BISHOP RAWSTORNE
Church of England Academy

Word Processor Policy

'But the wisdom that comes from heaven is first of all pure; then peace loving, considerate, submissive, full of mercy and good fruit, impartial and sincere'
James 3:17

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Approved by: **Deputy Headteacher**
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FORTITER ET FIDELITER
Bravely and Faithfully

Bishop Rawstorne Church of England Academy Word Processor Policy

Verse

"But the wisdom that comes from heaven is first of all pure; then peace loving, considerate, submissive, full of mercy and good fruit, impartial and sincere."
James 3:17

Vision

"Bishop Rawstorne Church of England Academy aspires to cultivate wisdom rooted in Christian Values. It is our vision that all members of our community will experience life in all its fullness, flourishing through dignity, knowledge and understanding, bound together in unity, giving hope and worth to all."

Our Values

Hope, Service, Compassion, Peace, Wisdom, Fellowship.

Our values are taken from the work of Neville Norcross 'Christian Values for Church Schools'. Whilst there are many Christian values, we have chosen the six above to complement our commitment to a rich curriculum and outstanding pastoral care.

Philosophy

At Bishop Rawstorne Church of England Academy, we are committed to providing equitable access to learning and assessment for all students. Guided by our Christian values of compassion, dignity, and fairness, our word processor policy ensures that pupils with specific learning needs or access requirements are supported in a way that enables them to demonstrate their full potential. The appropriate use of technology reflects our belief in removing barriers and fostering an inclusive environment where every learner can thrive.

CODE OF CONDUCT IN OUR CHRISTIAN COMMUNITY

Our aim is to ensure that you feel happy, safe and secure in your school.

We believe:

- that every individual in our community is a unique and valuable creation made in the image of God.
- we all have a right to be considered equal, worthy of respect and esteem.
- we all have a responsibility to treat others as we would like to be treated ourselves

1. Purpose of the Policy

This policy sets out the arrangements for the use of word processors by candidates in examinations and assessments at the centre. It has been written in accordance with the Joint Council for Qualifications (JCQ) regulations and guidance. The purpose of providing a word processor is to remove barriers to assessment and enable candidates to demonstrate their knowledge, skills and understanding independently. The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to their individual needs.
A word processor will not be provided solely because a candidate prefers to type rather than write by hand, can work faster using a keyboard or uses a laptop at home.

2. Candidates Who May Benefit from Using a Word Processor
The centre recognises that some candidates may experience difficulties when producing written work by hand. The use of a word processor may be appropriate for candidates who have:

- 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 difficulties when writing by hand.
- Poor handwriting which affects the legibility of their written work.
- A short-term physical injury which temporarily affects their ability to write.

This list is not exhaustive. Each candidate will be considered individually, taking account of their needs and normal way of working within the centre.

3. Identifying and Approving the Use of a Word Processor
The decision to allow a candidate to use a word processor will be made by the SENCo, in consultation with relevant teaching staff and the Examinations Officer where appropriate.
The centre will consider:

- The candidate's individual needs and difficulties.
- Whether using a word processor is their normal way of working within the centre.
- Whether the candidate regularly uses a word processor in lessons, internal assessments and mock examinations.
- Whether the use of a word processor enables the candidate to produce work more effectively and independently.
- Whether the arrangement is appropriate for the examination or assessment being undertaken.

A formal diagnosis is not necessarily required for the provision of a word processor where it is the candidate's normal way of working and the arrangement is appropriate. The centre will not automatically provide a word processor to every candidate who falls within one of the categories listed in Section 2. A member of the centre's senior leadership team will be responsible for producing and reviewing this policy. The policy will be made available for inspection.

4. Use of Word Processors in Examinations
The centre will provide a word processor, such as a laptop or PC, where this is the candidate's normal way of working within the centre, unless the relevant awarding body's specification states otherwise.
Trelson software will be used on the centre's laptops and PCs for examination purposes.
The word processor will normally be provided with the following facilities switched off:

- Spelling and grammar checkers.

- Predictive text.
- Automatic spelling correction.
- Other writing assistance features.

Where a candidate has the appropriate permission to use a scribe and meets the relevant JCQ requirements, spelling and grammar checkers and/or predictive text may be permitted in accordance with JCQ regulations. Candidates may type extended written answers and handwrite shorter answers in their answer booklet where this is appropriate. Candidates may also use an answer booklet alongside their word processor if they wish to do so. Any typed work must be attached to the answer booklet containing their answers.

5. Examination Security and Preparation of Equipment

All equipment used during examinations will be checked and prepared in advance by an appropriate member of staff.

Before each examination, the centre will ensure that:

- The equipment is in good working order.
- All previously stored documents, files and data have been removed.
- Any portable storage device provided by the centre has been cleared of previously stored data.
- Internet access, email, social media and other unauthorised applications are disabled or inaccessible.
- All AI tools and AI writing assistance features are switched off and inaccessible.
- Spelling and grammar checkers and predictive text are disabled, unless specifically permitted under JCQ regulations.
- Text-to-speech facilities are disabled unless the candidate has permission to use a computer reader.
- Speech recognition software is disabled unless the candidate has permission to use a scribe.
- Other unauthorised applications, including spreadsheets and calculators where prohibited, cannot be accessed.

The centre will check for AI features within the word-processing software, the device's operating system and any network-connected applications. The centre will test its arrangements in advance to ensure candidates cannot access prohibited tools or assistance. The word processor must be used as a typewriter and not as a database. Candidates must not have access to prepared templates, stored answers or other unauthorised resources.

The equipment will be positioned so that other candidates cannot read the screen and the use of the word processor does not disturb other candidates. Where a candidate is required to sit in a separate room, appropriate invigilation arrangements will be made in accordance with JCQ regulations.

6. Saving and Producing Examination Work

The centre will ensure that candidates' work is saved securely throughout the examination.

Trelson software and the examination equipment will be configured to save work regularly where automatic saving is available.

Candidates will also be reminded by the invigilator to save their work at regular intervals. Candidates must ensure that their centre number, candidate number and unit or component code appear on every page of their typed work, either as a header or footer.

Each page must be numbered, for example, Page 1 of 6.

Candidates should use a minimum font size of 12pt and double spacing wherever possible to assist examiners with marking. Each examination component must be saved as a separate document where appropriate.

7. Printing and Submission of Examination Work

Printing must take place after the examination has finished.

The candidate must remain present while their work is printed and must verify that the printed work is their own. The candidate must not be allowed to amend or add to their work after the examination has finished.

Where a candidate has completed some answers in an answer booklet and others using a word processor, the printed typed script must be attached to the answer booklet.

Any required awarding body or JCQ word processor cover sheet must be completed and attached to the candidate's script in accordance with the relevant examination regulations.

The centre will ensure that all printed work is clearly identified and securely submitted to the appropriate awarding body.

8. Responsibilities of Staff

The SENCo is responsible for identifying candidates who may benefit from using a word processor and ensuring that the arrangement reflects their normal way of working.

The Examinations Officer is responsible for ensuring that the use of word processors during examinations complies with JCQ regulations and awarding body requirements.

The IT department or nominated member of staff is responsible for preparing and checking the equipment, ensuring that unauthorised software and features are disabled and that the examination software is functioning correctly.

Invigilators are responsible for supervising candidates using word processors and reminding them to save their work at appropriate intervals.