

## SACE electronic examinations

### Responding in German on a Mac device

This document explains how to use the following three supported keyboard options during the German (continuers) e-exam on a Mac device:

- SACE on-screen keyboard (already installed) – *recommended option*
- US International keyboard (requires installation)
- German keyboard (requires installation).

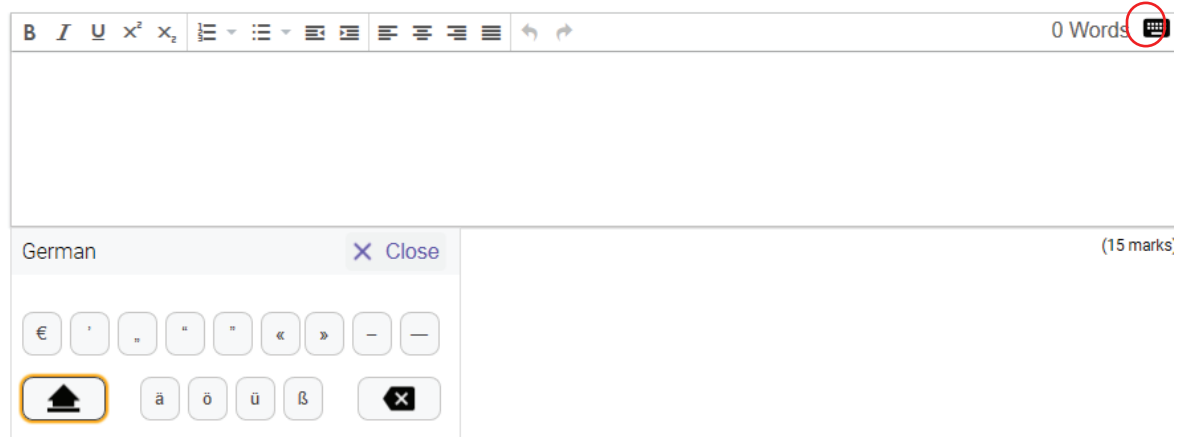
These keyboards enable students to type the German-specific characters, accents, and punctuation that are not available on the standard US keyboard layout.

All students should become familiar with using the SACE on-screen keyboard throughout the year, in case an installed keyboard does not work as expected during the e-exam.

*Note:* the e-exam spellcheck function is not available for responses written in German.

### Using the SACE on-screen keyboard


Click on the keyboard icon located in the top right-hand corner of each response box. The keyboard will then display below the response box, as shown:

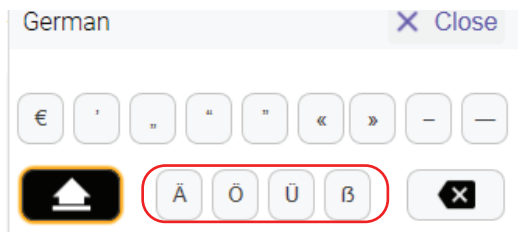


The keyboard can be moved around the screen by clicking and dragging it to the preferred position within the question and response panel. The on-screen keyboard will remain open until the student clicks [Close](#).

**Please note:** The on-screen keyboard for each question part only links to the response box for that specific question part. For example, the on-screen keyboard for part (a) cannot be used in the response box for part (b).

To use a German character in a response, click the character on the on-screen keyboard. The character will be added to the response.

Click Shift  on the on-screen keyboard to display upper-case letters. Click Shift again to return to lower-case letters.



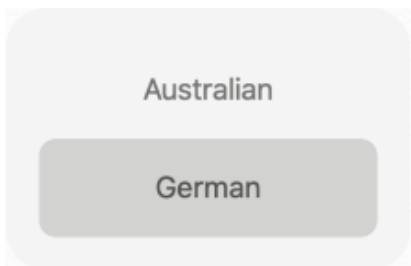
## Using the US International keyboard and the German keyboard

Students who wish to use either one of these keyboards during the German e-exam must install and configure the keyboard *and* the ‘switching language’ keyboard shortcut on their device, **before the day of the e-exam**. The keyboard and the shortcut cannot be installed or configured once the e-exam has commenced.

Students should ensure that only one of these keyboards is installed and configured on their device (i.e. *either* the US International keyboard *or* the German (Germany) keyboard).

For installation and configuration instructions, refer to ‘Language keyboard options for Mac devices’.

During the e-exam, students can view and access their German keyboard and their English keyboard by using the keyboard shortcut **Control + Space bar**.



The following reference table explains how to use key combinations on the US International keyboard and on the German keyboard in order to produce German characters, accents, and punctuation.











## German character reference table for a Mac device

In the table below, the keys are shown in the order in which they should be typed. That is, 'first key **then** second key' requires the student to simply type the keys in this order.

In some instances, a key must be held down to produce the character. This is identified in the table by the '+' symbol. For example, 'first key + second key' requires the student to **hold** the first key while typing the second key.

If the student types the first key of a sequence but does not want to generate a special character, the student can cancel the sequence by pressing the Space bar after typing the first key.

Character	US International keyboard	German keyboard
ä	Shift + " , then A	" ,
ö	Shift + " , then O	: ;
ü	Shift + " , then U	{ [
ß	option + S	- _
€	option + Shift + @ 2	option + E
«	option +   \	option + Q
»	option + Shift +   \	option + Shift + Q
´	" ,	Shift +   \
”	option + Shift + W	option + Shift + W
“	Shift + " ,	Shift + @ 2
-	- _	? /

Character	US International keyboard	German keyboard
-	Shift + 	Shift + 
Ä	Shift +  + 	Shift + 
Ö	Shift +  + 	Shift + 
Ü	Shift +  + 	Shift + 