Use of a word processor in examinations

1 The use of a word processor (with spelling and grammar checker) in an external examination may be *approved by the school* before the examination for eligible students.

2 The invigilator(s) and the students should be given a copy of these instructions before the examination.

3 Students should be familiar with the computer and the software to be used and should use the same computer in each examination. It is preferred that the computer used by the student is provided by the school.

4 Students should have practice, before the examination, in using the computer and software under examination conditions.

5 The following instructions apply to student use of a word processor under examination conditions:

5.1 All internet and Wi-Fi connections must be disabled.

5.2 If the computer is to be used in a room with other students, the screen must not be visible to other students and the use of the computer must not interfere with the other students.

5.3 A USB must be supplied by the school, formatted, and labelled with the student's name and SACE registration number. The USB should be used only for the purposes of the examination.

5.4 The computer must be checked by the invigilator before the examination begins to ensure that nothing related to the examination is stored in the computer’s memory.

5.5 The invigilator should have sufficient computer knowledge to ensure that the student uses only those facilities that have been approved by the SACE Board of South Australia.

5.6 Before the examination begins, schools must ensure the student’s SACE registration number is in the footer of each page, and that the pages are numbered (e.g. 2 of 12). Students must begin each section of the examination on a new page.

5.7 After the examination has concluded, the examination answers should be printed and the printed copy checked by the student and the invigilator. The student and the invigilator should initial each page. The invigilator must attach the pages of the printout to the relevant question in the appropriate answer booklet.

5.8 The USB and the printout must be returned to the SACE Board of South Australia with all other students’ scripts.

6 Schools should initiate discussion with the SACE Board of South Australia before the examination if they believe there is a need to vary these instructions.