

Guidance for Laptop Use in Exams

1. **Remember – you are not allowed to use a spellcheck in exams!** Your examinations laptop will have the spellcheck disabled. If you are using your own laptop for class assessments, please disable the spellcheck yourself.
2. Set up a header as follows:

Name: John Smith **Candidate Number:** 4006 **Centre Number:** 61719
Date: 6th June 2020 **Exam Title:** Geography 6GA02 Geographical Skills

3. Set up a footer with page numbers.
4. Use a minimum of 12pt font and double spacing.
5. Number your answers to correspond to the questions you are answering.
6. You are not obliged to use the laptop for all questions. If it is more appropriate to handwrite an answer in the question/answer booklet you may do so. However, if you do work in your question booklet, indicate this on your word processed document. (eg. 2a. Answered in booklet)
7. Please write your name on your question/answer booklet as well even if you have not used it. Tell the invigilator if you have used the booklet.
8. Save your work at frequent intervals.
9. Read through your work and correct any spellings etc. before the end of the exam; once the time is up you cannot add to or amend your work.
10. If working on a laptop, at the end of the exam save the work to the memory stick provided and hand to the invigilator for printing. If working on a school computer, save to n:/drive and send to print.
11. The invigilator will print off 2 copies of the document and return them to you to verify that it is your work and that it is all there. If you are happy that it is complete, you should sign the top of each copy and hand both back to the invigilator.
12. Once the document has been signed you may leave the exam room.