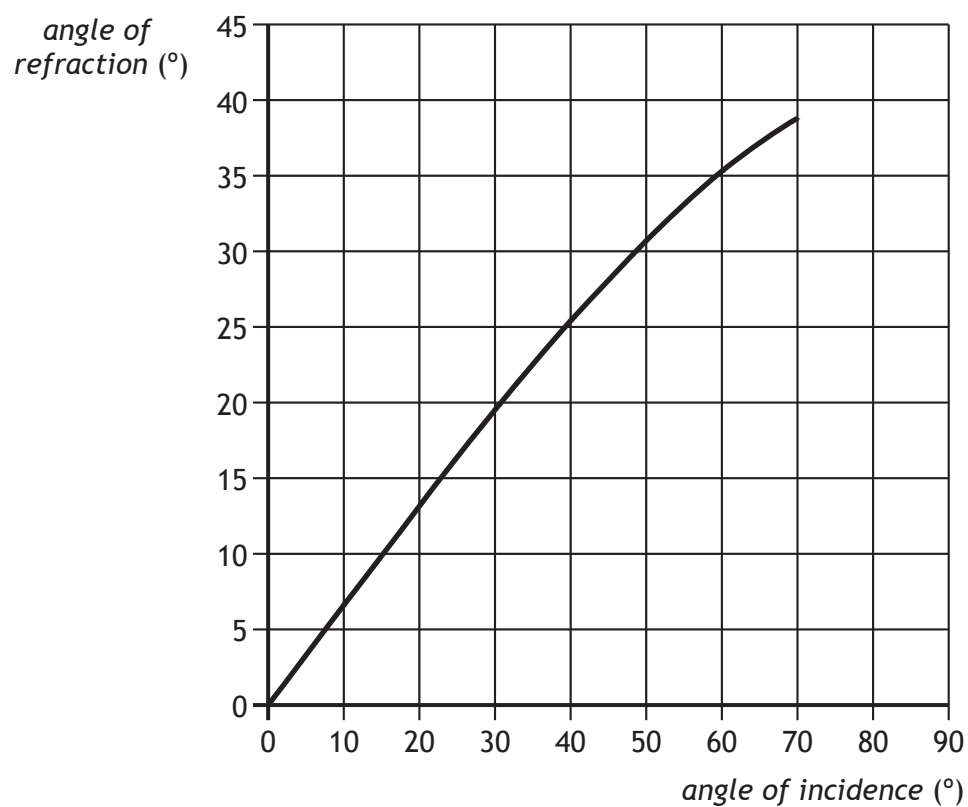
Artwork Examples (continued)

Simplified Artwork

Original Artwork



Simplified Artwork

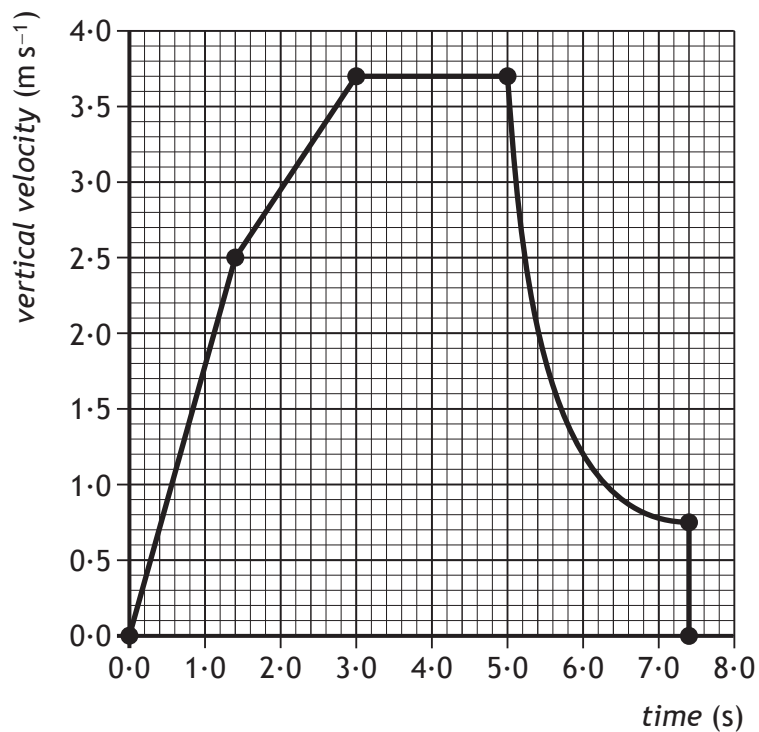


Artwork Examples (continued)

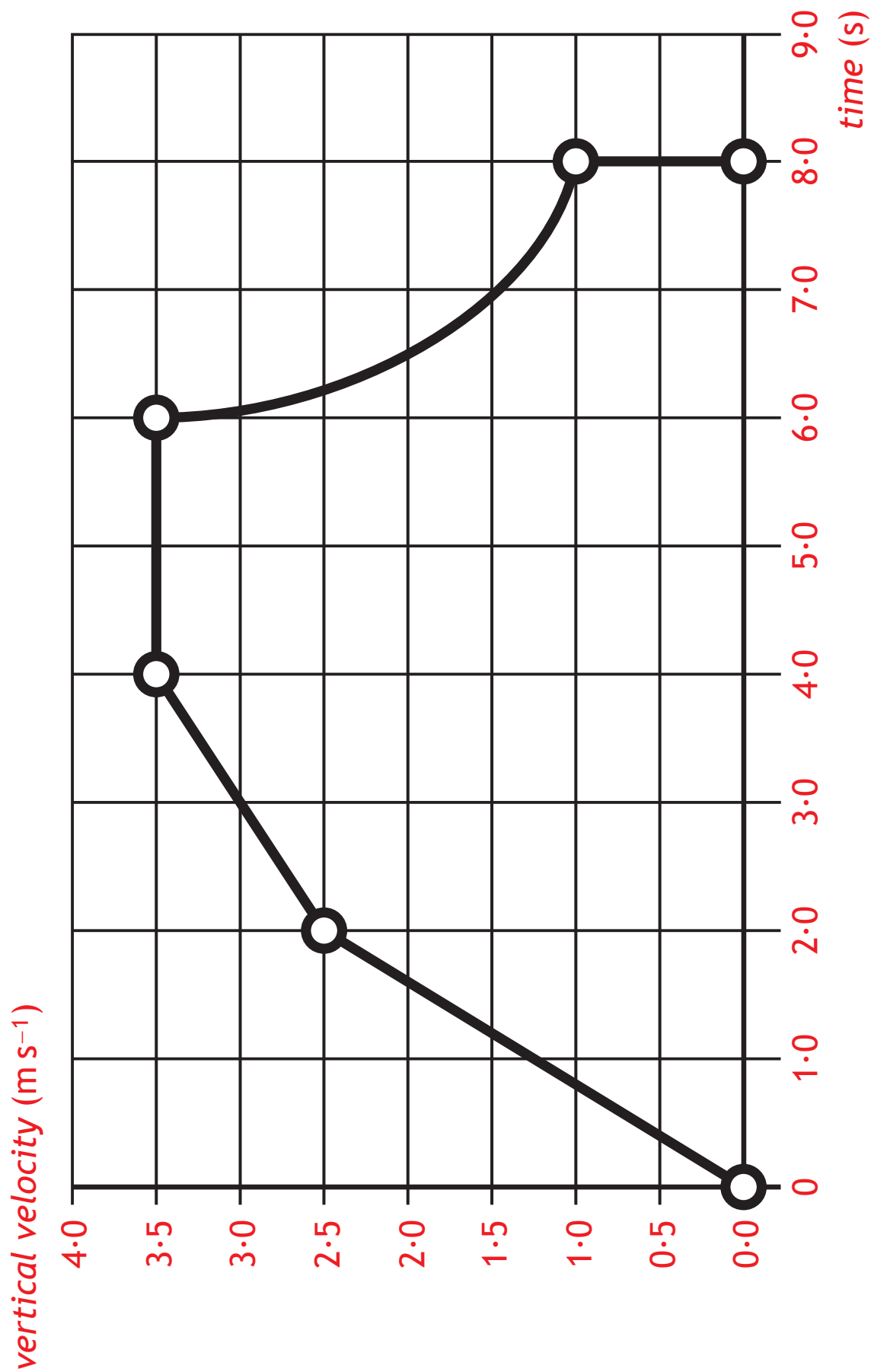
Colour-Indicating Arrows Sample



Braille (original)

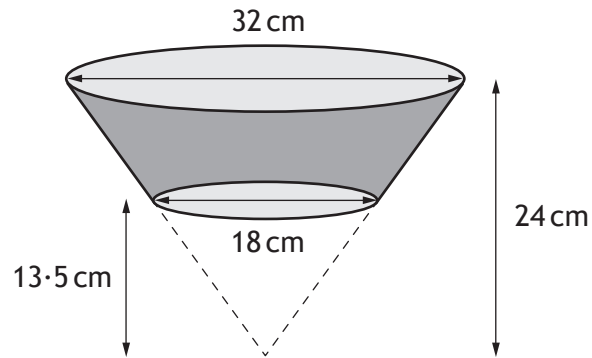


Artwork Examples (continued)
 Braille Artwork (Braille Characters added by Braille Press)

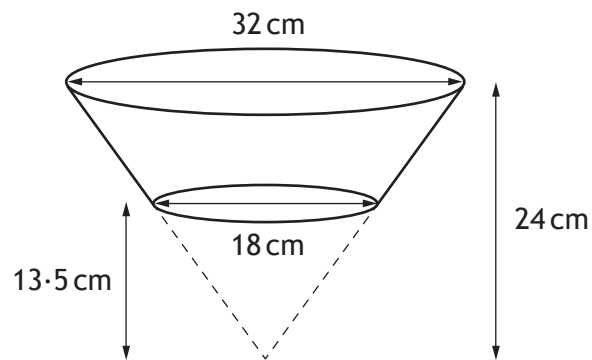


Artwork Examples (continued)

Original Artwork



No Greyscaling



Section 3

SQA Glossary - an example of terminology used within SQA in relation to adapted Question Papers, and where to request it.

ARRANGEMENT INPUT BY COURSE

Centre Code: 5010130 Centre Name: EA Secondary School Test1

Product CodeX707Biology

Product Level76Higher

Completion DateMay 2017

Submit Arrangements

120000330	22 Dec 1993	Amy Lawson	<input type="checkbox"/>	Arrangement Exists
120000096	13 Nov 1997	Stuart John Adamson	<input type="checkbox"/>	Arrangement Exists
120000290	04 Sept 1994	Caroline Armour	<input checked="" type="checkbox"/>	
120000394	12 Jan 1997	Keith Andrew James Barber	<input type="checkbox"/>	Arrangement Exists
120000495	28 Dec 1997	Jack L Bell	<input type="checkbox"/>	

Difficulties & Certs

Adapted Paper

Arrangements 1

Arrangements 2

Additional

Adapted Paper

☒

Adapted Print

☒

Font Size

18 pt

Font Type

Standard SQA Font

Paper Size

A3

Paper Orientation

Portrait

Braille

☐

Coloured Paper

☒ Please Select

Blue

Modified Contents

☒ Details

simplified diagrams and graphs, unnecessary lines removed, thickened lines

72 Chars left

Optionality

☒ Please Select

Part

Digital Question Paper

☐

This is a screenshot of the Assessment Arrangements Request page.

The screen is already pre-populated with the “Standard Enlarged” Question Paper Details.

N18 Standard SQA Font, A3, Portrait.

Any changes to the “Standard Enlarged” request are made using the alternative drop down menus.

The alternative drop down menus provide the options for fonts and sizes available.

Fonts available: Arial, Comic Sans, Standard SQA Font and Other.

Sizes available: N14, N18, N24, N36, N48 and Other.

When selecting “Other” please give full details in the free text both within the “Additional” tab. Please explain why none of the SQA standard options are suitable.

SQA Glossary - (continued)

Please note font size and paper size requested must be reasonable - see examples below.

Example of how the page extents increase with enlarged font size.

Human Biology Higher Question Paper = 36 pages.

Human Biology Higher Adapted Question Paper 48 Arial A4 Landscape = 191 pages.

Computing Higher Question Paper = 28 pages

Computing Higher Adapted Question Paper 36 Comic Sans A4 Portrait = 149 pages.

National 5 Spanish Reading Question Paper = 12 pages.

National 5 Spanish Reading Question Paper 24 Standard A4 = 23 pages.

Please reference "Assessment Arrangements Request system (AAR) 2022-23 A guide for centres" which can be found on the Assessment Arrangements page of the SQA Secure site.

Double Line Spacing

Double line spacing relates to the vertical spacing between lines of text and graphics within an adapted Question Paper.

Please note that double line spacing will double the page extent of an Adapted Question Paper request. Please take into account any increase in font size requested with double line spacing.