



## Exam Papers - how do I find past exam papers?

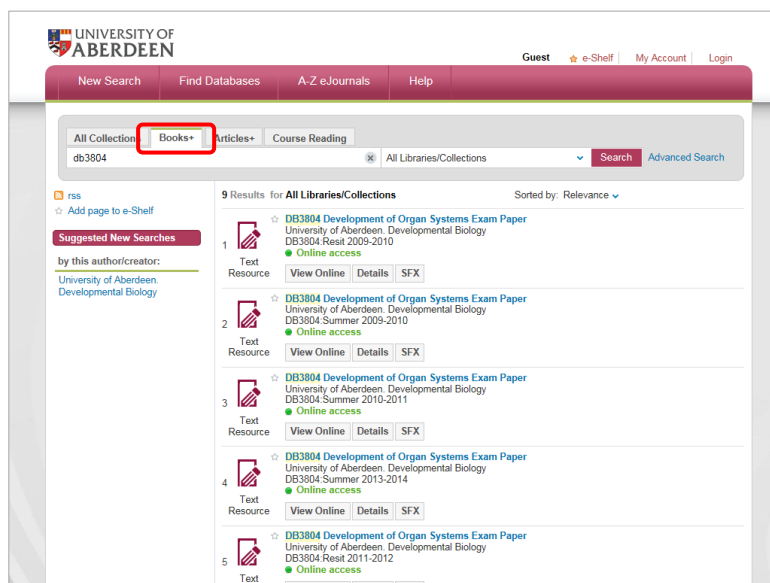
Emma Francis, April 2018

QG DBS007 [<https://www.abdn.ac.uk/library/documents/guides/qgdb007.pdf>]

Exam papers can be accessed either through Primo (<http://primo.abdn.ac.uk>) or directly via the DigiTool Exam Paper Database (<https://digitool.abdn.ac.uk/>).

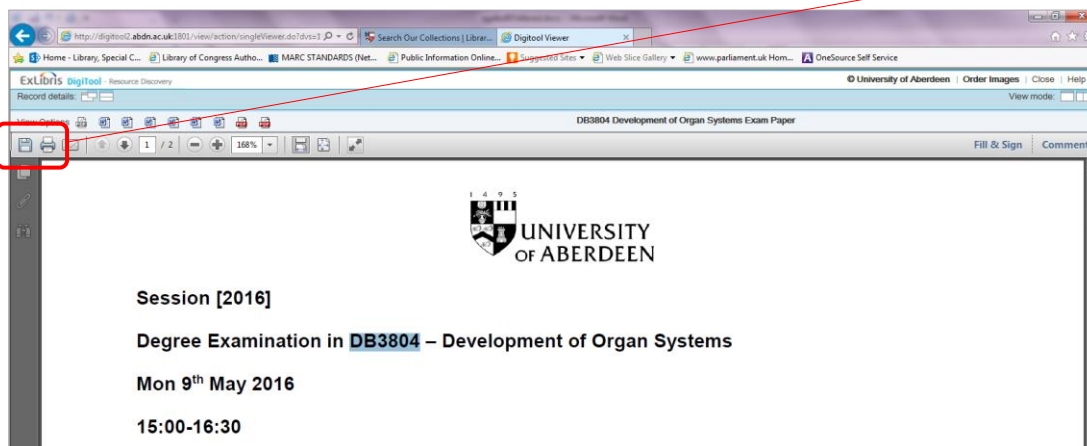
### Search for papers on Primo

1. To search for exam papers for a specific course, type your course code (e.g. DB3804) into the search box for **'Books+'** and click on **Search**.
2. The results page will list each available exam paper, stating the year and semester to which it applied.
3. Click on the title. The system will then prompt you for your University computer username and password, as access to past exam papers is restricted to staff and students of the University of Aberdeen.
4. To search for another exam paper, navigate back to Primo using your browser's back button.



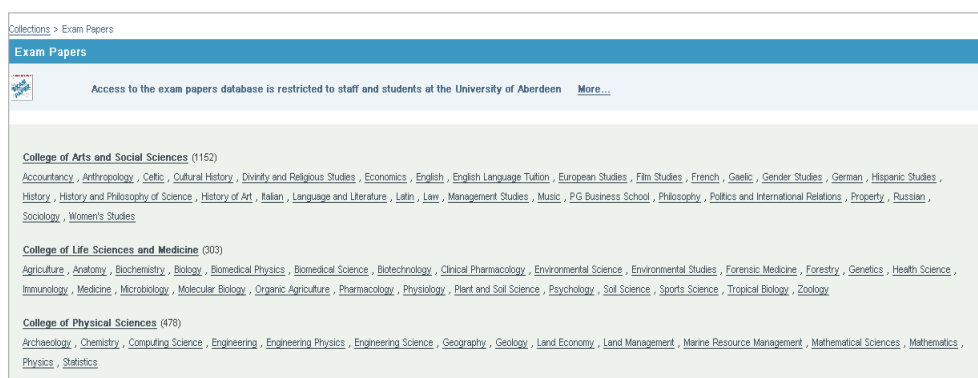
### To print or save results

When you find a paper you want, you can save or print it from the browser by clicking the appropriate icon. If you have a problem saving a paper then try pressing the F12 Function key.

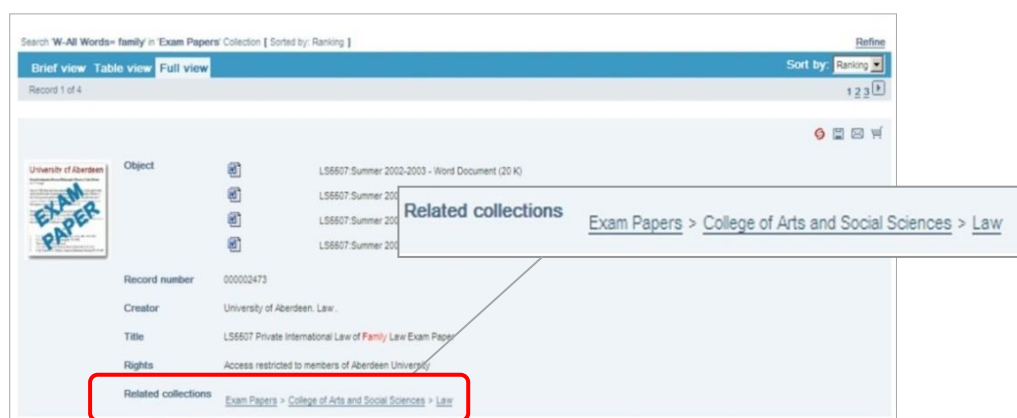


## Search for papers on the DigiTool Exam Paper Database


To browse the exam papers database by **College** or **Course** go to the DigiTool Exam Paper Database (<https://digitool.abdn.ac.uk/>). Select your subject to open a **Brief View** listing of all available papers.



Clicking on the course title will take you into the **Full view** of a record, where you will see a list of exam papers available for that course with details of the year and semester of the paper. From the **Full view** of a record you can go back to a full listing of courses in that subject area by clicking on the **Related Collections** link at the foot of the page. For example, if you click on **Law** you will be taken to a brief view of all of the exam papers for Law courses, and if you click on **College of Arts and Social Sciences**, you will get a listing of all of the subjects for which exam papers have been submitted in Arts and Social Sciences.



To search for a specific exam paper, click on **Search** at the top left of the screen and enter the Course Code or Keyword from the exam paper title into the search box, and click go.

This database is only open to members of the University of Aberdeen. You will be asked to provide your usual University computer username and password. To open papers marked  click on **Login** at the top right of the screen. When you are finished searching exam papers, click on **End Session** at the top right of the screen to log out of DigiTool.



Please note that Schools do not always submit all exam papers to the library for the database - if you cannot find a paper for a specific course then it has not been submitted by the relevant school and you should contact the school directly for a copy.

Please send enquiries relating to exam paper to [exampapers@abdn.ac.uk](mailto:exampapers@abdn.ac.uk)

For further help using DigiTool please see the separate DigiTool guide, QG DBS006 DigiTool - digital asset management system: [www.abdn.ac.uk/library/documents/guides/qgdb006.pdf](http://www.abdn.ac.uk/library/documents/guides/qgdb006.pdf).