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| **MYTHS**  **&**  **LEGENDS** | | |
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| **1** | Digital Question Papers are MS Word versions of the conventional examination question paper. | True  or  False |
| **False** - they are PDF versions of the conventional examination question paper | | |
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| **2** | SQA can only provide Digital Question Papers as an assessment arrangement for disabled candidates and/or those identified as having additional support needs. | True  or  False |
| **True** - SQA considers Digital Question papers as an assessment arrangement for disabled candidates and/or those identified as having additional support needs | | |
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| **3** | A candidate with dyslexia can be provided with assessment arrangements, including Digital Question Papers, if he/she does not have a psychologist’s report | True  or  False |
| **True** - eligibility for assessment arrangements is based on evidence of an identified disability/difficulty and of ongoing need for support. Evidence held by a centre might include, among other things, a psychologist’s report showing, for example, below average (for the national cohort) standardised test scores. However this is not an SQA requirement. | | |

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| **4** | SQA believes that too many candidates are being provided with Digital Question Papers. | True  or  False |
| **False** - SQA tries to ensure that all candidates who need assessment arrangements get them but, at the same time, try to ensure that there is consistency across centres in the application of SQA policy. We do this through quality assurance visits, guidance which explains the key principles underpinning our policy, and clarifies SQA’s and centres’ roles and responsibilities. | | |
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| **5** | A centre must have evidence of a candidate’s current need for Digital Question Papers and that this reflects the candidate’s usual way of working in the classroom or support base. | True  or  False |
| **True** - SQA requires that the provision of assessment arrangements is based on relevantevidence which is up to date and reflects the candidate’s current situation with regard to appropriate support. | | |
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| **6** | Candidates can dictate, with speech recognition, their answers directly onto the Digital Question Paper. | True  or  False |
| **True** - Candidates can use the Digital Question Papers to type or dictate, with speech recognition, their answers on screen directly onto the Digital Question Paper or onto the digital answer book | | |
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| **7** | Candidates cannot use the Digital Question Papers to use text-to-speech software to read back their responses | True  or  False |
| **False** - Candidates can use the Digital Question Papers to use text-to-speech software to read the question paper or to read back their responses | | |
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| **8** | The spellcheck must only be used where it has been authorised by SQA. | True  or  False |
| **True** - The spellcheck can only be provided to those candidates who have been identified and verified as having a particular problem with spelling and that they use a spellcheck as part of their ongoing support with writing. | | |

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| **9** | All centres must submit their requests for Digital Question Papers by the end of January. | True  or  False |
| **True** - As with all adapted question papers, you must request a Digital Question Paper through SQA’s online Assessment Arrangements Requests (AAR) system, you must then select the **DQP option.** The AAR system opens in October and centres are asked to submit their requests for Digital Question Papers by the end of January to ensure we can produce and distribute them in time. | | |
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| **10** | You must provide separate accommodation when a candidate is using the Digital Question Papers | True  or  False |
| **True** - You may need to provide separate suitable accommodation when a candidate is using the Digital Question Papers if their use is likely to distract other candidates. In this case, centres should take account of the need for additional invigilation | | |
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| **11** | Using Digital Question Papers in the National 5 examinations automatically entitles the candidate to use them in the Higher examinations | True  or  False |
| **False** - Evidence for assessment arrangements must be based on current need. The centre must be able to show that they have considered whether the assessment arrangements put in place for N5 are still appropriate for the candidate given their current support needs and the demands of the Higher examinations concerned. | | |
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| **12** | Evidence of the school’s internal Assessment Arrangements verification meeting must be available before SQA will process any requests for Digital Question Papers. | True  or  False |
| **True** - SQA has a responsibility to ensure that assessment leading to certification is rigorous and fair for ***all*** candidates. This is why it is important that the provision of assessment arrangements is subject to robust quality assurance. When entering requests on the AAR system or when providing a candidate with an assessment arrangement in an internal assessment, the Head of Centre or delegated manager is authorising the arrangement and confirming that SQA’s quality assurance procedures have been adhered to. | | |

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| **13** | At the end of the examination, the invigilator must be present during the printing out of the candidate’s saved work. | | True  or  False |
| **False** - At the end of the examination, (and following the arrangements agreed between the centre and the Chief Invigilator), the candidate’s saved work must be printed out. No changes can be made to the candidate’s work after the examination has ended. The invigilator does **not** need to be present during printing. | | | |
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| **14** | When you have printed out the hard copy of the candidates’ examination work, you can keep any material saved on the hard drive. | True  or  False | |
| **False** - When you are satisfied with the hard copy of the candidates’ work, i.e. that all typed answers have been fully printed, you should give the print-out to the Invigilator. You must then **delete** any material saved on the hard drive. All examination materials must be submitted to SQA in the normal way. | | | |

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| **15** | Schools must use the Digital Answer Booklets from SQA when candidates type up answers for ‘question-only’ examinations | True  or  False |
| **False** – We would prefer if you use the DAB because they are designed to work with the e-marking scanning and processing system, but it is not mandatory. If the DABs do not meet the needs of the candidate(s), you can use a word processor or text editor that does. | | |