



**ST PETER'S SCHOOL  
WORD PROCESSOR POLICY (EXAMS)**

**Date of review: January 2024**

**Date of next review: January 2025**

**Reviewer: Examinations and Analytics Manager**

**Date of Governing Board ratification: C & S 8<sup>th</sup> February 2024**

Document Control		
Edition	Issued	Changes from previous
1	Nov 2016	Rewritten policy
2	Nov 2017	No changes
3	Nov 2018	Rewritten due to updated JCQ Regulations
4	Nov 2019	Updated due to JCQ regulations
5	Jan 2021	Minimal changes due to JCQ regulations
6	Jan 2022	Minimal changes due to JCQ regulations
7	Jan 2023	Minimal changes due to JCQ regulations updates
8	Jan 2024	Minimal changes due to JCQ regulations update
Policies/Documents referred to in this policy		Post holders/Persons named in this policy
This policy <b>links to other school policies</b> on:		

This policy is reviewed annually to ensure compliance with current regulations

# Word processor policy (exams)

## 2023/24

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 2023/24* and ICE to JCQ *Instructions for conducting examinations 2023/2024*

### **Introduction**

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

(AA 4.2.1)

The purpose of an access arrangement/reasonable adjustment 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/ adjustments 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/ reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate, SENCoS must consider the need for access arrangements/ reasonable adjustments on a subject-by-subject basis.

(AA 4.2.1)

The SENCo must ensure that the proposed access arrangement / reasonable adjustment does not unfairly disadvantage or advantage a candidate.

(AA 4.2.7)

The candidate must have had appropriate opportunities to practise using the access arrangement(s)/ reasonable adjustment(s) before their first examination.

## **Purpose of the policy**

This policy details how St Peter's school complies with AA (chapter 4) (Managing the needs of candidates and principles for centres), (chapter 5.8) Word processor and ICE (sections 14.20-25) when awarding and allocating a candidate the use of word processor in examinations.

The term "word processor" is used to describe for example, the use of a computer, laptop or tablet.

## **The criteria St Peter's school uses to award and allocate word processors for examinations and assessments**

The "normal way of working" for exam candidates, as directed by the head of centre, is that candidates handwrite their exams unless there are exceptions.

### **Exceptions**

A candidate may be awarded the use of a word processor in examinations where:

- The candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology
- The candidate has 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.

The centre will

- Allocate the use of a word processor to a candidate with the spelling and grammar check/ predictive text disabled (switched off) where it is their normal way of working within the centre (AA5.8.1)
- Award the use of a word processor to a candidate where appropriate to their needs

For example, a candidate with:

- 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 (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)
  - Process access arrangements/ reasonable adjustments at the start of the course, or as soon practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)
  - Provide the use of 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 they now want to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home (AA 5.8.4)

Additionally the use of a word processor would be considered for a candidate

- 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 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 is accommodated in the main exam venue with the main cohort.

In compliance with the regulations the centre

- Provides a word processor with the spelling and grammar check /predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise (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 the battery is sufficiently charged for the duration of the exam (ICE 14.21)
- Ensure the candidate is reminded that their centre number, candidate number and the unit / component code appear on each page as a header or footer e.g 12345/7685- 8700/1 (ICE 14.22)
- If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination and printed of their typed script, they are instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading or amending their work in any way.
- Ensures the candidate understands that each page of the typed script must be numbered e.g. 1 of 6 (ICE 14.23)
- Ensures the candidate is reminded to save their work at regular intervals. (or where possible, an IT technician will set up "autosave" on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- Instruct(s) the candidate to use a minimum of 12 pt font and double spacing to make marking easier for examiners (ICE 14.24)

(ICE14.25)

The centre will ensure the word processor

- Is only used in a way that ensures a candidate's script is produced under secure conditions
- Is not used to perform skills which are being assessed
- 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
- Is cleared of any previously stored data, as must any portable storage medium used
- Any portable storage medium used is provided by the centre
- 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 computer reading (text to speech) software unless the candidate has permission to use a computer reader

- Does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- Is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

**Printing the script after the exam is over (ICE 14.25)**

The centre will ensure

- The candidate is present to verify that the work printed is their own, the candidate will either be escorted to the exams officer for work to be printed or the exams officer will bring the work to the candidate once completed for verification before the candidate is allowed to leave the exam.
- 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
- word processed scripts are inserted / attached to any answer booklet which contains some of the answers
- if a candidate omits to insert the required header or footer, he/she is instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions). (ICE 14.26)

The centre may retain electronic copies of word-processed scripts as the electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body. (ICE 14.27)