



# Word processor policy

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## 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 [September 2022 - August 2023 Access Arrangements and Reasonable Adjustments pages 57-58](#) and [Instructions for conducting examinations](#).

## Purpose of the policy

This policy details how Sarah Bonnell School manages and administers the use of word [https://www.jcq.org.uk/wp-content/uploads/2022/08/AA\\_regs\\_22-23\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/AA_regs_22-23_FINAL.pdf) processors in examinations and assessments.

## Principles for using a word processor

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 should consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.*

*(AA 4.2.1) The additional Learning Support lead/SENCo must ensure that the proposed access arrangement/reasonable adjustments does not 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.*

## **The use of a word processor**

Sarah Bonnell School 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 (AA 5.8.1)
- Award the use of a word processor to a candidate where 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 and illegible 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 on as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are approved before an exam or assessment (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)
- Provide a word processor if the candidate is at a proficient level in typing. If the candidate is not proficient at typing, a scribe may be recommended.

There is no requirement for Sarah Bonnell School to carry out an assessment to determine whether a candidate can use a word processor in an examination, and no online application to use a word processor needs to be made *unless* the candidate needs access to a spell check or predictive text. If help with spelling is needed an application for the use of a scribe must be made. If approved, this will allow the candidate to use a word processor with the spell check or predictive text enabled.

Sarah Bonnell School will not:

Simply grant the use of a word processor to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the centre.

- (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)
- If the curriculum is delivered electronically and the centre provides word processors to all candidates (ICT 14.20)

## **Arrangements for the use of a word processor**

A candidate using a word processor is accommodated where possible in a separate classroom. Where this is not possible or viable candidates using word processors will be seated at the back of the main exam hall.

To comply with regulations, Sarah Bonnell School:

- 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)
- 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 write the centre number, candidate number and the unit/component code appear on each page as a header or footer (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 work at regular intervals
- instruct the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking (ICE 14.24)

Sarah Bonnell School 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 the internet 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 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 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)
- Candidates using a word processor must stay with the invigilator printing until such time as the script has been printed and labelled.

### **Allocating word processors**

- SENCo/Head of Learning Support will provide a list of candidates to the Exams Office on who requires a laptop.
- An exam-compliant word processor will be provided by the Exams Officer. **Word processors cannot be brought in from home to use**
- Candidates using a word processor will have a specific 'exam' log-in issued to them

**Support for a candidates readiness to use word processors**

Parents will be given an online touch typing website that they can access to build the candidates proficiency in typing. We recommend **Doorway Online 10 minutes a day**. This is a free touch typing course that the candidate can access at home or in school.