

Word Processor Policy

(JCQ 2026 aligned)

Purpose of the policy

This policy outlines how Northwood School manages and administers the use of word processors in examinations and assessments, in accordance with current JCQ regulations.

Northwood School follows the requirements of the JCQ publication:

- Exam Access Arrangements and Reasonable Adjustments (EAA)
- Instructions for Conducting Examinations (ICE)

Principles for using a word processor

Northwood School complies with JCQ EAA as follows:

- A word processor is provided only where it removes a substantial disadvantage for a candidate with a disability or learning difficulty.
- Use must not compromise the integrity of the assessment or the assessment objectives.
- The need for a word processor is considered on a subject-by-subject basis.
- Approval is based on clear evidence of need and the candidate's normal way of working.
- A word processor is not granted solely due to preference, speed, or neatness.



Normal way of working includes:

- Classroom use (where appropriate)
- Internal assessments and mock exams
- Support sessions (e.g. literacy intervention)

Exceptions:

- Temporary injury
- Newly diagnosed condition during the course

The use of a word processor

Northwood School ensures that:

- Word processors are not provided with spelling/grammar check and predictive text is disabled, unless explicitly permitted.
- Access is granted only where appropriate and evidenced.
- Candidates may:
 - Type extended responses
 - Handwrite shorter answers where appropriate

Word processors and software compliance (ICE requirements)

Northwood School ensures:

- Word processors are used as a typewriter only
- All devices are:
 - Cleared of stored data before and after exams
 - Not connected to the internet or intranet

Candidates:

- Do not use personal USB devices
- Are provided with secure, cleared storage if required

- No access to:
 - Spellcheck/grammar tools (unless permitted)
 - Predictive text
 - Other software (e.g. spreadsheets, calculators, internet tools)
- Voice recognition: Only allowed where formally approved as an access arrangement
- Printing:
 - Completed immediately after the exam
 - Candidate must verify their work
 - Scripts securely attached to answer booklets

Security and malpractice prevention (2026 emphasis)

To align with strengthened JCQ expectations:

- Devices must be securely configured and locked down
- No access to:
 - AI tools
 - Cloud storage
 - External communication tools
- School must ensure:
 - No opportunity for malpractice
 - Full audit trail of printed scripts

Accommodation and invigilation

- Candidates using word processors are:
 - Seated to prevent screen visibility
 - Supervised appropriately (separate invigilation where required)
- Printing procedures:
 - Conducted under supervision
 - Candidate confirms authenticity of work

Non-examination assessments (NEA)

Word processors may be used as standard unless prohibited by the specification.

Work must still comply with:

- Authentication requirements
- Controlled conditions where applicable