
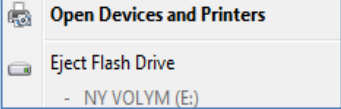



Responsibilities for students using a Computer to type exam answers

Saving your work to the Desktop and back up to the USB

- 1) Create a new file and save it to your Desktop, call it: **Answer File _student name _student number**.
- 2) Insert a header with your student name, student number, date and name of your course.
- 3) Insert a page number at bottom of page.
- 4) Number your answers clearly, use: Font size 14, 1.5 spacing, Times New Roman, Arial or Calibri.
- 5) Save your work regularly to the Desktop (Very Important)
- 6) Create a regular backup on your USB (Very Important)
- 7) Remember, you are signing this form taking full responsibility for saving your document properly before printing.
- 8) When you have completed the examination, proofread your document and then print
- 9) After your document has been printed to your satisfaction, you can delete your file from the desktop.
- 10) Sign the sheet called 'Printing of typed examination answers'.
- 11) Remember to remove your USB key correctly, follow these steps.

Right Click on USB icon	Click on Eject Flash Drive	It is now safe to remove your USB key
		

- 12) Insert any printed pages in to your answer booklet and return all printed and written work to the Invigilator.
- 13) If you have any difficulties, contact the Invigilator immediately.
- 14) I understand that it is **my responsibility** to ensure the above steps are carried out.

Signed: _____

Name Printed: _____

Date: _____