

Word Processor Policy (Exams)

Requisite: JCQ Requirement		Internal Approval	
Vers.	Approval Date	Approved/reviewed by	Next Review Date
A	November 2020	Lee Morgans	September 2021
B	October 2021	Lee Morgans	September 2022
C	September 2022	Laura McMahon	September 2023
D	September 2023	Ryan Williams	September 2024

This policy is reviewed and updated annually on the publication of updated JCQ regulations.

References in this policy to **AA** and **ICE** relate to/are directly taken from the JCQ publications **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
SENCo	Charlie McKenna
Exams officer	Katy Trussell
Senior leader(s)	Ryan Williams
IT manager	Shanti Mistry

Introduction

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

The following principles are applied to access arrangements at The Dorcan Academy:

- 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 4.2.1)
- 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 4.2.2)

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- 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 4.2.3)
- The SENCo must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage a candidate. (AA 4.2.)
- The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) before his/her first examination. (AA 4.2.7)

Purpose of the policy

This policy details how The Dorcan Academy complies with AA chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE sections 14.20-27 (Word processors (computers, laptops and tablets) 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 The Dorcan Academy 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 Dorcan Academy will:

- allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text disabled (switched off) 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 where appropriate to their needs (AA 5.8.4)

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

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- planning and organisational problems when writing by hand
- poor handwriting (AA 5.8.4)
(This list is not exhaustive)
- 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 as 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 Dorcan Academy will not:

- simply grant the use of a word processor to a candidate because he/she now want to type rather than write in examinations or can work faster on a keyboard, or because he/she uses 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)

Centre specific processes

A member of the centre's senior leadership team or SENCo must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations. (AA 5.8)

The SENCo must liaise with the candidate's teachers to establish whether the candidate has a learning difficulty which has a long-term effect on his/her ability to write legibly. The SENCo will produce evidence to show the candidate's 'normal way of working' and state when the candidate will require the use of a word processor.

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

A candidate using a word processor is accommodated in either the main examination hall or in a room for a smaller group of candidates according to their needs.

In compliance with the regulations, The Dorcan Academy:

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- provides 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, 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 that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21)
- ensures the candidate is reminded to ensure that their 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 that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off his/her typed script, he/she is instructed to handwrite their 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)
- 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 their work at regular intervals. (or where possible, an IT technician will set up 'autosave' on each laptop/tablet (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)
- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

The Dorcan Academy will ensure the word processor:
(ICE 14.25)

- 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 is acceptable
- 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), e-mail, the Internet, social media sites, 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 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

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- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Portable storage medium

The Dorcan Academy will ensure that any portable storage medium (e.g. a memory stick) used: (ICE 14.25)

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

Printing the script after the exam has ended

The Dorcan Academy will ensure:

(ICE 14.25)

- 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/her own
- a word-processed script is attached to any answer booklet which contains some of the answers
- 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)
- 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 Dorcan Academy 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)

Centre specific processes

The Dorcan Academy will retain electronic copies of word-processed scripts until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. The electronic copy will be held safely and securely on the school's network in an area with limited access to the files (L: drive, Exams Only folder).

Allocating word processors at the time of the assessment

Appropriate exam-compliant word processors will be allocated by the IT department in liaison with the SENCo and the Exams Officer. The Exams Officer has a set of laptops/tablets which are set up for exams use only and will be provided to the candidate. Candidates who have approved access arrangements for a word processor will be shown in advance how to use the software for their examinations.

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- **Revision Notes**

Rev A	original
Rev B:	Updated for 2021/22
Rev C:	Updated for 2022/23
Rev D:	Updated 2023/24