

## Word Processor Information for Candidates

1. Ensure that your **name, candidate number, centre number** and **paper details** appear on each page, e.g.  
Scott Green, 8001                      28152                      English 0990/21  
You may need to use copy and paste to do this
2. **Each page** must be **numbered**
3. **Each question** must be **numbered**
4. Use a **12pt font** and **double spacing** in order to assist examiners when marking
5. Work should be **saved** to the **desktop** and to the **pen drive** at **regular intervals** during the exam
6. You must be accompanied to the Exams Officer, by an invigilator, after the exam so that the printed work can be signed. Candidates must not leave the exam room without an Invigilator. For Cambridge Exams, your work must be printed in the exam room. This may mean you waiting in the exam room, under exam conditions, until other exams have finished but we will try to minimise this
7. **WARNING – CANDIDATES MUST NOT ALTER OR ATTEMPT TO ALTER THE SETTING OF THE IT EQUIPMENT PROVIDED NOR THE SETTINGS OF THE COMPUTER PROGRAMS PROVIDED. IF THIS IS EVEN ATTEMPTED, IT IS CONSIDERED MALPRACTICE AND YOU COULD BE DISQUALIFIED**

SW WP 18/11/2020

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