SACE electronic examinations (e-exams)

Responding in German on a Windows device

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

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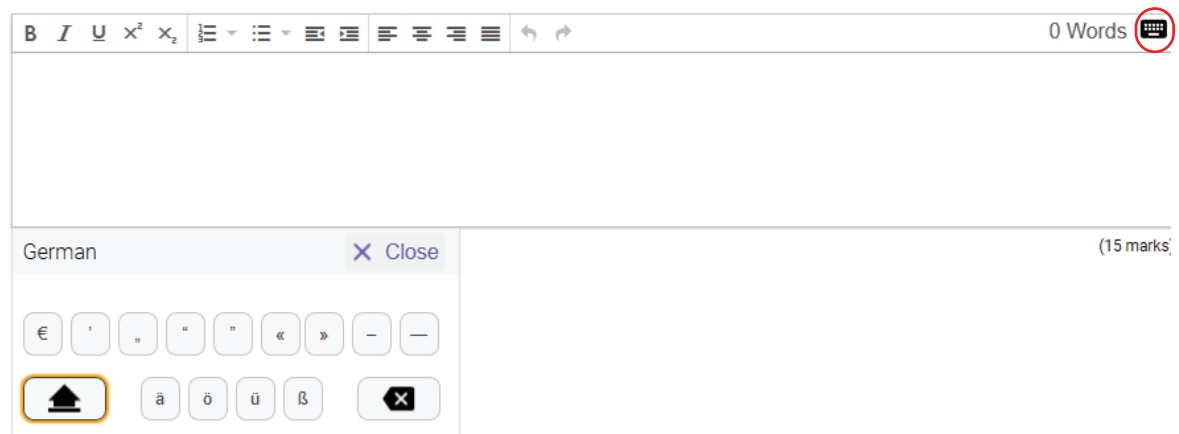- German keyboard (requires installation).

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:
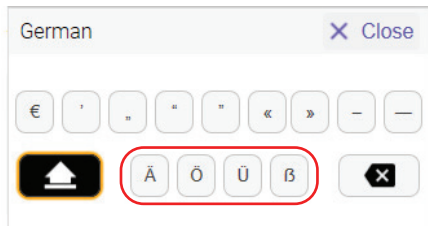

The keyboard can be moved around the screen by clicking and dragging it to the preferred position within the question and response panel. The on-screen keyboard will remain open until the student clicks ✕ Close .

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.

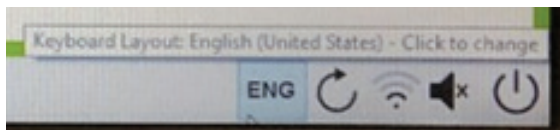## Using the US International keyboard and the German keyboard

> Students who wish to use either one of these keyboards during the German e-exam must install and configure the keyboard on their device **before the day of the e-exam**. This cannot be done during the e-exam, due to the locked-down examination browser.
>
> 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 Windows devices'.

The keyboard icon on the bottom taskbar of the student's device shows the keyboard that has been selected:
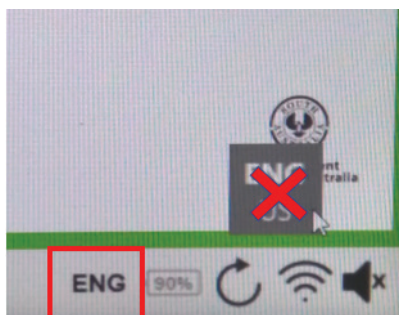
Windows 8.1

During the e-exam, students can move between their German keyboard and their English keyboard by clicking on the keyboard icon on the bottom taskbar of their device.

For students who use Windows 10 on their device, a grey language box may also appear. Students should disregard this box, and continue to use the keyboard icon on the bottom taskbar, as shown:

Windows 10

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 Windows 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	**right** `Alt` + `S`	`_` `-`
€	**right** `Alt` + `%` `5`	**right** `Alt` + `E`
«	**right** `Alt` + `{` `[`	**Not available**
»	**right** `Alt` + `}` `]`	**Not available**
'	**right** `Alt` + `)` `0`	`+` `=`
„	**Not available**	**Not available**
"	`Shift` + `"` `'`	`Shift` + `@` `2`
-	`_` `-`	`?` `/`
–	`Shift` + `_` `-`	`Shift` + `?` `/`

Character	US International keyboard	German keyboard
Ä	Shift + " + A	Shift + "
Ö	Shift + " + O	Shift + ;
Ü	Shift + " + U	Shift + { [