EXAMINATIONS

WORD PROCESSOR POLICY

Policy Owner	Bridge Short Stay School
Policy Written/Last reviewed on	March 2022
Approved by Management Committee	
Next Review Date	March 2023

Contents

This policy will be available on the school's website.

Relevant staff will be provided with a copy of the policy for their files and training through appropriate meetings will be given, where necessary.

Invigilator training will take place under the leadership of the Exams Officer.

Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, following the publication of the 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 2021/22* and ICE to JCQ *Instructions for conducting examinations 2021/22*

Principles for using a word processor

The Bridge Centre complies with AA section 4 regulations as follows:

(AA 4.2.1)
- 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.

(AA 4.2.2)
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3)
- 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.

(AA 4.2.4)
- The use of a word processor is agreed/processed at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 4.2.5)
- 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; or
- working in small groups for reading and/or writing; or
- literacy support lessons; or
- literacy intervention strategies; and/or
- in internal school tests and mock examinations
- The only exception to this is where an arrangement is put in place due to a temporary injury or impairment

The use of a word processor

The Bridge Centre complies with AA section 5 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 4.2.5 above) 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 only exception to this is where an arrangement is put in place due to a temporary injury or impairment

(AA 5.8.2)
- Provides access to word processors to candidates in controlled assessments or coursework 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.

Word processors and their programmes

The Bridge Centre complies with ICE 14.25 instructions by ensuring:

- must be used as a typewriter, not as a database, although standard formatting software is acceptable;
- must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate;
- must be in good working order at the time of the examination;
- must be 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 in another room, a separate invigilator will be required;
- must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;
- must be used to produce scripts under secure conditions, otherwise they may be refused;
- must not be used to perform skills which are being assessed; h) must not be connected to an intranet or any other means of communication;
- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- must not include graphic packages or computer aided design software unless permission has been given to use these;
- must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;
- must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Accommodating word processors in examinations

The use of word processors are internally accommodated in the following manner:

- All laptops are for exam use only and are secured in the examinations cupboard.

- Invigilation arrangements relating to the use of word processors include the following:
- Nominated Exam Invigilator is responsible for setting up laptops, including extension leads, if required.
- Nominated Invigilator monitors the candidates during the exam and are responsible for copying the work onto a memory stick for the Exams Officer to secure print off for signature by candidate.

- Other arrangements relating to the use of word processors include:
- Exams Officer deletes the candidate's work from the laptop, once the candidate has signed to confirm it is their work.
- Laptops returned to secure examinations cupboard