



SACE electronic examinations

Switching between English and Japanese language in e-exams and device set-up

The Japanese (continuers) e-exam requires responses to be provided in English and Japanese. It is important that language keyboard packs are downloaded and enabled prior to the e-exam and students are familiar with using the language keyboards on the device they will be using during the examination.

Please see the following support guides for assistance on how to set up and enable language keyboards:

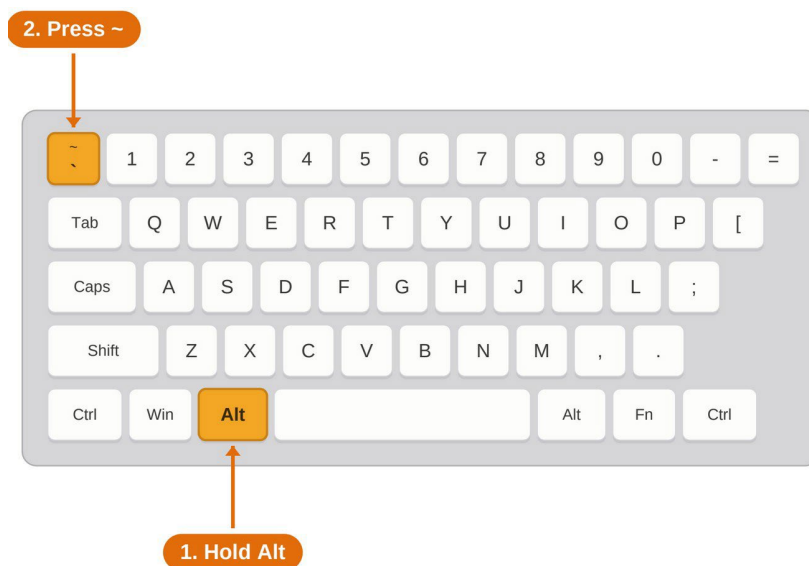
Windows – Japanese Microsoft IME keyboard:

<https://support.microsoft.com/en-us/windows/manage-the-input-and-display-language-settings-in-windows-12a10cb4-8626-9b77-0ccb-5013e0c7c7a2>

- See sections:
 - 'Add a keyboard'
 - 'Change your keyboard layout'
- **Ensure 'Kana input for hardware keyboard' is set to 'Off'**
 - Steps: Setting > Time & Language > Language > Japanese > Options > Microsoft IME > Options > General > 'Use Kana input for hardware keyboard' > 'Off'
- **Ensure students turn the predictive input settings 'On'.**

<https://support.microsoft.com/en-gb/windows/advanced-input-methods-for-east-asian-languages-1e47dbe5-b88f-41fc-8fdd-fef9d2a4644d>

Please note, to switch between keyboards the shortcut for SEB Windows is Press and hold the Alt key with the ~ key (**Alt + ~**)



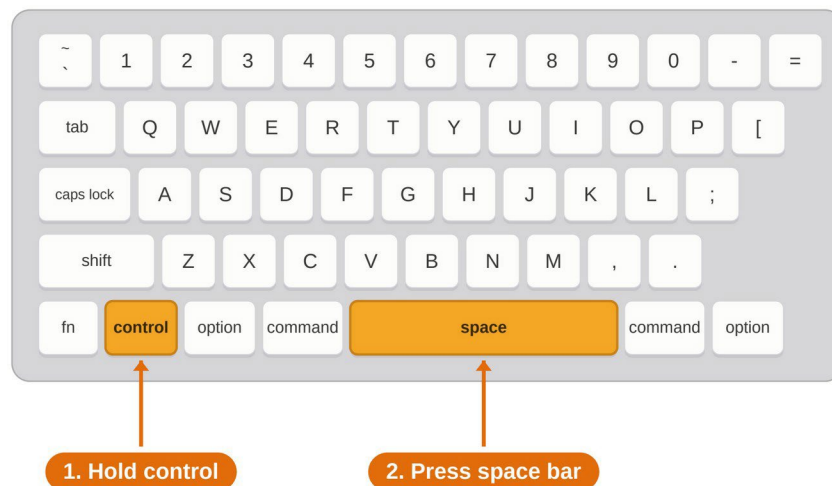
Mac – Kana and Romaji keyboards:

<https://support.apple.com/en-au/guide/mac-help/mchlp1406/mac>

- See sections:
 - 'Set up your Mac to write in another language'
 - 'Switch between languages when writing'
- **Ensure students turn the listed predictive input settings 'On'**

<https://support.apple.com/en-au/guide/japanese-input-method/jpim662a12b9/6.3/mac/12.0>

Please note, to switch between keyboards the shortcut for SEB Mac is press and hold the control key with the space bar (**control + space**)



Please ensure your device also meets the [technical requirements](#)