

**Word Processor cover sheet**

Please read the attached notes before completing this form.

<b>Examination series</b>	
---------------------------	--

<b>Centre No</b>	
------------------	--

<b>Candidate No</b>		<b>Candidate name</b>	
---------------------	--	-----------------------	--

*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 which is attached to this printout.  
**Yes / No**      *(Please ring the appropriate response)*

The above named candidate produced their work during the examination in accordance with **section 6.7, page 18**, of the JCQ publication *Instructions for conducting examinations*.

<b>Invigilator</b>	Date	
--------------------	------	--

Name (Please print)	
---------------------	--

Signature	
-----------	--

<b>Head of centre/Exams officer</b>	Date	
-------------------------------------	------	--

Name (Please print)	
---------------------	--

Signature	
-----------	--

*To be completed by the examiner*

I have read the word processor cover sheet.  
 I have marked the script in accordance with the instructions given.

Comments (if appropriate) for awarding body attention

  
  
  
  

<b>Examiner/Moderator</b>	Date	
---------------------------	------	--

Name (Please print)	
---------------------	--

Signature	
-----------	--

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

### Centre:

- **Examination scripts:** the form **must** be completed and securely attached to the front of the script, which **must** be sent to the awarding body/examiner in the normal way.
- The script **must** be produced in accordance with the regulations in **Chapter 6, section 6.7, page 18, 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.
- The form **must** be signed by the invigilator and countersigned by the head of centre/examinations officer in order for the script to be accepted.