LIMPSFIELD GRANGE SCHOOL
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Instructions for students who use 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:
- You will be seated in such a way that no other student can see your screen
- You will not be allowed to use the internet or access the school server
- An adult will bring the laptop you are using and a USB stick to the exam room
- The adult will help you to plug the laptop into a socket
- They will help you to log in using the exam user profile. This means that the laptop will work as a word processor only, all other functions will be disabled, including the spell check
- The adult will help you to open a new blank document and to name and save this document. The document should be saved to the laptop's hard drive
- The document must be double spaced and you must use Calibri 12
- You must save your work every 5 minutes. You will be reminded to do this.
- At the end of the exam, your document should be copied (not cut and pasted) to the USB
- With the invigilator, you need to bring the USB and laptop to the exams office and wait while your document is printed. You will need to check that all your work is there and write a header (Centre Number/Candidate Name and Number/Paper Code) on each page and a footer with the page number and total number of pages e.g. 1 of 6, 2 of 6.