MANUSCRIPT

Style sheet (worth 4%)

Enter your candidate number here:

Instructions for MANUSCRIPT style sheet

* Enter your candidate number in the box above.
* Rename and save this document using your 5-digit candidate number (not your name) in the filename.

Example:

If your candidate number is 22021, save the document as:   
M-S\_IPEdExam\_SAMPLE\_22021.docx

* Complete your style sheet for the MANUSCRIPT Extract using the template on the next page.
* The template requires you to type your style sheet entries into a table. It is your responsibility to manage or manually override Word’s AutoCorrect function, so that style sheet entries are only capitalised when you intend them to be.
* The style sheet is worth 4% of the exam total. Each style sheet entry is worth 0.1%, and 40 valid style sheet entries will gain the maximum mark of 4% for the style sheet.
* Be sure to save your work regularly. It is your responsibility to save the documents sufficiently often that you reduce the risk of losing your work if there is a technical problem.

The style sheet template starts on the next page.

Style sheet

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| --- |
| General notes |

|  |  |
| --- | --- |
| A–B | C–D |
| E–F | G–H |
| I–J | K–L |
| M–N | O–P |
| Q–R | S–T |
| U–V | W–Z |

End of MANUSCRIPT style sheet

Before you close this document, check that you have:

* entered your candidate number in the box provided under the main heading of the document
* saved the document with your candidate number at the end of the filename.