

SACE electronic examinations (e-exams)

Responding in language on a Windows or Mac device for:

- French (continuers)
- German (continuers)
- Italian (continuers)
- Spanish (continuers)

This document explains how to use the following two supported keyboard options during the language e-exams listed above.

- SACE on-screen keyboard (already installed) – recommended option
- Country of origin keyboard (requires installation). i.e. French keyboard

These keyboards enable students to type the country of origin characters, accents, and punctuation that are not available on the standard US keyboard layout.

All students should become familiar with using the SACE on-screen keyboard throughout the year, in case an installed keyboard does not work as expected during the e-exam.

Note: The e-exam spellcheck function is only available for responses written in English.

Using the SACE on-screen keyboard


Click on the keyboard icon located in the top right-hand corner of each response box. The keyboard will then display below the response box, as shown in example below:



The keyboard can be moved around the screen by clicking and dragging it to the preferred position within the question and response panel. The on-screen keyboard will remain open until the student clicks **X Close**

Please note: The on-screen keyboard for each question part only links to the response box for that specific question part. For example, the on-screen keyboard for part (a) cannot be used in the response box for part (b).

To use a character in a response, click the character on the on-screen keyboard. The character will be added to the response.

Click Shift  on the on-screen keyboard to display upper-case letters. Click Shift again to return to lowercase letters.



Using the Country of origin keyboard

Students who wish to use the country of origin keyboard (e.g French) e-exam must install and configure the keyboard on their device before the day of the e-exam. This cannot be done during the e-exam, due to the locked-down examination browser. Instructions on how to install an additional Keyboard can be found:

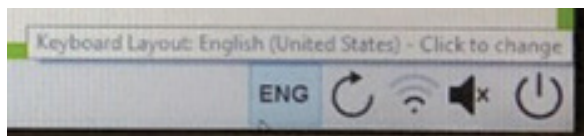
[Manage the input and display language settings in Windows](#)

[Write in another language on your Mac](#)

For Windows

The keyboard icon on the bottom taskbar of the student's device shows the keyboard that has been selected:

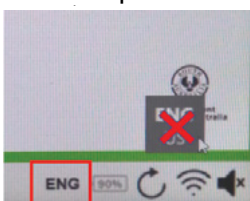
For example



During the e-exam, students can move between their Country of origin keyboard and their English keyboard by clicking on the keyboard icon on the bottom taskbar of their device.

For some devices a grey language box may also appear. Students should disregard this box, and continue to use the keyboard icon on the bottom taskbar, as shown:

For example



For Apple Macs

During the e-exam, students can view and access their Country of origin keyboard and their English keyboard by using the keyboard shortcut **Control + Space bar**.

For example

