



## **Word Processor Policy (Examinations)**

**2022 - 2023**

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## Word Processor Policy (Examinations)

### Purpose of The Policy

This policy details how Denton Community College complies with JCQ document Access Arrangement and Reasonable Adjustments and Instructions for Conducting Examinations, for the awarding and allocating of Word Processors to candidates with disabilities and learning difficulties to use of word processor in their exams.

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 2020/21 and ICE to JCQ Instructions for conducting examinations 2020/21.

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

### Key Staff Involved In The Word Processor Policy

ROLE
SENCO
Examinations Manager
Head of Centre
Senior Leadership Team Members
IT Manager

### Principles For Using A Word Processor

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

Denton Community College complies with the AA chapter 4 Principals for centres

#### (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.*

*The SENCO must ensure that the proposed access arrangement does not disadvantage or advantage a candidate.*

#### (AA 4.2.2)

*Although access arrangements/reasonable adjustment 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 adjustment 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 adjustment on a subject-by-subject basis.*

#### (AA 4.2.7)

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

*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.*

## **The Use Of A Word Processor**

Denton Community College complies with AA Sections 5.8 & 4.2

The centre will:

### **(AA5.8.1)**

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.

### **(AA 5.8.4)**

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. 4.2.1)**

Only permit the use of a word processor where the integrity of the assessment can be maintained.

### **(AA 4.2.2)**

Not grant the use of a word processor where it will compromise the assessment objectives of the specification in question.

### **(AA 4.2.3)**

Consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification.

### **(AA 4.2.4)**

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 5.8.2)**

Provide the use of a word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification.

The centre will not:

### **(AA 5.8.4)**

Simply grant the use of a word processor to a candidate because they now wants to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home.

## **Exceptions**

The only exceptions to the above where the use of a word processor would be considered for a candidate would be:

### **(AA 4.2.4)**

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).

**(AA 5.8.4)**

Where the curriculum is delivered electronically and the centre provides word processors to all candidates.

**Arrangements At The Time Of The Assessment For The Use Of A Word Processor**

A candidate using a word processor could be accommodated in the Sports Hall with the main cohort or in a different room.

In compliance with the regulations, the centre:

**(ICE 14.20)**

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 14.21)**

Where a candidate is to be seated with the main cohort without the use of a power point, checks on 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 14.22)**

Ensures the candidate is reminded to put 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.

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 their typed script, they are instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process ensuring that they are solely performing this task and not re-reading their answers or amending their work in any way.

**(ICE 14.23)**

Ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6.

**(ICE 14.24)**

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 & 14.25)**

Instruct the candidate to use a minimum of 12pt font and double spacing in order to make marking easier for the examiners.

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 not connected to an intranet or any other means of communication.
- 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 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 used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

#### **Portable storage medium**

##### **(ICE 14.25)**

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**

##### **(ICE 14.25)**

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 their own.
- A word processed script is attached to any answer booklet which contains some of the answers.
- Where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions)

A word processor must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader;

##### **(ICE 14.27)**

Centres may retain electronic copies of word-processed scripts. 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.



# Head of Centre Statement

2022/23



## Head Of Centre's Statement On The Awarding And Use Of Word Processors In Examinations

At Denton Community College the 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

### The Use Of Word Processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where the candidate has a firmly established need and reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to the candidate.

This may include where a candidate has, for example:

- 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.

The only exception to the above where the use of a word processor may be considered for a candidate would be:

- On a temporary basis as a consequence of a temporary injury at the time of the assessment.
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates.

### Arrangements For The Use Of Word Processors At The Time OF The Assessment

Appropriate exam-compliant word processors will be provided by the Examinations Manager in liaison with the SENCO and Assessor at the beginning of each examination. A review of the cohort will take place at the beginning of each year to ensure sufficient appropriate word processors are available to those candidates with this access arrangement.

**Statement Produced By:** Mr G Rule (Head of Centre)

**Statement Date:** September 2022