



# Word Processor Policy (Exams)

## 2019 - 2020

This policy is reviewed annually to ensure compliance with current JCQ regulations.

Approved/reviewed by	
Date of next review	

## 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.

## Purpose of the policy

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

## Principles for using a word processor

Gordano School complies with AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:

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.

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.

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.

4.2.5 **The arrangement(s) put in place must reflect the support given to the candidate in the centre, for example:**

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

The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment.

## The use of a word processor

Gordano School complies with AA chapter 5 *Access arrangements available* as follows:

5.8.1 Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre. 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. (This also extends to the use of electronic brailers and tablets.)

5.8.2 The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.

5.8.3 It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers. N.B. 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 computer screen.

5.8.4 In all cases a word processor cover sheet (Form 4) must be completed and included with each candidate's typed script. Principally, that a word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

### **Word processors and their programmes**

Gordano School complies with ICE 14.25 *Word processors* instructions by ensuring:

14.25 A word processor:

- a) must be used as a typewriter, not as a database, although standard formatting software is acceptable;
- b) must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data;
- c) must be in good working order at the time of the examination;
- d) must be 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 in another room, a separate invigilator will be required;
- e) must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;
- f) must be used to produce scripts under secure conditions, otherwise they may be refused;
- g) must not be used to perform skills which are being assessed;
- h) must not be connected to an intranet or any other means of communication;
- i) must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- j) must not include graphic packages or computer aided design software unless permission has been given to use these;
- k) must 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;
- l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;

m) must not be used on the candid candidate's behalf by a third party unless the candidate has permission to use a scribe.

**A word processor cover sheet (Form 4) must be:**

a) Printed from the JCQ website -

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

and be:

b) included with the candidate's typed script. Please refer to the relevant awarding body's

instructions as different processing arrangements apply. An awarding body cannot guarantee a word processed script will be processed unless a cover sheet has been included.

**Advice: Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.**

### **A statement on the criteria Gordano School uses to allocate word processors.**

**A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.**

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. Candidates are reminded of their responsibility to write clearly in all exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of scribe/speech recognition technology.

#### **Awarding word processors**

There are also exceptions where a candidate may be awarded the use of a word processor in exams where s/he has a firmly established need and 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 use of a word processor must reflect the candidate's normal way of working within the centre. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates.

The centre may wish to set out the particular types of candidates which it considers would benefit from the use of a word processor. 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.

This list is not exhaustive.

#### **Allocating word processors**

Appropriate exam-compliant word processors will be allocated by the Exams officer in liaison with the SENCO.

Please refer to the JCQ Guidelines for more information.