

HAPPY

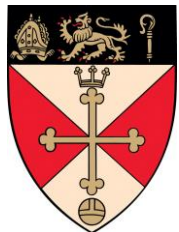
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# Access Arrangements: A Guide to Using a PC

[www.malmesbury.wilts.sch.uk](http://www.malmesbury.wilts.sch.uk)



# A candidate can:

- only use a PC for exams if it is their **normal method of working in school**

*Teacher evidence and examples of illegible handwriting will indicate if a student needs use of a PC*

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# What Computer will I use?

- Even if a candidate normally uses their own laptop in class, they have to use the school PC that has been set up for them in exams



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# Spell/grammar check

- This will have been disabled
- No auto spell check, predictive text or Speech Recognition Technology (such as Dragon)
- Standard formatting software permitted

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# Use of a PC:



- The PC is to be used as a typewriter, not a data base
- USB/Memory stick **must not** be used by the candidate
- The candidate **must not** try and access any online programs or use the built in calculator

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# Use of a PC:



- May not be appropriate for maths or science etc., so need to hand-write some work – number the answers exactly as they are indicated on the examination paper, e.g., 1. a) ii)
- Eg.  
Question 3. c) iii) answered in the exam booklet

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# Information:

- The computer will have been set up to a set font, font size, line spacing
- A header will also have been pre-set with the candidate's name, number, date and examination being taken
- Autosave will have been set up

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# Remember:

- **Any problems with the PC let them know at the time - We cannot change things once a candidate leaves the exam room**
- Unless you are taking an ICT exam, your formatting and keyboarding skills are not being assessed. You do however, need to use good presentation skills, as when writing.
- Keyboarding and formatting should feature as part of revision

**Keep practising!**

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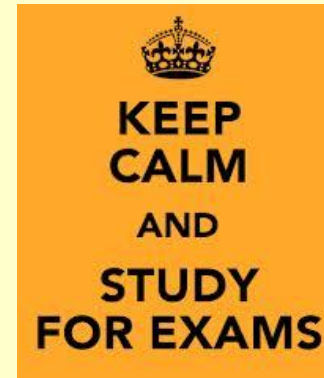
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# If you finish early:



- Use the time to edit
- You have no spell/grammar check so carefully read through your script
- Any handwritten answers also need to be checked

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