

DQP

Harris Academy

Dundee

Experiences and Procedures



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Where we started

- Digital papers have been used at Harris Academy for 10 years
- In 2009 we made 20 requests for digital papers
- School IT technicians set up exam profiles with no internet or school network access
- 50 profiles



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Where we started

- Networked computers/laptops in computer lab/individual rooms
- Digital paper loaded onto each profile using the 2 discs sent into school



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Issues

- Very time-consuming loading papers
- Some computers disc drives did not work
- Very stressful ensuring computers in various locations around the school had correct paper loaded
- An IT request was needed every year for prelims and exams in order for profiles to be set up



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What happened next

- Our number of requests increased rapidly – over 200 in both 2013 and 2014
- Dundee City Council developed a DQP ICT policy
- Developed by a working group of staff from the Council IT Department, school IT Technicians and school SfL staff
- Each school has the same network set up across the Council



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IT set up

- Each school has 300 'exam profiles'
- Each school has a networked exam drive
- Only SfL staff and IT Technicians have access to the exam drive
- Exam profiles have read-only access to the exam drive
- Exam profiles have no access to anything else e.g. other school networked folders or the internet



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IT set up

- Profiles are 'wiped' every night
- Exam logins are quite straightforward e.g.

'Schoolnameexam101'

- Only SfL staff know exam profile logins and passwords



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Our procedure

- Exam papers are loaded onto exam drive by one member of staff
- For each exam, pupils using ICT are allocated an exam login (login is used once per day)
- For groups of pupils – networked PCs in whole school computer lab, computing/business ed rooms
- For individual pupils – networked PCs in offices



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Before the exam

- 1 hour before exam, 2 members of staff will log computers on according to the logins allocated to the pupils sitting that exam (pupils sat as per their seat number)
- Paper is copied onto desktop from the exam drive
- Papers opened for pupils coming into exam and set up with spellcheck on or off
- Paper checked and networked printer checked



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During the exam

- SfL staff present when pupils enter the exam room to help with any technical problems with entry of SCN and personal details
- SfL staff available throughout the exam to deal with any technical issues



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During the exam

- Pupils are reminded to save to desktop throughout the exam (this is also set up to automatically save)
- When a pupil has completed the paper they indicate to the invigilator that they wish to print
- The paper prints to a networked computer in the same room
- Print out given to the pupil to check over



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After the exam

- Pupils leave the computers logged on
- SfL staff move the paper to the recycle bin and empty
- The next paper is then copied onto desktop or computer logged off if there is no second paper



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Security

- Pupils have no knowledge of the exam login or password
- Logins are only used for one pupil for one exam in a day
- Profiles are wiped every night
- IT Technicians change the password on a regular basis



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Security

- Exam profiles are used throughout the year by SfL department for assessments and assignment write up so that pupils are familiar to the procedure



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Table 9: Centres from which most requests were made

Centre Name	Number of requests 2009	Number of requests 2010	% change 2009 to 2010
Queen Anne High School	122	233	91%
Campbeltown Grammar School	37	122	230%
St Paul's RC Academy	32	114	256%
The Royal High School	82	111	35%
Kinross High School	59	100	69%
Stranraer Academy	62	89	44%
Prestwick Academy	60	89	48%
Ashcraig School	37	69	86%
Mintlaw Academy	48	61	27%
Bo'ness Academy	68	54	-21%
Harris Academy	20	46	130%
Holy Rood High School	30	41	37%
West Calder High School	23	39	70%
St John's RC High School	9	34	278%
Peebles High School	35	33	-6%



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Table 11: 'Top 15' centres requesting digital papers 2008 - 2011

Centre	Number of requests 2008	Number of requests 2009	Number of requests 2010	Number of requests 2011
St Paul's RC Academy	0	32	114	161
Harris Academy	0	20	46	125
Lourdes Secondary School	0	0	25	118
Campbeltown Grammar School	40	37	122	109
Robert Gordon's College	0	0	0	93
Beath High School	0	5	15	87
Prestwick Academy	31	60	89	84
Montrose Academy	0	0	0	77
St Columba's High School (Gourock)	13	33	20	73
Mintlaw Academy	41	48	61	72



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The 'top 15' centres to request Digital Question Papers are given in Table 5. Harris Academy in Dundee continue to make the largest number of requests. The variability against the average reduction of 18% is interesting (from +229% to -43%) but is perhaps to be expected given the change from Standard Grade to National 5 examinations.

Table 5: Number of requests from top 15 centres

Centre	2014	2013	2012	2011	% change 2013 to 2014
Harris Academy	201	216	201	125	-7%
Prestwick Academy	151	111	110	84	36%
Robert Gordon's College	80	127	103	93	-37%
Largs Academy	79	60	38	36	32%
Beath High School	78	138	151	87	-43%
St Paul's RC Academy	76	103	175	161	-26%
Musselburgh Grammar School	74	48	22	43	54%
Williamwood High School	74	38	40	0	95%