Use of a computer in written non-character language examinations

1. The use of a computer (word processing) in an external written language examination may be *approved by the school* before the examination for eligible students.

2. The invigilator(s) and the student should be given copies of these instructions before the examination.

3. The computer used by the student must be provided by the school.

4. The student should have practice, before the examination, in using the computer and software under the conditions set out below.

5. The following instructions apply to student use of a computer in external written examinations in a language subject:

5.1 All internet and Wi-Fi connections must be disabled.

5.2 The student must only have access to the Notepad function (or equivalent).

5.3 Any language notations/diacritics such as umlauts or accents can be included using alternative notation protocol, or by manually adding these after the student work has been printed. Please note that no other changes to the student’s response can be made after the student work has been printed.

5.4 The invigilator must have sufficient computer knowledge to ensure that the student uses only those facilities and functions that have been approved by the SACE Board of South Australia.

5.5 If the computer is to be used in a room with other students, the screen must not be visible to other students and the use of the computer must not interrupt the other students.

5.6 Removable media (e.g. disk, CD, flash drive) must be supplied by the school, formatted and labelled with the student's name and registration number. The removable media should be used only for the purposes of the examination.

5.7 The computer must be checked by the invigilator before the examination begins to ensure that nothing is stored in the computer memory.

5.8 Students must clearly label each section and question number.

5.9 After the examination has concluded, the examination answers must be printed and the printed copy checked by the student and the invigilator. The student and the invigilator must initial each page. The invigilator must separate the pages of the printed copy and attach the printed pages to the relevant question and answer booklets.

5.10 The removable media and the printed pages, with the question and answer booklets, must be returned to the SACE Board of South Australia with all other students’ scripts.

6. Schools must contact the SACE Board of South Australia before the examination if they wish to clarify any of these instructions.