# Word processor policy (exams)
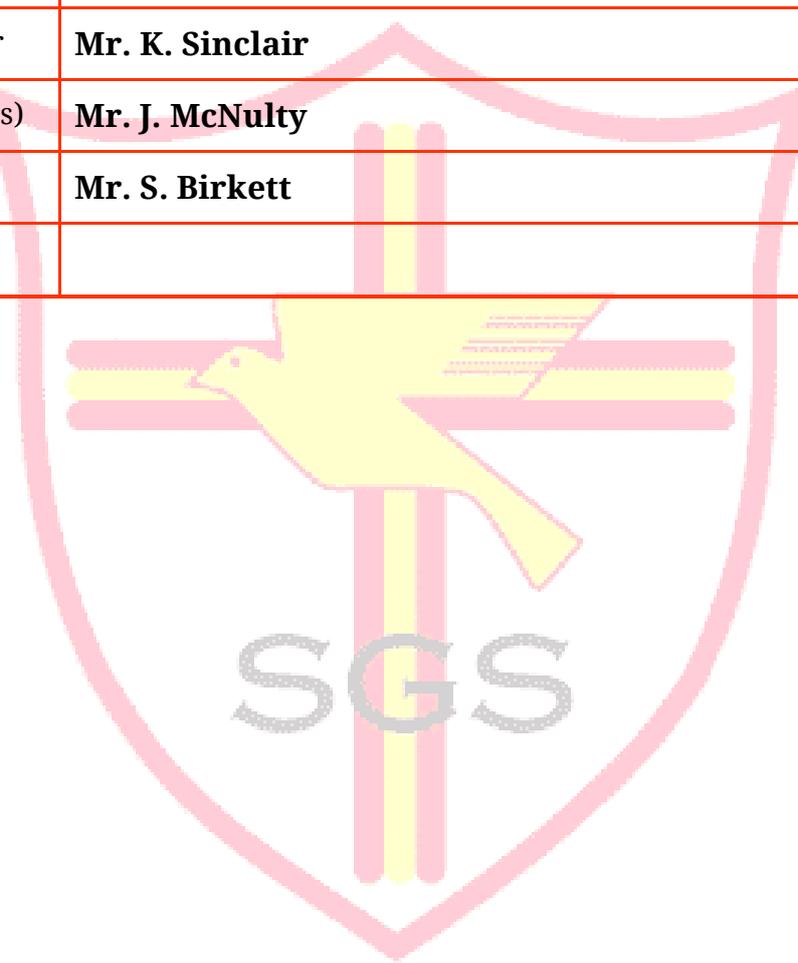
## 2018/19

This policy is reviewed annually to ensure compliance with current regulations

| Approved/reviewed by |
|---|
| Name: K. Sinclair<br>Title:    Examinations Officer |

| Date of next review: | 1 March 2020 |
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## Key staff involved in awarding and allocating word processors for exams

| Role | Name(s) |
| --- | --- |
| SENCo | **Miss L. Togher** |
| Exams officer | **Mr. K. Sinclair** |
| SLT member(s) | **Mr. J. McNulty** |
| IT manager | **Mr. S. Birkett** |
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# Contents

# 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 2017-2018* and ICE to JCQ *Instructions for conducting examinations 2017-2018*.

## 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

- St. Gregory's Catholic Science College complies with AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:

- (AA 4.2.1)
- Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate

- (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.

- **Centre specific processes**
- [Detail any centre specific processes or information not covered through AA information above or delete this section if not considered relevant here]

- ## The use of a word processor

- St. Gregory's Catholic Science 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)

     o  (The above also extends to the use of electronic braillers 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 5.8.3)
- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- Are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen

(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)
- 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

- **Centre specific processes**
- [Detail any centre specific processes or information not covered through AA information above or delete this section if not considered relevant here. It may be useful here to set out the particular types of candidates which your centre considers would benefit from the use of a word processor and stipulate that a word processor cannot be granted just because a candidate prefers to use one (see AA publication page 54)]

## Word processors and their programmes

St. Gregory's Catholic Science 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
- an unauthorised memory stick is not permitted for use by a candidate
- 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

- **Centre specific processes**
- [Detail any centre specific processes or information not covered through ICE information above or delete this section if not considered relevant here]

## Laptops and tablets

St. Gregory's Catholic Science College further complies with ICE 8.8 instructions by ensuring:

- tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'
- 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
- candidates with fully charged laptops or tablets are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points
- 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/tablet
- 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

**Centre specific processes**

- [Detail any centre specific processes or information not covered through ICE information above or delete this section if not considered relevant here]

## Accommodating word processors in examinations

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

- Candidates are located in specifically allocated rooms.
- These rooms are available only to the SEN department for the duration of the examinations season.

- Candidates are normally housed in the same rooms for all their examinations.

Invigilation arrangements relating to the use of word processors include the following:
- Invigilators are SEN staff (LSAs) who are trained in managing access arrangements.

**Appendix 1**

## The Criteria St. Gregory's Catholic Science College uses to Award and Allocate Word Processors for Examinations

Laptops – if a student uses a laptop in their day to day lessons then it is their normal way of working and they may be allowed the use of one in an examination. The laptop will not be their "usual" one and will be provided with a "clean" image, with external communications disabled, and spelling and grammar checking disabled.

At St Gregory's it is standard practice that students in years 7 -9, who have problems recording their written work are in receipt of a Nano machine. Students then progress to a laptop in years 9 and 10, this is to fulfil the criteria, that it is the student's normal way of working.

Historically, St Gregory's have demonstrated that the following candidates, benefit from the use of a laptop:

- Candidates with a medical condition

- Candidates with a physical disability

- Candidates with a sensory impairment

- Candidates with planning and organisational problems, when writing by hand

- Candidates with 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. In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 2.11 of ICE.