



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.

When The paper has been 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 to assist examiners when marking. Invigilators must remind candidates to save their work at regular intervals.