Word Processor Exams Policy
Ref E009

This policy applies to all individuals on the school site/premises

Contents
1. Introduction
2. Purpose of the policy
3. Use of word processors
4. The arrangements at the time of an assessment for the use of a word processor

Appendix 1: The criteria the centre uses to award and allocate word processors for examinations – A Statement by SLT

Document Control

Title	E009 Word Processor Exams Policy
Date	October 2022
Supersedes	
Amendments	
Related Policies/Guidance	E001 Examinations Policy E003 Emergencies in Exams Policy E004 Non-Examination Assessment Policy E005 Enquiries about results and appeals procedures E006 GDPR Exams Policy E007 Internal Appeals Procedures
Review	1 year
Author	A. O'Connell, J. Dawson
Date consultation completed	
Date adopted by Trust Board	

Prospere Learning Trust is a Multi Academy Trust
Registered in England and Wales number 10872612
Registered Office: Firbank Road, Manchester, M23 2YS

1. Introduction

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

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessments 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.

Although access arrangements/reasonable adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

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. ALS leads/SENDCos must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.

The Additional Learning Support lead/SENDCo must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate.

The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) before their first examination.

2. Purpose of the policy

The policy details how Chorlton High School complies with the JCQ guidance (Access Arrangement and Reasonable Adjustments Chapter 4, Section 5.8 and the JQC ICE Section 14.20 -14.25) in relation to awarding and allocating a word processor to a candidate in examinations.

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

3. The use of Word Processors

The use of word processors in exams and assessments is an available access arrangement/reasonable adjustment and may be granted to remove barriers to assessment for disabled candidates. The use of a word processor must prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties, and it must be appropriate to the candidate's needs. (Head of Centre Statement – 2018)

"A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home." [JCQ Publication - Access Arrangements & Reasonable Adjustments, page 57]

Candidates may be granted use of a word processor under a variety of circumstances, provided it reflects the support given to them as their normal way of working. Examples include a candidate with (this list is not exhaustive and decisions will be made on a case-by-case basis):

- 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.
- Very poor handwriting.

In order for use of a word processor to be approved in examinations, the Exams Manager must be in receipt of all supporting evidence and normal way of working prior to implementation of the arrangement. The integrity of the assessment must be maintained.

The Centre will:

- Allocate 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.
- Not grant the use of a word processor where it will compromise the assessment objectives of the specification in question.
- Consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification.
- Process access arrangements/reasonable adjustments 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.
- Provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification

The Centre will not:

- simply grant the use of a word processor to a candidate where it is not their normal way of working, because they prefer now want 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

- 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
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

4. The arrangements at the time of an assessment for the use of a word processor

A candidate using a word processor will be accommodated within the Access and Achievement Department of Chorlton High School. Invigilation procedures are the same regardless of whether a word processor is used and are in accordance with the JCQ regulations.

4.1. Implementing the use of Word Processors

Word processors must (as per JCQ Publication – Instructions for Conducting Examinations, page 30):

- be used as a type-writer and not a database.
- have no previously saved data, as must any portable storage devices used. Candidates' own memory sticks must not be used under any circumstances.
- be in good working order at the time of the examination.
- be arranged in such a way so that other candidates cannot read the screen. Where a candidate is accommodated in a separate room, a separate invigilator must be used.
- be connected to a printer or have the facility to print from a secure portable storage device. This must take place immediately after the exam has finished. Candidates must verify that all printed work is their own. Word processed answers must be attached to answer booklets.
- be used under secure conditions.
- not be used to perform skills which are being assessed.
- not be connected to an intranet or other means of communication.
- not have access to other applications such as a calculator, spreadsheets (where prohibited in the specification).
- must not include graphic packages or computer aided design software unless permission has been granted.
- not have predictive text software or automatic spelling and grammar check enables unless the candidate has been permitted the use of a scribe.
- must not include speech recognition technology unless the candidate has permission to use a scribe.
- Must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader.
- not be used on the candidate's behalf by a third party unless the candidate has been granted the use of a scribe.

The centre must:
- ensure that the battery capacity of all portable word processors (laptops etc.) is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination.
- remind candidates to ensure that their centre number, candidate name/number, unit and component code appear on each page as a header or footer.
- remind the candidate that each page of the typed script must be numbered, e.g. page 1 of 6
- remind candidates to save their work at regular intervals.
- remind candidates to use a minimum 12pt font and double line spacing.

4.2. Procedure for justification of a word processor

1. Teaching staff or parents who are aware that a student's 'normal way of working' is with a word processor should contact the SENDCo and the Examinations Manager who will arrange, where necessary, for the student to be assessed to ensure the student is not disadvantaged.
2. Subject staff will:
   - Arrange for the SENDCo and Examinations Manager to receive all relevant documentation.
   - Advise and support the SENDCo and Examinations Manager in the practical implementation of Access Arrangements and Reasonable Adjustments.
3. As soon as possible after the deadline for applications the SENDCo will inform parents as to whether access to a computer has been approved, bearing in mind the school's need to support a student with an identified disability.
4. Centres must provide a word processor with the spelling and grammar check facility/predictive text disabled to the candidate where it is their normal way of working within the centre. (This also extends to the use of electronic braillers, iPads and pc tablets).

In all cases a word processor cover sheet (from 4) must be completed and attached to the completed script.

The Assessor will authorise on behalf of the SENDCo, on centre headed paper, that the candidate has fulfilled the centre's process and procedures and is permitted the use of the word processor during examinations as per their normal way of working.

Students using computers/word processors/netbooks for internal and external examinations must be given full training to ensure that the information that is required by the exam boards appears on the work that is sent to the examiner.

4.3. 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.

4.4. 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 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).
- 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 is writing to the awarding body.

Appendix 1

The criteria Chorlton High School uses to award and allocate word processors for examinations

> **The use of word processors**
> A candidate may be allocated the use of a word processor in exams where the candidate has a firmly established need and it reflects the candidate's normal way of working. By not being awarded a word processor, it would put the candidate at a substantial disadvantage to other candidates. A word processor will not simply be granted to a candidate because they would rather type than handwrite their examinations, type faster than handwrite or use a word processor/laptop at home.
>
> A word processor may be allocated to candidates with the following (this list is not exhaustive):
>
> - 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 IT department in liaison with the ALS lead/SENDCo and the Exams Manager. In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body's published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

Statement produced by Mr J Dawson, Deputy Headteacher Statement date: 20/10/2021