

ACCESS ARRANGEMENTS: USING WORD PROCESSORS (computers, laptops and tablets) - INFORMATION FOR CANDIDATES

Arrangements that will be in place in the exam room at the time of your exam
When instructed by the invigilator, you will open a new document in Word on your allocated exam laptop. You will be instructed to 'save as' your name, candidate number and title of exam.
Your document will be set to a minimum font size of 12pt and double spacing / You will be instructed to set your document to a minimum font size of 12pt and double line spacing
You will be instructed to insert certain information that will form a header on each page. If the computer does not prompt you to do this you should restart it otherwise you will be instructed to handwrite the required header or footer information on your printed work (your printed script) after the exam
Your document will have inserted in the header or footer / You will be instructed to insert in the header or footer: <ul style="list-style-type: none">- centre number and (your) candidate number e.g. 54507/8001- unit/component code of the exam paper e.g. 6391/01- page number e.g. page 1 of 6
You must remember to save your work at regular intervals during the exam / Autosave will also save your work at regular intervals
After the exam is over, you will be instructed to accompany the invigilator to print your work (your script)
After the exam is over and printing has taken place, you will be asked to verify that the work (the script) printed is your own
You must check the header or footer to confirm it contains all the required information listed above / You must handwrite as a header or footer all the required information listed above DURING THIS TIME YOU WILL NOT BE PERMITTED TO RE-READ YOUR ANSWERS OR AMEND YOUR WORK (YOUR SCRIPT) IN ANY WAY