

# A guide to: effective use of a laptop in exams



A candidate may only use a laptop for exams if it is their **normal method of working in school**

## What computer will I use?

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

## Spell/grammar check

- This will have been disabled
- No auto spell check, predictive text or Speech Recognition Technology
- Standard formatting software permitted.

## NB:

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

## Use of a laptop

- 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)
- Question 3. c) iii) answered in the exam booklet

## 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
- Auto save will have been set up

## Remember

ANY PROBLEMS WITH THE LAPTOP LET EXAMS KNOW AT THE TIME - We cannot change things once a candidate leaves the exam room

## Typing and keyboard skills

- 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!

## 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...