

Institution	Transferring student's voice files onto the computer used for the exam	Avoiding academic misconduct	Compatibility between the version of software normally used by the student and that on the computer used for the exam	Use of headsets – student's own or provided by the university?	Other comments
University #1	Currently we ask the student to get a copy of the software they are using (usually funded from their DAS). They meet up with staffing our technical team who install the software on a university PC	The PCs that we use for exams have no internet access	Not been an issue yet but only a matter of time!	Not needed as students are all accommodated in individual rooms	It is a very resource intense process.
University #2	I have given up trying to transfer voice files as there are always issues with compatibility between the students version and our Pro version. It only takes a short session to do the voice training and then I also allow the student time to put in any specialist vocab that they need (they usually come in for one or two	Once the training is finished I then look at laptop to check for any files created when the student was using the laptop (in case they copied over some documents that may help them in the exam) and I also examine the Dragon vocab files and look in the command browser to make sure they haven't added anything that	We are usually one version behind the student, but as they are usually only dictating text into word this is not a problem, and the practice time they have means they feel confident with the PC and with the version of Dragon.	We do both – whatever the student prefers.	We normally have c 5-10 students per year using dragon.  We have also put some software on for a computer science student that needed to create flow diagrams. It was a free product suggested by the student and I checked it once it was installed to make sure it was OK. I always copy the

	<p>sessions about 2 weeks before the exam - I allow them as many sessions as they need to feel comfortable, but it has never been more than 2 sessions). If they have lists of vocab we can import them, but I have never had a student wanting to do this.</p>	<p>will give them an unfair advantage in the exam. If they have added vocab e.g. author's names I ask the academics if they mind that the student has these to hand in the voice files.</p>			<p>voice file onto a usb stick and have a spare laptop with Dragon on it so I can transfer the voice file if we have issues with the laptop in the exam and I am always on call, as this is the one bit of software that can cause issues in exams. I also add external keyboards, monitors and mice (ergonomic if required) depending on how the student needs to use the PC, and they often also have an ergonomic chair.</p>
University #3	<p>You can use the 'Advanced' option in 'Manage Users' to export and import a user profile. If a student has a profile which they have developed on their own version of the software they can export their profile to a USB and bring it</p>	<p>I am aware that in Dragon you can set up a voice command which can then place in a chunk of text. One option would be to set the software to 'dictation' mode only so that commands cannot be used but if the</p>	<p>I've not encountered compatibility issues as it is so rarely used. I think it is possible to import profiles created on previous versions. But I'm not sure about compatibility of audio files between Mac version and PC.</p>	<p>Some students prefer to bring their own, otherwise the student or the exams invigilator can borrow the library headsets from the service desk.</p>	-

	<p>in to University. They may be prompted to set up the microphone again and that should just take you through a very short Wizard to make sure sound quality and volume are adequate.</p>	<p>student is using dragon for the purpose of navigating the computer (for example they have RSI) this would not be a good option.</p>			
University #4	<p>We have recommended that the student uses their own laptop for these exams otherwise it means the student liaising with a technician by bringing in their laptop and getting the files transferred to the computer the student is going to use.</p>	<p>It just means the invigilator being a bit more vigilant in checking that they are not accessing areas they shouldn't be. We make sure that there is always an invigilator positioned with a view of their laptop. As far as I am aware this has not caused a problem.</p>	<p>The current version of Dragon may not be the same as the version the student has particularly if they have had it a while. As some students have used their own laptop in the past we have therefore suggested that they bring this in.</p>	<p>It is usually recommended that the student brings in their own headphones, however we have provided this on occasion. Students seem to prefer to bring their own anyway.</p>	-