

Exam Candidates using Word Processors:

Procedures for Candidates

Before the invigilator starts the exam –

1. Plug in the given exam USB memory stick (use a socket at the back of the PC if the socket on the front does not work);
2. Set up a page on-screen with the following written at the top as a **HEADER:**
Candidate Name / Centre Number (48175) / Candidate Number /
Name of the Exam** (e.g. R.S.) / Exam Paper Number** (e.g. B603)*
[*written on the candidate's place card; **written on the exam question paper]
3. Set up Page Numbers as a **FOOTER;**
4. Make sure you have saved all this to the memory stick under **YOUR NAME;**
5. Make sure that the invigilator has disabled/enabled the spell/grammar-check as appropriate to what you are allowed;
6. Prepare to use 12 pt font and double line spacing.

When you are told to begin the exam –

7. Open your question paper;
8. Type in the QUESTION NUMBER on a **separate line**, for every question that you answer, before you begin to type in your answer to each question;
9. Save your work to the memory stick, under your own name, as you work through the paper;

At the end of the exam –

10. Save your work, finally, to the memory stick;
11. Wait for further instructions from the invigilator for printing out your work;
12. When instructed, go with the invigilator to the printer;
13. Read through your printed-out answer pages while with the invigilator, and **SIGN** and **DATE** every page with a pen, crossing through any work that is not to be marked;
14. Remove the USB memory stick from your PC by clicking on the logo at the bottom of the screen first and then following on-screen instructions;
15. Hand in to the invigilator the USB memory stick and all other materials.