

Word Processor Policy (Exams)

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This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on Access Arrangements and Instructions for Conducting Exams. References in this policy to AA and ICE relate to/are directly taken from the JCQ [Access Arrangements and Reasonable Adjustments 2019-2020](#) & [Instructions for Conducting Examinations 2019-2020](#) publications.

Introduction

The use of a word processor in exams and assessments is an available access arrangement.

(AA 4.2.1)

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

(AA 4.2.2)

Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

Candidates may not require the same access arrangements in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCOs should consider the need for access arrangements on a subject-by-subject basis.

Purpose of the policy

This policy details how Rosebery School complies with AA (chapter 4), **“Adjustments for candidates with disabilities and learning difficulties”** and (chapter 5.8), **“Word processor”**, when awarding and allocating a candidate the use of word processor in his/her exams.

The term ‘word processor’ is used to describe the use of a laptop.

The use of a word processor

The centre will

- allocate the use of a word processor to a candidate where it is their normal way of working within the centre (AA 5.8.1);
- award the use of a word processor to a candidate if it is appropriate to their needs;
Needs may include:
 - a learning difficulty which has a substantial and long-term adverse effect on the candidate’s ability to write legibly;
 - a medical condition;

- a physical disability;
 - a sensory impairment;
 - planning and organisational problems when writing by hand; and/or
 - poor handwriting (AA 5.8.4);
- only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1);
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2);
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3);
- consider the needs of the candidate at the start of the candidate's course leading to a qualification based on evidence gathered that firmly establishes the candidate's needs and 'normal way of working' in the classroom, internal tests/exams, mock exams etc. and confirm arrangements in place before the candidate takes an exam or assessment (AA 4.2.4);
- provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2).

The centre will 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 (AA 5.8.4).

Exceptions

The only exception to the above where the use of a word processor would be considered for a candidate would be:

- in the event of 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 (AA 4.2.4);
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4).

Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor will normally be seated in a separate exam room with other word processor candidates.

To comply with JCQ ICE regulations Chapter 14, Rosebery School

- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) (ICE 14.20);
- (where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21);
- ensures that once the candidate has completed their exam and printed off their typed script they handwrite their centre number, candidate number and the unit/component code on each page as a header or footer eg. 12345/8001 – 6391/01 (ICE 14.22);
The candidate will be supervised to ensure that they are solely performing their task and not re- reading their answers or amending their work in any way;
- ensures the candidate understands that each page of the typed script must be numbered, eg. page 1 of 6 (ICE 14.23);
- ensures the candidate is reminded to save their work at regular intervals; and
- instructs the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking (ICE 14.24).

As per ICE 14.25, Rosebery School will ensure the word processor

- is in good working order at the time of the exam;
- is accommodated in such a way that other candidates are not disturbed and cannot read the screen;
- is used as a typewriter, not as a database, although standard formatting software is acceptable, and is not connected to an intranet or any other means of communication;
- is cleared of any previously stored data;
- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc.;
- does not include graphic packages or computer aided design software unless permission has been given to use these;
- does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;
- does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software; and
- is not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Portable storage medium

Rosebery School will ensure that any portable storage medium (eg. a memory stick) used

- is provided by the centre; and
- is cleared of any previously stored data.

Printing the script after the exam is over

Rosebery School will ensure

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium;
- the candidate is present to verify that the work printed is their own;
- a word-processed script is attached to any answer booklet which contains some of the answers; and
- a word processor cover sheet is completed and included with the candidate's typed script (according to the relevant awarding body's instructions).

At the end of the exam, candidates who use a word processor will be collected from the exam venue by a member of the exams office team and escorted to the printing room to print their script. Invigilators will ensure that candidates who use a word processor do not leave the exam venue until they are collected by a member of the exams team or the Senior Invigilator.

Appendix 1

The criteria Rosebery School uses to award and allocate word processors for examinations

At Rosebery the 'normal way of working' for exam candidates is to handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

The use of word processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where they have a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Needs might include a candidate who has, for example:

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

The only exception to the above where the use of a word processor may be considered for a candidate would be

- on a temporary basis as a consequence of a temporary injury at the time of the assessment;
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates/

Arrangements for the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENDCO and the Exams Officer. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

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