

## HOW TO SET UP A WORD-PROCESSED SCRIPT

These instructions should be followed by candidates who have been granted the use of a word processor in their certificate examinations.

Following these instructions for setting up, saving and getting your script ready for return to the SEC for marking will help to ensure that you get full credit for your work.

**IMPORTANT NOTE BEFORE YOU BEGIN:** You must only set up your document in an offline environment as, under examination conditions, it is prohibited to have your laptop connected to the internet. Therefore, if you normally use online word-processing software you will need to set up the software on your laptop hard drive in advance of the examinations.

1. At the start of each examination session, you should

set up a word-processed document (e.g. MS Word) and save the document using the following naming convention:

Examination Number followed by Exam Type followed by Subject and Paper Number

For example, in the case of a Leaving Certificate candidate 189453 who completes the English paper 2 examination on a word processor, the document should be named as:

189453 LC English 2

This document is your examination script. You should ensure that the auto-save feature has been turned on to save your work regularly (e.g. every minute) during the examination. You should also get in the habit of manually saving your script regularly to avoid losing any content.

2. You should set up your word-processed script to record the following:

If using Microsoft WORD, you should click on the INSERT tab in the toolbar to access the Header and Footer functions.

To insert your examination number and page number, you should:

(a) Click on the Header button in the toolbar, select Edit Header and input your examination number.

(b) Click on the Page Number button in toolbar\* select Bottom of Page and input the page number in middle of the footer.

(c) When you have inputted your examination number and page number, click on the Close Header and Footer on the toolbar. The header and page number will insert automatically on each word-processed page.

3. Printing your word-processed script

- Use white A4 paper
- Set to print on one side only.
- Make sure all pages have been printed.

Examination Number	Each page of the word-processed script should have your examination number appearing in the header at the top right-hand corner.
Page Number	Each page of the word-processed script should be numbered with the page number appearing in the middle of the footer.