SACE electronic examinations (e-exams)

Language keyboard options for Mac devices

This document outlines the keyboards that students can use when responding in language e-exams, and explains how to install a keyboard on a Mac device.

In addition to the standard US keyboard, there are three supported language keyboards:

- the SACE on-screen keyboard (already installed) — *recommended option*
- the US International keyboard (requires installation)
- a 'country of origin' language keyboard — French, German, Italian, or Spanish (requires installation).

Students who wish to use the SACE on-screen keyboard **do not need to install or configure anything.**

Students who wish to use the US International keyboard or a country of origin keyboard 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, due to the locked-down examination browser
- add the preferred keyboard layouts on their device
- ensure that only one keyboard per language is installed and configured on their device
  - for example, *only* the German (Germany) keyboard, not the German (Germany) *and* the German (US international) keyboard
- practise using their preferred keyboard, noting that changing the keyboard layout will reconfigure the actions of some of the keys. Therefore depending on the student's settings, the keys on their keyboard will output a different character to the one that is printed on the top of the key
- use and become familiar with the SACE on-screen keyboard throughout the year, in case the installed language keyboard does not work as expected during the e-exam.

SACE on-screen keyboard

The SACE on-screen keyboard is already installed and available. It is the default keyboard, unless the student has installed a different language-keyboard prior to the day of the e-exam.

This keyboard is:

- the recommended language keyboard option for the majority of students
- very user-friendly and time-efficient to use during the e-exam
  - it displays and contains all of the language-specific characters, accents, and punctuation
  - students do not need to refer to a table or to press combinations of keys when producing these characters.

To learn how to use the SACE on-screen keyboard during an e-exam, refer to the user guides for French, German, Italian, and Spanish.

US International keyboard

The US International keyboard:

- is based on the QWERTY keyboard layout that is commonly used in Australia
- allows users to type *both* in English *and* in language without changing language keyboards
- is the preferred of the two additional keyboard options.

To learn how to use the US International keyboard during an e-exam, refer to the user guides for French, German, Italian, and Spanish.

Country of origin keyboard

The country of origin keyboard requires students to toggle between two language keyboard layouts (e.g. the English keyboard and the French keyboard).

Installing the US International keyboard or a country of origin language keyboard on a Mac device

Note: this is just one method that can be followed. Students should use the method that they are familiar with.

1. Open the Apple menu.
2. Select **System Preferences**.
3. Click on **Keyboard** option.
4. Click the **Input Sources** tab.
5. Click on the **'+'** icon.
6. Scroll and then select layout language.
7. On the right-hand side, select the keyboard layout that needs to be added (e.g. US International). For a country of origin keyboard, select from the following supported options:

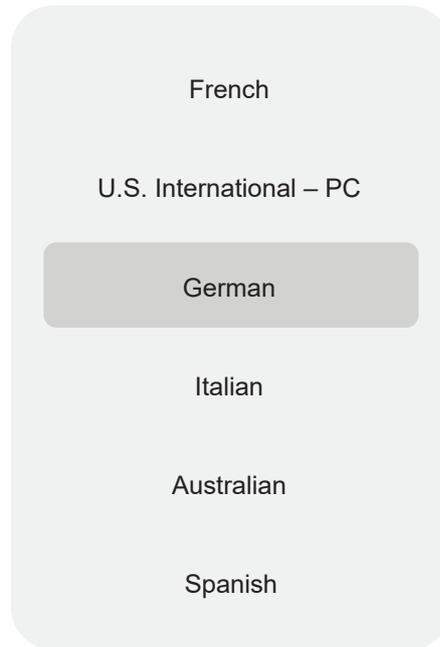| French	German	Italian	Spanish
French (France)	German (Germany)	Italian (Italy)	Spanish (Spain)

8. Click **Add**.
9. The selected language will populate automatically to the left-hand column of the dialogue box.

Installing the switching language keyboard shortcut

The Input method icon on the Mac top menu bar is **not** available during the e-exam, due to the locked-down examination browser. Students must install the switching language keyboard shortcut.

1. Return to **System Preferences/ Keyboard option**.
2. Select the **Shortcuts** tab.
3. Select **Input Sources** from the right-hand column of the dialogue box.
4. Click **Select the previous input source**.
5. **Exit** screen.

6. Verify that the language keyboard and shortcut have been successfully installed by pressing **Control** + **Space bar**. The panel shown below will display:

French

U.S. International – PC

German

Italian

Australian

Spanish

7. Verify that the keyboard layouts can be changed by *holding* the **Control** key and clicking on the **Space bar**.

To learn how to use a country of origin keyboard during an e-exam, refer to the user guides for French, German, Italian, and Spanish.