**Word processor cover sheet**

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| Please read the attached notes before completing this form. |

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| **Examination series** | |  |
| **Centre No** |  | |

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| --- | --- | --- | --- |
| **Candidate No** |  | **Candidate name** |  |

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| *Examination for which a word processor was used* | | | | | |
| **Awarding body** | **Specification title** | **Specification entry code** | | **Unit/**  **component** | |
|  |  |  | |  | |
| Comments (if appropriate): | | | | | |
| Some questions were answered in the answer booklet. | | **Yes** |  | **No** |  |

**Notes on the completion of the Word Processor cover sheet**

Page 1 of 2

**Centre:**

* **Examination scripts**: Please refer to the relevant awarding body’s instructions when completing this form.
* The script **must** be produced in accordance with the regulations in **Chapter 14, section 14.25, of the JCQ publication Instructions for conducting examinations. Failure to comply may constitute malpractice which could lead to the disqualification of the candidate.**
* The information required in the boxes on the form **must** be correct and complete.
* In the box marked ***Comments*** please indicate whether any problems were experienced with the production of the script, which should be drawn to the attention of the examiner.

Page 2 of 2