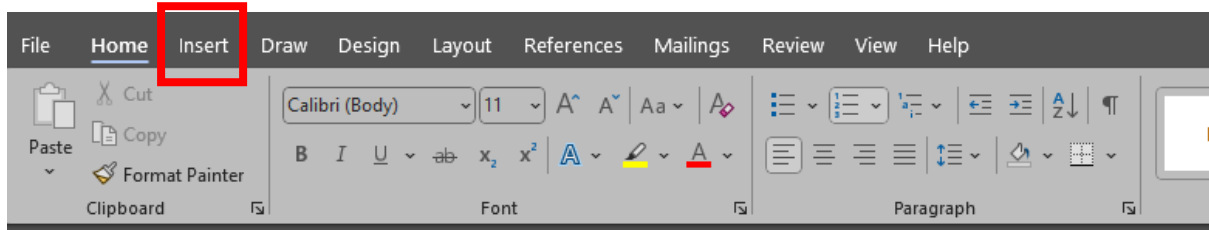


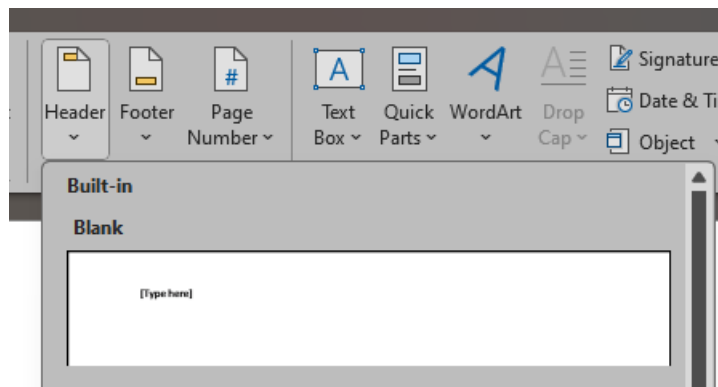
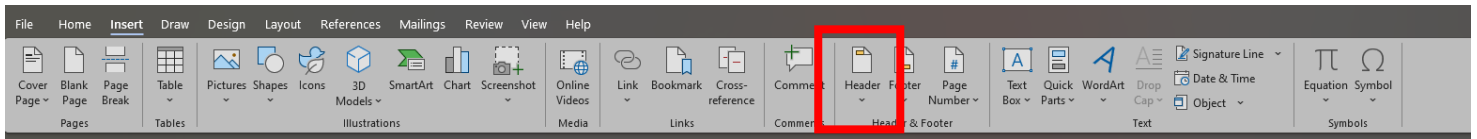
Setting up Headers and Footers

To setup headers and footers for your examination document, use the following steps:

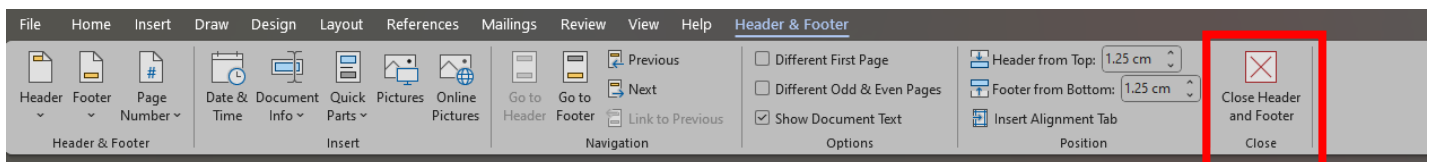
1. Click on "Insert" (found along the top bar of the Word document).



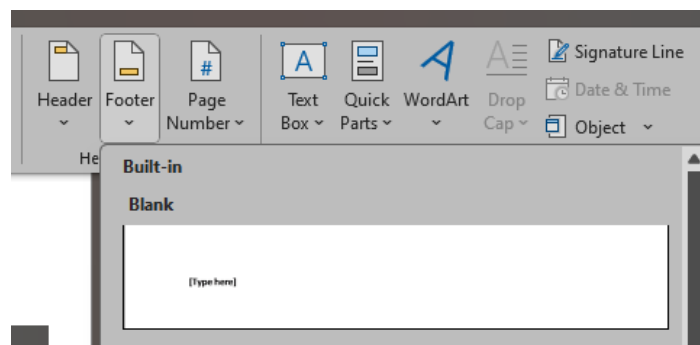
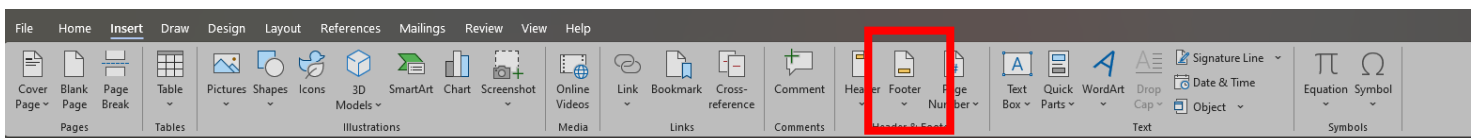
2. Click on "Header" and select "Blank".



3. Type out the relevant information that is needed in your header.
4. Click "Close Header and Footer".



5. Click on "Footer" and select "Blank".



6. Type out the relevant information that is needed in your footer.

7. Click “Close Header and Footer”.

