

AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC

Notice to Centres

Word processor cover sheets

An increasing number of examination scripts are scanned and marked online. This is leading to significant volumes of scripts passing through awarding bodies' scanning centres.

Centres are now allowed to provide a word processor to a candidate where it is his/her normal way of working within the centre, unless an awarding body's specification says otherwise.

However, word processed scripts do not have a common format. They can easily be confused with the wide range of non-standard items which the awarding bodies' scanning centres have to manage.

In order to ensure that there is no delay in the marking of word processed scripts, the JCQ awarding bodies have collectively agreed that it is appropriate to reintroduce the word processor cover sheet (**Form 4 – JCQ/WP**).

Consequently, for the June 2011 examination series and all other examination series thereafter, where a candidate uses a word processor, as a typewriter, Form 4 **must** be completed and securely attached to the front of the script. The script **must** be sent to the awarding body/examiner in the normal way, along with all of the other scripts for that component.

Form 4 may be found on the JCQ website - http://www.jcq.org.uk/exams_office/forms/ and may also be found on the JCQ Spring 2011 memory stick.