

THE UNIVERSITY *of York*

EXAMINATIONS OFFICE

Notes for Guidance for Candidates with Exam Computer Provision

1. The Examinations Office writes to all candidates prior to exam sessions detailing their exam arrangements. If a computer (PC) has been approved by the Standing Committee on Assessment for use by a candidate during his/her exams this will be stated in the arrangement letter. If the use of a PC is not stated in the letter a PC will not be provided on the day of the exam.
2. If the use of a PC is not stated in your letter and you think you are eligible for the use of a PC then you must contact the Examinations Office immediately on exams@york.ac.uk.
3. If you feel a PC would not be beneficial in any of your exams please notify the Examinations Office on the email above **immediately** as your PC may be required by another student on those dates.
4. If you feel that a PC would not be beneficial for a particular module's exam then please email the Examinations Office stating clearly that you would like to use your PC in all exams except the exam for module X. For example a PC may not be beneficial for an exam in 'Accounting' or 'Mathematical Techniques for Economics'. If you are unsure about the nature of the exam you should contact your departmental administrator or your departmental Examinations Officer in the first instance.
5. If stated in your arrangement letter then a PC will be provided by the Examinations Office. You will not be able to use your own laptop. You may be seated in a room with other exam PC users.
6. All PCs have Zoomtext software available on them.
7. If you change the settings on the PC for your individual needs please ensure you change the settings back before you leave your exam as these settings may not be suitable for another candidate.
8. A blank Microsoft 'Word' document will be saved with a filename of your surname on the PC prior to the start of the exam. This file will be deleted once the exam has finished therefore your answer script will remain anonymous.
9. You should enter your exam candidate number as a header on the document so this prints on each page of your script. To do this follow these instructions:
 - a. Click on **View** on the Toolbar
 - b. Click on **Headers and Footers** in the dropdown menu
 - c. If this is not visible in the menu click on arrows at the bottom of the menu to view the entire menu
 - d. Type your candidate number in the header box and click **Close**
 - e. Save your document

10. Whilst you are waiting for your exam to start you may set up your exam candidate header on the PC, then complete the white attendance slip and script answer cover on the desk. The slip needs to be completed before the exam begins with your exam candidate number, examination paper reference number (top right hand corner of the front page of the examination paper), the examination paper title and the desk number. The attendance slip must also be signed.
11. The slip should be left on the desk ready for collection at the start of the exam with your University card.
12. Do not write your name on any part of the answer booklet.
13. You can not leave the exam room without the permission of an invigilator. If necessary you should attract the attention of an invigilator without disturbing other candidates.
14. You are not permitted to bring a mobile phone, electronic diary, data-bank watch or other data storage units into formal exams. You are not advised to bring these with you to the examination room. However if you do you should leave these items and all the contents of your pockets within your bag/coat. Bags and coats can be left away from your desk near an invigilator. Please ensure your mobile phone is switched off. It is considered an offence to keep these items on your person during an exam and if discovered you will receive zero for your paper.
15. University calculators will be provided where necessary. You are not permitted to use your own calculator.
16. During the exam you should save regularly. If you wish you may print out your work during the exam if a printer is available.
17. If you experience any PC or printer malfunctions at any point during your exam notify the invigilator immediately.
18. At the end of the examination an invigilator will give you a time warning 10-15 minutes before the end of your exam. At your finish time the invigilator will tell you to stop typing.
19. At this point **save your work again** in case there are problems when printing.
20. Print your work and use the single hole-punch to put a hole in the top left hand corner of all answer pages. Use the treasury tag provided to attach this inside the green answer cover provided. Hand the cover and answer sheets to the invigilator.
21. **You are not permitted to remove any copies of your typed answer.**
22. **If you have altered the settings on the PC ensure these are changed back before you leave the exam room.**
23. If the examination is finishing earlier than others in the main exam room please leave the hall quickly and quietly once your answer booklet has been collected. You should not enter the main auditorium if in Central Hall.

For Word 2007

- a. Click on the **Insert** tab on the Ribbon Toolbar
- b. Click on **Header** in the Header & Footer section

- c. Click on **Edit Header** at the bottom of the menu
- d. Type your candidate number in the deader section
- e. Click your cursor back into the main body of the document to close the header section
- f. Save your document

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