



Using DocsPlus in Exams

If a student is considered "disabled" (as defined by the Equality Act 2010), examination boards are required to take reasonable steps to ensure the student is not at a substantial disadvantage when taking their exam. These must be applied for and agreed upon before the exam takes place.

A student may be permitted to use a:

- reader
- scribe
- word processor
- combination of the above

It's imperative that any assistive technology used must be the student's **usual way of working**.

DocsPlus is ideal for use in exams, as it can be tailored to a student's additional access arrangements by disabling prohibited features using **Exam Mode**.

To enable and configure Exam Mode, open the **Options** ribbon tab and click **Exam Mode**.

Exam Mode Password

Type the current password in the white box. If the box is gray, a password hasn't been set yet.

To add or change the password, click **Set up password**. Supply either the current password or your serial number (exactly as it appears on the packaging).

If you're trialing DocsPlus, the password is **cricksoft1999** and can't be changed.

Exam Mode Options

Having typed the password, you can then turn Exam Mode ON / OFF, and select which features to disable on the **Options** tab:

- **Wordbars** (vocabulary support)
- **WorkSpace** (planning tool)
- **DocReader** (read PDFs)
- **Speech** (across the whole program)
- **Predictor** (word prediction)
- **Spell Check & Autocapitalization**
- **Edit DocsPlus Options**

These options are remembered per Windows / Mac user account.

When enabled, an **Exam Mode** indicator appears in the bottom-left corner of the window. If a student tries to use a disabled feature, they will see a message: **This is disallowed in Exam Mode**

When printing their Document, students can supply their **Candidate info**, which will appear in the header / footer of the printout.

Important: Exam Mode will remain enabled (even after closing and relaunching DocsPlus) until someone with the password disables it.

Exam Mode Speech

If speech is allowed in Exam Mode, text is spoken very basically to comply with exam regulations.

Example	Normal	Exam Mode
02/07/89	"the second of July, nineteen eighty nine"	"oh two, oh seven, one thousand and eighty nine"
cm	"centimeters"	"see em"
$7 < 8$	"seven less than eight"	"seven eight"
tsp	"teaspoon"	"tee ess pee"

PDF Exam Papers

If a student requires a computer reader, or is substantially vision-impaired, a non-interactive PDF version of the exam paper can be ordered prior to the exam.

To open a PDF inside a **DocReader** tab in DocsPlus, click **Explorer** in the bottom-left corner, browse to the file, and double-click it.

Navigate between pages by scrolling vertically, or using the **arrow** icons in the top-left corner. To adjust the page zoom level, use the magnification icons in the top-right corner.

To speak a section of text, select it by clicking and dragging, and then click the **Speaker** icon at the top.

To view both the Document and the DocReader tab simultaneously, click the **Split View** icon (first icon in the top-right corner). The PDF will now sit beneath the Document for easy reference while writing.

To adjust the height of the DocReader, drag its top edge. To disable Split View, click the icon again.

Document Backup

DocsPlus automatically creates a backup file for every Document that is created or opened. The backup is saved every minute to prevent any significant loss of work.

If the original file becomes corrupt, DocsPlus will try to open the backup automatically.

If the file isn't automatically recovered, it may be possible to retrieve the backup file manually (if using Windows):

1. In Windows Explorer, browse to:
C:\Users\<<your username>\AppData\Local\Temp\DocsPlus
2. To identify the backup file by date, right-click any empty area of the folder, hover on **View** and choose **Details**. You can then click the **Date** column to sort by date.
3. Copy the backup file to another folder.

Backup files are stored for **7 days** before being deleted.