

Use of a Word Processor

- You will be provided with an LSE computer which will not be connected to the internet or any other network.
- You will be able to use a Windows PC with:
 - The full version of Microsoft Word 2010 (including spell checker, grammar checker and thesaurus)
 - Microsoft Paint
 - A UK English Microsoft Quietkey 600 keyboard (see keyboards below)
- You will not be able to use your own computer, tablet or other device (but see keyboards below). You must use an LSE computer.

Room Allocation

- You will be allocated to a computer room for your exam. This room will be staffed by specialist invigilators and will not be available for general use.
- Your room may have a number of other students in it all with different finish times. As such you are expected to leave the room quietly and quickly at the end of your exam so as to minimise the disturbance of other candidates.
- Computer rooms are located in St. Clements, Clement House and Tower 2.

During the Exam

- When you enter the room you will be directed to a specific computer. The computer will be logged on and have a Word document open. You must not start typing until the invigilator tells you to do so.
- The document will have a header showing your candidate number and the course code.
- The document will have a footer showing the current page and total number of pages.
- You will also be given an exam answer booklet. You must complete the front of the answer booklet in the normal way.
- The document will be set up to auto save onto the desktop every 1 minute. However you are responsible for saving work regularly in the normal way. Should the PC crash the school will not take responsibility for any unsaved work that is lost.
- You are not obliged to use the computer. You may use the answer book for the entire exam, for specific questions, for rough work or mathematical calculations and diagrams.
- If you do use both the computer and answer booklet take care to number your answers clearly to indicate which questions you have answered and where.
- At the end of the exam you should save the file to the desktop and then copy the file from the desktop to a USB stick you are given. Do not delete the file from the desktop or remove the USB stick.
- An invigilator will check your work is properly saved and eject the USB stick. They will put the USB stick together with any used answer booklets and take them to the exams office.
- In the exams office your work will be printed and tied into the exam booklet you completed.

- If you wish to be present when your work is printed please tell the invigilator who will accompany you to the exams office. Please bear in mind however that this means you will have to stay in the exam room until all exams in that room have finished.

Noise in Computer Rooms

- The computer rooms used for exams will only ever be half full so there will be an empty desk between you and the next student.
- All computers are fitted with quiet keyboards to help reduce the noise further.
- Despite this some students do find that other people typing can be distracting. The exams office therefore provides free ear plugs in all computer rooms.
- The use of headphones is not allowed.

Keyboards

- The computers are all fitted with an UK English Dell Quietkey 600 keyboards.
- If your IEAs specifically mention that you need to use your own keyboard then please ensure that you arrive 30 minutes before your exam and notify the invigilator that you have brought your own keyboard. The invigilator will test it with you and if it does not work they will request immediate IT support. We will not start the exam until your keyboard is working.
- If using your own keyboard is not specifically mentioned in your IEAs you are still free to use your own keyboard if you prefer but you should note the following:
 - You must arrive at the exam room 25 minutes before the exam and notify the invigilator that you wish to use your own keyboard.
 - With the invigilator you can plug in the keyboard and test it. If it does not work we will request IT support but cannot guarantee that this will be available before the exam starts.
 - If you wish to use an Apple keyboard then you should be aware that certain keys will be switched around.
 - It is unlikely that butterfly or folding keyboards will work on LSE's computers.
 - You cannot use a wireless keyboard.
 - You cannot use your own mouse.
 - You may bring a wrist rest if you find this helpful when typing.
- You cannot use any other personally owned device such as a mouse, laptop or tablet.