

Word processors

- You can only use a PC for exams if it is your normal way of working in school.
- Even if you normally require your own laptop in class, in exams you must use the school PC that has been set up for you.
- You must insert a header and footer. To do this go to 'Insert'- 'Header' or 'Insert' -'Footer'.
- You cannot type directly onto the exam paper – instead your work will be attached to the exam paper afterwards.
- The following will be disabled on the laptops: spelling/grammar check, auto spell check, predictive text and/or speech recognition, thesaurus, grammar check and calculators.

The use of Spell Check enabled laptops

- Some students may be entitled to spell check enabled laptops. If you have been awarded spell check on the word processor, please remember that the SPAG marks will not be available, so this means that you will automatically lose these marks.

The conditions are the SAME as having a scribe.

- Scribes may not be appropriate for maths or science etc., so students may be required to handwrite some work.
- Scribes must number the answers exactly as they are indicated on the examination paper or when using a Word Processor please type where you have answered questions in the exam booklet, e.g.,

1. a) ii), Question 3. c) iii) answered in the exam booklet

- Any problems with the PC let them know at the time - we cannot change things once a candidate leaves the exam room
- Unless you are taking an ICT exam, your formatting and keyboarding skills are not being assessed.
- Use the time to edit.
- You have no spell/grammar check so carefully read through your script.

- Any handwritten answers also need to be checked.
- Make sure you regularly save your work; your work will be printed off by a Invigilator and you will be asked to sign it at the end of the exam.