



WORD PROCESSOR



You are allowed to use a word processor in your exams and for your course work.

There are a few things you need to remember about using a word processor:

- A word processor is not suitable for every exam eg. maths and some science may not be appropriate - check with your teacher.
- You cannot type directly onto the exam paper but your work will be printed off and attached to the paper.
- You must label each answer very clearly eg. Q1a. You may like to note under each question on the paper where the answer can be found eg. 2nd page.
- You should record your name, candidate number and centre number as a header or footer on each page. This information will be given to everyone sitting the exam.
- You will NOT be allowed access to files on your word processor, or to spreadsheets, graphic or design packages, voice activated software or to the internet
- These applications will be disabled - thesaurus, grammar check, calculators.
- You will not have access to a spell check or predictive text software (unless you are told otherwise)
- You must not disturb other students.
- Other students must not see the screen.
- Your word processor will be connected to a printer or portable storage device to save your work so a member of staff can print it off.
- Your script will be printed off after the exam; you will be able to watch it being printed so that you can confirm that it is your work.

