



## **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
- 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



## Exam Guidance for Candidates using the computer reader in examinations

If you qualify for a reader and use a computer reader you will be provided with a school laptop with the spelling and grammar check/predictive text disabled. The computer reader function will be enabled.

- 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 will be provided with a set of headphones

TO ACCESS THE PAPER: PLEASE NOTE THAT IT MUST BE A PDF DIRECTLY FROM THE EXAM BOARD.

- OPEN PDF
- VIEW
- READ OUT LOUD
- ACTIVATE READ OUT LOUD

*This should allow the student to scan a section/ word or sentence and it will read out loud – the student should use headphones unless they are in a room on their own and the sound cannot be heard in any other exam room.*

JCQ ICE P27

### Computer reader/reader

**13.3** The centre is responsible for ensuring that the candidate and reader cannot be overheard by, or distract other candidates. (This will also apply if the candidate uses a computer reader.)

Where the candidate and reader are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the reader.

Where candidates only require occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated in another room, a separate invigilator will be required.