DOCX Input File Formatting Criteria

To ensure successful processing of exam content, all DOCX input files must adhere to the following formatting standards:

Exam Body Structure

- No titles, headers, or footers should be included. These elements are ignored by the application.
- Question starts must be indicated by either:
  - An MS Word bookmark, or
  - A mark value in square brackets, using the format: [x mark/s] (e.g., [2 marks])
- Answer options must:
  - Be separated by hard returns (paragraph marks)
  - Not exceed the number of choices supported by the teleform sheet
- Use soft returns (Shift + Enter) to create new lines within a question, answer, or section. Avoid hard returns in these cases.
- Sections should be inserted using: Layout > Breaks > Section Breaks > Continuous

Formatting and Style Guidelines

- Images are supported within sections, questions, and answers. They may be formatted as either inline or block-level elements.
- Tables created with MS Word are not supported. Convert tables to images if they must be included.
- Unsupported elements include:
  - Word Art
  - Shapes
  - Drawings
- Mathematical notation must be entered using MS Word's default Unicode equation editor. Equations may be formatted as either inline or block. LaTeX syntax is not supported.
- Use standard cross-platform fonts (e.g., Arial, Times New Roman, Calibri). Non-standard or decorative fonts may lead to formatting issues during processing.