



Exam Guidance for Candidates using a Word Processor in examinations

If you are allowed the use of a Word Processor in exams, you will be provided with a school laptop with the spelling and grammar check/predictive text disabled.

If you are also allowed a Scribe in your exams, then you will be allowed to use the laptop with the spelling and grammar check/predictive text on.

When using a Word Processor:

- I will be seated in such a way that no other student can see my screen
- I will not be allowed to use the internet or access the school server
- I must save my work regularly
- I must use a font size which is at least 12pt and double line spacing as this will help examiners when marking my work
- The Centre number (64150), candidate number and the unit/component code must be included as a Header (e.g. 64150/1234 – 5RS01)
- Each page must be numbered so I must include a Footer with page numbers
- School will provide me with a blank memory stick so I can save my work before it is printed
- When my answers have been printed I need to check so that I can confirm that it is my work and that all the pages have been printed
- The invigilator will accompany me while my work is being printed and will then give it to the Exams Officer

Advice: Candidates **must** be reminded to ensure that their **centre number, candidate number** and the **unit/component code appear on each page as a header or footer**: e.g. 12345/8001 – 6391/01.

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination and printed off his/her typed script, he/she should be advised to **handwrite** their details as a header or footer. The candidate **must** be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

Each page **must** be appropriately numbered.

Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.

Invigilators **must** remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.