Appendix 2

Guidelines for the use of Word Processor during examinations

Candidates who apply for a word processor need to be conversant in its use. In most cases, the word processing device is a laptop. Therefore, hardware such as keyboard, touchpad and speakers/microphone will be integrated as part of the laptop. In circumstances where these do not meet the needs of the candidate, a justification needs to be made for another device by the professional requesting the EAAs.

The word processor is provided by the Examinations Department of the Ministry for Education and Employment. Candidates cannot use their own word processor unless there are exceptional circumstances as determined by the ADSC. In such cases, the ADSC may require that the equipment be passed on to them in advance for the necessary preparations.

Usually a word processor is granted for examinations that require long essay writing. The word processor is not given in the subjects below where it does not facilitate the presentation of responses due to a format that includes graphs, tables, diagrams and numbers.

SEC Accounting	IM/AM Accounting
SEC Art	IM/AM Art*
SEC Chemistry	IM/AM Chemistry
SEC Graphical Communication	IM/AM Engineering Drawing and Graphical Communication
SEC Music	N/A
SEC Mathematics	IM/AM Maths (Applied and Pure)
SEC Physics	IM/AM Physics
SEC VET Engineering Technology	

*in the sections requesting drawing

During the examinations, the candidate will be given **a hard copy** of the examination paper. The candidate is expected to answer on a blank word document, clearly indicating the question number next to the answer. This same principle applies to *write-on examination papers*.

In subjects where both long essay writing and diagrams are required, the candidate may type the long essay answers on the Word Document and handwrite the labelling of diagrams on the hard copy paper. The candidate has to ensure that both papers are handed in at the end of the examination.

In language subjects, the candidates must create their own shortcuts for any non-English alphabet characters. This can be done by selecting the following commands on the Word Document: 'Insert'; 'Symbol'; 'More Symbols'; (choose the symbol e.g. 'ċ'); 'Shortcut Key'; (Insert own shortcut keys); 'Apply'. Candidates may ask for the assistance of the computer technician in charge.

The word processor will not have any predictive text software or automatic spellcheckers, grammar checks or thesauri and must not give access to other applications such as calculators and spreadsheets. Candidates will not be able to access the Internet at all times.

Candidates are reminded to save their work at short regular intervals to ensure that none of their answers are lost in case of technical problems with the computer.

Printing of material takes place at the end of the examination and does not affect time allowance. The candidate will be asked to sign on a form to confirm that the correct procedure has been followed.