

**Word processor policy (exams)**

2018/19

This policy is reviewed annually to ensure compliance with current regulations

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| Approved/reviewed by |
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| Date of next review |  |

Key staff involved in awarding and allocating word processors for 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 [Access Arrangements and Reasonable Adjustments 2018-2019](http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance) and [Instructions for Conducting Examinations 2018-2019](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) 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. SENDCos should consider the need for access arrangements on a subject-by-subject basis.

Purpose of the policy

This policy details how Penair 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 for example, the use of a computer, laptop or tablet.

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 his/her 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)
* 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 candidates’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 is accommodated in a different room etc.

To comply with ICE 14, the centre

* 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 the candidate is reminded to ensure that his/her centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (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 off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this 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, e.g. page 1 of 6 (ICE 14.23)
* ensures the candidate is reminded to save his/her work at regular intervals. (or where possible, an IT technician will set up ‘autosave’ on each laptop/tablet)
* instruct the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking (ICE 14.24)

(ICE 14.25)

The centre 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 type-writer, 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
* 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**

The centre will ensure that any portable storage medium (e.g. a memory stick) used

* is provided by the centre
* is cleared of any previously stored data

**Printing the script after the exam is over**

The centre 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 his or her own
* a word processed script is attached to any answer booklet which contains some of the answers
* a word processor cover sheet (Form 4) is completed and included with the candidate’s typed script (according to the relevant awarding body’s instructions)

**Centre specific processes**

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

* If there are a small number of candidate using word processors and there is enough room available in the access arrangements room then those students will use the exam laptops and work there. If there are a greater number of candidates using word processors then computer rooms will be booked and specific log-in and password details used to comply with exam regulations.

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

* All rooms where candidates are using word processors will be invigilated according to the JCQ regulations.

 Other arrangements relating to the use of word processors include:

* Clean memory sticks are kept locked away in the Exams Office and will be given to invigilators on request. Candidates working in computer rooms can print to a central printer and will be escorted at all times whilst collecting work.

Appendix 1

The criteria Penair uses to award and allocate word processors for examinations

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| The following are the requirements laid down by Penair for candidates who require the use of a word processor in JCQ public examinations and or controlled assessments/non examined assessments:* If a candidate believes they should be using a word processor for their examinations and or controlled assessments/non examined assessments they must first speak with SEND Team. The use of a laptop will only be granted to a student if it is appropriate to their needs and approved by the SEND Team.
* If the SEND team agree that a word processor is acceptable for a candidate to use in their examinations and or controlled assessments/non examined assessments they just inform the examinations officer and subject leader staff by email.
* The examinations officer, once informed, will then add this entitlement to their SIMS Exams profile so it is recorded for public examination seasons. However, please note that the candidate may or may not wish to use the word processor on the day of the examination.
* The subject leader must make sure that the word processor is ready if the candidate wants to use this for their controlled assessment. However please note that the candidate may or may not wish to use the word processor on the day of the controlled assessment. Please note that word processors cannot be used in controlled assessments/non examined assessments if prohibited for that unit and or specification. If in doubt subject leader to email examinations officer who will then contact relevant awarding body by email to ask permission for use of word processor in that controlled assessment unit/non examined assessment. Subject leader needs to contact Examinations officer 2 weeks before controlled assessment/non examined assessment is due to take place.
* The Centre requirement and recommendation for candidates regarding use of word processors in examinations and or controlled assessments/non examined assessments is that this is their normal way of working within class and will not hinder the candidate in completing the examinations and or controlled assessments/non examined assessment at any time.
* Where possible, students taking year group, in class and other tests and assessments will have the opportunity to use a word processor, if one is available. This centre follows the 2017-18 JCQ rules from the Access Arrangements regulation book regarding the use of word processors noted below: (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
* 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 braillers and tablets). (AA 5.8.1)
* Provides access to word processors to candidates in non-examination assessments (including controlled assessments or coursework) components as standard practice unless prohibited by the specification. (AA 5.8.2)
* 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
* In all cases, ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script (AA 5.8.4)
* 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
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Statement produced by: **Mrs M Eastburn-Cutts, Deputy Headteacher**