



## Advice on using the Paper 1 *Electronic Answer Document (EAD)*

Centres may give a copy of this advice document to candidates at any time, including during the exam.

The EAD is provided by Oxford AQA Exams to centres as a Microsoft® Word document. Candidates must type their answers to the Paper 1 question paper into the EAD on-screen.

### A In advance of the exam

- Candidates' details on the front cover of the EAD and in the footer of page 2 (and therefore any subsequent pages they may use) may be completed in advance of the exam and saved to the individual candidate's user area of the secure network. If candidates are to complete the EAD in this way, the centre is responsible for ensuring that no other information is typed into the EAD in advance of the exam.
- Centres must ensure that candidates know:
  - where they are to save the work they do during the exam
  - what file format to use
  - the name format in which to save their work
  - about the role of the Print Monitor
  - how to resize a screen capture (screen dump/screen shot) to ensure the examiner can read it with ease.
- The Paper 1 exam is not a test of candidates' typing or word processing skills, but centres are strongly encouraged to ensure that their candidates are familiar with the EAD before the exam. Candidates are free to practise using a **copy** of it before the exam.

### B What to do if the EAD fails for any reason

- When printing the EAD, if it appears to have page breaks in inappropriate places, check whether the margin size on the default printer needs changing. The margins used for the original EAD are: Top – 2 cm; Bottom – 2.5 cm; Left – 2 cm; Right – 2 cm.
- Do not be concerned if the Oxford AQA Exams logo does not appear or is misshapen when the EAD is printed out.
- If your centre's word processing software is not compatible with Microsoft® Word, centres should ask candidates to type their answers into a blank document ensuring that the **front page prominently** carries the following information:
  - Oxford AQA Exams International GCSE Computer Science Paper 1 exam,

month + year of exam

- centre number
  - candidate name
  - candidate number
  - at the end of the exam, the candidate's signature.
- **Each subsequent page must also** carry the following personal information of the candidate in a footer (either typed in or written by hand):
    - centre number
    - candidate name
    - candidate number.
  - Each answer **must** be clearly numbered. Leave at least one blank line between each answer including each part question, and leave a right-hand margin on each page of approximately 3 cms.
  - All pages must be securely attached together with a staple or tie in the top left-hand corner.

### **C Using screen captures (screen dumps/shots) in the EAD**

- Paste the screen capture into a cell of the EAD.
- If only part of the capture shows up in the cell:
  1. select the cell in which the screen capture appears
  2. double click to bring up the picture editor dialogue box called 'Format Picture'
  3. select the 'Layout' tab
  4. select the 'In Front of Text' option
  5. press 'OK' and go back to your EAD cell
  6. expand the cell in the EAD by pressing the return key on your keyboard enough times until the cell is big enough to show the whole screen capture. Crop the screen capture if necessary, but ensure the examiner will be able to read it easily.
- If the above should fail, candidates should be advised to:
  1. paste any screen capture into a blank Word document and save it using a suitable filename
  2. print this document with a footer containing the centre number, candidate name and candidate number (or write them on by hand after printing)
  3. insert the question part number
  4. attach to the printed EAD in the relevant place leaving a reference in the corresponding cell of the EAD to advise the examiner to look for a supplementary handout containing a screen capture.