



# Durham Johnston

## POLICY FOR THE USE OF WORD PROCESSORS IN EXAMINATIONS

1	<b>SUMMARY</b>	This policy sets out how the school manages and administers the use of word processors to support students during examinations and assessments			
2	<b>RESPONSIBLE PERSON:</b>	SENCO			
3	<b>APPLIES TO:</b>	Students, staff, parents and carers			
4	<b>GROUPS/ INDIVIDUALS WHO HAVE OVERSEEN THE DEVELOPMENT OF THIS POLICY:</b>	SENCO, Leadership Group, Examinations Officer			
5	<b>RATIFYING COMMITTEE(S) &amp; DATE OF FINAL APPROVAL:</b>	Staff and Pupil Wellbeing Sub-Committee			
6	<b>VERSION:</b>	V2.0			
7	<b>AVAILABLE ON:</b>	<b>Staff Shared Drive</b>	Yes	<b>Website</b>	Yes
8	<b>RELATED DOCUMENTS:</b>	Examinations Policy SEND Policy			
9	<b>DISSEMINATED TO:</b>	Staff, students and parents / carers			
10	<b>DATE OF IMPLEMENTATION:</b>	March 2024			
11	<b>DATE OF NEXT FORMAL REVIEW:</b>	March 2025			

## DOCUMENT CONTROL

Date	Version	Action	Amendments
June 2023	1.0	Policy first implemented	N/A
March 2024	2.0	Policy amended	Updated in line with current JCQ regulations and guidance

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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 [Access Arrangements and Reasonable Adjustments](#) and [Instructions for conducting examinations](#).

References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2023-2024* and ICE to JCQ *Instructions for conducting examinations 2023-2024*

## **Purpose of the policy**

This policy details how the centre manages and administers the use of word processors (including laptops and tablets) in examinations and assessments.

## **Principles for using a word processor**

Durham Johnston Comprehensive School complies with AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:

### **(AA 5.8.4)**

The centre may wish to set out the type of candidate from which the use of a word processor. 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 difficulty;

A sensory impairment;

Planning and organisational problems when writing by hand;

This list is not exhaustive

### **(AA 5.8.1)**

Centres are allowed to provide 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 centre

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**

Durham Johnston Comprehensive School complies with AA 5.8 *Access arrangements available* as follows:

**(AA 5.8.1)**

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
- Only grants the use of a word processor to a candidate where it is their normal way of working (see 5.8.1 above) within the centre unless the candidate has a temporary injury
- Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand)
- (The above also extends to the use of electronic brailers and tablets)

**(AA 5.8.2)**

- Provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification

**(AA 5.8.3)**

- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- Are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet.
- The candidate avoids the difficulty of visually tracking between the question paper and screen

**(AA 5.8.4)**

- In all cases, ensures that a word processor cover sheet is completed and included with each candidate's typed script (according to the instructions issued by the individual awarding body)
- Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home

**Word processors and their programmes**

- Durham Johnston Comprehensive School complies with ICE Word processors instructions by ensuring:
- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors have been cleared of any previously stored data, as must any portable storage medium used
- an unauthorised memory stick is not permitted for use by a candidate

- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff
- word processors are in good working order at the time of the examination
- word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen
- where a candidate using a word processor is accommodated separately, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over
- candidates are present to verify that the work printed is their own
- word processed scripts are inserted in/attached to any answer booklet which contains some of the answers (and according to instructions issued by the individual awarding body)
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication.
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

As part of 'normal way of working' additional time will only be allowed where there is:

- a history/picture of need and examination board approval for the relevant examination/s
- the use of a word processor does not remove the barrier presented (for example) by slow speed of handwriting.

A word processor with spell check enabled will be allowed in certain subjects when a candidate's impairment has a substantial and long-term adverse effect and there is evidence that this is the candidate's normal way of working (7.5.11).

## **Laptops and tablets**

Durham Johnston Comprehensive School further complies with ICE instructions by ensuring:

- tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'
- the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination
- candidates with fully charged laptops or tablets are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points
- candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer
- candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way
- candidates are instructed to appropriately number each page
- candidates are instructed to use a minimum 12pt font and double spacing
- invigilators remind candidates to save their work at regular intervals
- where it is possible 'autosave' is set up on each laptop/tablet
- candidates are present at the end of the examination when their script is printed off so they can verify that the work printed is their own

### **If a candidate is sitting an exam at home:**

- School will provide a laptop and USB to save work onto
- School will provide an invigilator for GCSE/GCS examinations
- Paper to print exam responses (A4)

Parents are responsible for:

- Providing printing facilities for exam responses

## **Accommodating word processors in examinations**

Candidates using word processors (including laptops or tablets) are internally accommodated in the following manner:

- Organise computer rooms

Invigilation arrangements relating to the use of word processors include the following:

- Invigilators are trained to set up word processors.
- The exams officer will double check that the word processor is set up correctly before student uses this
- Invigilators contact exams staff at end of exams who print document securely once saved by student.

Other arrangements relating to the use of word processors include:

- Exams staff double check the master access arrangements and liaise with SEND staff regarding the allocation of Word Processors
- During exam periods secure logins are activated by IT Staff

### **Review**

- These arrangements were first authored in March 2022
- The member of staff responsible will review these arrangements every 12 months.

### **Key staff involved in awarding and allocating word processors for exams**

<b>Role</b>	<b>Name(s)</b>
<b>SENCo</b>	Helen Davies
<b>Exams officer</b>	Linda Gillham
<b>Internal Assessor</b>	Helen Davies

### **Centre Statement on the Use of Word Processors**

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.

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where he/she 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.

Needs might 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 IT department in liaison with the SENCO and the exams officer.

Where there are a number of locations being used for word processed exams, trained invigilators will ensure the appropriate disablement of prohibited functionality prior to the exam commencing.