

Digital Question Papers: Quick Reference Guide for Centres



1. Before the exam day

- Refer to Introduction to Digital Question Papers: Guidance for Centres and Digital Question Papers: Technical Guidance for Centres
- You may wish to download any required Digital Answer Booklets (DABs)
 - Answer booklets for Higher Mathematics are year-specific and cannot be downloaded in advance
- Digital versions of Data Booklets for Chemistry and Engineering Science may also be downloaded
- Guidance and downloads are available at <http://www.sqa.org.uk/digitalquestionpapers>

2. On the exam day: prior to the start of the exam

- Digital Question Papers (DQPs) can be accessed up to 60 minutes before the exam starts but only in the presence of the invigilator
- Ensure that the DQP CD is for the correct exam
- Start up the PC(s) or electronic device(s) to be used
- Ensure that no unauthorised software is installed or is accessible on the PC(s) or electronic device(s) being used
- Check PC(s) or electronic devices can link to a printer and that spare print cartridges etc are available
- Check that headphones (if required) are available and working
- Copy the DQP file(s) (and DAB file(s) if applicable) from the CD to the correct folder for the candidate(s)
 - For question only papers the CD will contain one PDF version of the DQP, two PDF versions of the DAB (one with the spell checker enabled (file Spellcheckon) and one with the spell checker disabled (file Spellcheckoff)), and one Microsoft Word version of the DAB
 - For question/answer papers the CD will contain two PDF versions of the DQP (one with the spell checker enabled (file Spellcheckon) and one with the spell checker disabled (file Spellcheckoff))
- Where candidate(s) are using Microsoft Word DABs, ensure that the correct spellcheck setting is set on each PC or electronic device
- Where candidate(s) are using Microsoft Word DABs, you may wish to set up the DABs to automatically copy their SCN to each page
 - The SCN box on the front page will be populated by nine zeros and an asterisk ie 000000000*
 - Replace the zeros with the candidate's SCN without deleting the asterisk eg 123456789*
 - Go to page 2 of the DAB and place the cursor in the footer area and double click to open the Headers & Footers option
 - Place the cursor at the start of the SCN to the left of the footer area and whilst it is blinking, press F9
- Spot check the files to ensure that the file opens, content can be read and speech technology (if required) is working
- Set any preferred defaults for individual candidates

3. On the exam day: after the exam

- Print out the completed candidate responses
- When satisfied that the print-out is complete ie the candidate responses are printed out fully, delete the candidate's file from the PC or electronic device
- Delete any other DQP files from the PC or electronic device
- Pass the print-out of the completed candidate responses to the invigilator

4. Contingency arrangements

- If there is any difficulty in opening the DQP or DAB file on the day of the exam, you should immediately contact SQA on 0345 213 6779
- If contingency arrangements offered are unsuitable, 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