



Montgomery
Academy

Montgomery Academy

An Academy within the Fylde Coast Academy Trust

Word Processor Policy (Exams)

Policy Review Date: March 2021

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 2019-2020](#) and [Instructions for Conducting Examinations 2019-2020](#).

References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2019-2020* and 'ICE' to JCQ *Instructions for Conducting Examinations 2019-2020*

Purpose of the Policy

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

Principles for Using a Word Processor

Montgomery Academy complies with AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:

- Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.

- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

- Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

- The use of a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate.
- Candidates are made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments.

- The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:
 - in the classroom (where appropriate); or
 - working in small groups for reading and/or writing; or
 - literacy support lessons; or

- literacy intervention strategies; and/or
- in internal school tests/examinations
- mock examinations

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

Montgomery Academy complies with AA chapter 5 *Access arrangements available* as follows:

- 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 within the centre.
- 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 braille writers and tablets.

- Provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification.
- 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.
- In all cases, ensures that a word processor cover sheet (Form 4) 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.

Centre Specific Processes

- A word processor cannot be granted just because a candidate prefers to use one

Word Processors and Their Programmes

Montgomery Academy complies with ICE *Word processors* instructions by ensuring that:

- the battery capacity of a laptop or tablet is checked before the candidate's examination(s) and the battery is sufficiently charged for the entire duration of the exam if it is not connected to power throughout the examination;
- candidates are reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer;
- candidates using applications that do not allow for the insertion of a header or footer (Notepad or Wordpad) handwrite their details as a header or footer when their completed exam has been printed off. This will 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;
- each page of typed script is numbered;
- invigilators remind candidates to save their work at regular intervals. Alternatively, an 'autosave' feature is set up by an IT technician if possible;
- unauthorised memory sticks are not used by candidates. Where required, the centre provides a memory stick, which is cleared of any previously stored data;
- where a candidate using a word processor is accommodated in another room, a separate invigilator is used;
- candidates are present to verify that the work printed at the end of the examination is his or her own;
- word processed scripts are attached to any answer booklet which contains some of the answers.

Montgomery Academy further complies with ICE instructions by ensuring that word processors:

- have spelling and grammar check/predictive text disabled unless the candidate has been permitted a scribe or is using speech recognition technology, or the awarding body's specification permits the use of automatic spell check;
- are used as a type-writer, not as a database, although standard formatting software is acceptable;
- are clear of any previously stored data;
- are in good working order at the time of the examination(s);
- 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;
- are used to produce scripts under secure conditions;
- are not used to perform skills which are being assessed;
- are not connected to an intranet or any other means of communication;
- do not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

A word processor cover sheet (Form 4) is always included with the candidate's typed script.

The criteria Montgomery Academy uses to award and allocate word processors for examinations

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.

Awarding Word Processors

There are also exceptions where a candidate may be **awarded** 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.

Exceptions 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.

Allocating Word Processors

Appropriate exam-compliant word processors will be allocated by the IT department in liaison with the SENCo and the Exams Officer. 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 published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with JCQ Regulations.