

All Saints Catholic College



Word Processor Policy (Exams)

**This policy is reviewed annually to ensure compliance
with current regulations**

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Key staff involved in awarding and allocating word processors for exams

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Contents

Key staff involved in awarding and allocating word processors for exams	1
Introduction	2
Purpose of the policy	2
Principles for using a word processor	2
The use of a word processor	3
Word processors and their programmes.....	4
Laptops and tablets	4
Accommodating word processors in examinations	6
Appendix 1	7
The criteria [insert centre name] uses to award and allocate word processors for examinations ..	7

Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications [Access Arrangements and Reasonable Adjustments](#) and [Instructions for conducting examinations](#).

References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2021-2022* and ICE to JCQ *Instructions for conducting examinations 2021-2022*.

Purpose of the policy

This policy details how the centre manages and administers the use of word processors (including laptops and tablets) in examinations and assessments.

Principles for using a word processor

All Saints Catholic College complies with AA Section B ***Adjustments for candidates with disabilities and learning difficulties*** regulations and guidance as follows:

(AA 4.1)

- ▶ Some candidates with disabilities and learning difficulties are likely to have several needs, including, cognition and learning needs, communication and interaction needs, sensory and physical needs and social, emotional and mental health needs. These needs therefore require suitable adjustments for example, a work processor.

(AA 4.2.2)

- ▶ The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

- ▶ Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

(AA 4.2.4)

- ▶ The use of a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate.
- ▶ Candidates are made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments.

(AA 4.2.5)

- ▶ The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:

- ▶ in the classroom (where appropriate); or
- ▶ working in small groups for reading and/or writing; or
- ▶ literacy support lessons; or
- ▶ literacy intervention strategies; and/or
- ▶ in internal school tests/examinations
- ▶ mock examinations

The only exceptions to the above would be a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course.

The use of a word processor

All Saints Catholic College complies with AA chapter 5 *Access arrangements available* as follows:

(AA 5.8.1)

- ▶ Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
- ▶ Only grants the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre.
- ▶ Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand)
(The above also extends to the use of electronic brailers and tablets)

(AA 5.8.2)

- ▶ Provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification.

(AA 5.8.4)

- ▶ In all cases, ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script (according to the instructions issued by the individual awarding body, not all require Form 4 to be sent with the exam scripts, please consult each AB, however it must be kept for inspection purposes.)
- ▶ Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

Word processors and their programmes

All Saints Catholic College complies with ICE 8.8 *Word processors* instructions by ensuring:

- ▶ word processors are used as a type-writer, not as a database, although standard formatting software is acceptable.
- ▶ word processors have been cleared of any previously stored data, as must any portable storage medium used.
- ▶ where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff
- ▶ word processors are in good working order at the time of the examination.
- ▶ word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.
- ▶ where a candidate using a word processor is accommodated separately, a separate invigilator is used.
- ▶ word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium.
- ▶ documents are printed after the examination is over.
- ▶ candidates are present to verify that the work printed is their own.
- ▶ word processed scripts are inserted in/attached to any answer booklet which contains some of the answers (and according to instructions issued by the individual awarding body)
- ▶ word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body.
- ▶ word processors are not used to perform skills which are being assessed.
- ▶ word processors are not connected to an intranet or any other means of communication.
- ▶ candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.
- ▶ graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.
- ▶ predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking.
- ▶ voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.
- ▶ word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Laptops and tablets

All Saints Catholic College further complies with ICE Chapter 14 instructions by ensuring:

(ICE 14.21)

- ▶ the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination

(ICE 14.22 & 14.23)

- ▶ candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.
- ▶ candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.
- ▶ candidates are instructed to appropriately number each page.
- ▶ candidates are instructed to use a minimum 12pt font and double spacing.
- ▶ invigilators remind candidates to save their work at regular intervals.
- ▶ where it is possible 'autosave' is set up on each laptop.
- ▶ candidates are present at the end of the examination when their script is printed off so they can verify that the work printed is their own.

Accommodating word processors in examinations

Candidates using word processors (including laptops or tablets) are internally accommodated in the following manner:

- ▶ assessment is completed in a small venue.

Invigilation arrangements relating to the use of word processors include the following:

- ▶ Students with a word processor have an invigilator present in the small venue.

The criteria All Saints Catholic College uses to award and allocate word processors for examinations

Exam candidates, as directed by the head of centre, are normally expected to handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place.

Awarding word processors

A candidate may be awarded the use of a word processor in exams where he/she has a firmly established need and it reflects the candidate's normal way of working within the centre. It must be evidenced that without the use of a word processor, the candidate would be at a substantial disadvantage to other candidates.

Exceptions might include where a candidate has, for example:

- ▶ a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- ▶ a medical condition
- ▶ a physical disability
- ▶ a sensory impairment
- ▶ planning and organisational problems when writing by hand
- ▶ poor handwriting

Allocating word processors

Appropriate exam-compliant word processors will be allocated by the IT department in liaison with the SENCo and the exams officer.

Statement produced by: Gus Diamond, Deputy Headteacher

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