

## Student Services Centre Central Exam Adjustment Factsheet

### Use of a PC

- You will be provided with an LSE PC which will not be connected to the internet or any other network.
- You will be able to use a Windows PC with:
  - The full version of Microsoft Word.
  - A UK English keyboard.
- You will not be able to use your own PC, mouse, laptop, tablet or other device. You must use an LSE PC.

### Room Allocation

- You will be allocated to a PC room for your exam. This room will be staffed by specialist invigilators and will not be available for general use.
- Your room may have a number of other students in it all with different finish times. Please leave the room quietly and quickly at the end of your exam so as to minimise the disturbance of other candidates.
- PC rooms may be located in any LSE building.

### During the Exam

- When you enter the room you will be directed to a specific PC. The PC will be logged on and have a Word document open. You must not start typing until the invigilator tells you to do so.
- The document will have a header showing your candidate number and the course code.
- The document will have a footer showing the current page and total number of pages.
- You will also be given an exam answer booklet. You must complete the front of the answer booklet in the normal way.
- You are responsible for saving work regularly in the normal way. In the event of a technical problem with the PC, the School will not be able to take responsibility for any unsaved work that is lost.
- You are not obliged to use the PC. You may use the answer book for the entire exam, for specific questions, for rough work or mathematical

calculations and diagrams.

- If you do use both the PC and answer booklet take care to number your answers clearly to indicate which questions you have answered and where.
- At the end of the exam you should save the file to the desktop, the invigilator will then copy the file from the desktop to a USB stick. Do not delete the file from the desktop. The invigilator will remove the USB stick safely once your work has been saved.
- The invigilator will put the USB stick together with any used answer booklets and take them to the exams office.
- In the exams office your work will be printed and tied into the exam booklet you completed.

## **Noise in PC Rooms**

- The PC rooms used for exams will only ever be half full so there will be an empty desk between you and the next student.
- Despite this some students do find that other people typing can be distracting. The exams office therefore provides free ear plugs in all PC rooms.
- The use of headphones is not allowed.

## **Keyboards**

- LSE PCs are all fitted with UK English keyboards, including for language course exams.
- If use of your own keyboard has been agreed as part of your CEAs then please ensure that you arrive 30 minutes before your exam and notify the invigilator that you have brought your own keyboard. The invigilator will test it with you and if it does not work they will request immediate IT support. We will not start the exam until your keyboard is working.