THE FORUM CENTRE

Word Processor (Exams) Policy 2023/24

Signed ....K.Rickford..Headteacher

Signed ....SBroughton...Exams Officer

Date ....9-5-24.........................

Key staff involved in the Word Processor Policy

Role	Name(s)
Head of centre	**Mrs K Rickford**
Senior leader(s)	**Mr J Callender, Mrs J Roebuck, Mrs S Gilani**
Exams officer	**Mrs S Broughton**

Introduction

This policy on the use of word processors in examinations and assessment is reviewed and updated annually, early in the autumn term, on the publication of the updated JCQ regulations and guidance contained in the publications 'Access Arrangements and Reasonable Adjustments' (AA) and 'Instructions for conducting Examinations' (ICE).

There is no requirement to process an application using Access Arrangements Online (AAO) or to record the use of the arrangement. No evidence is needed to support the arrangement (AA 5.8)

Principles for using a word processor

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

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties (AA section 4.2.1)

Students at The Forum Centre have access to the use of a word processor when it is demonstrated that the quality of their language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. This is the student's normal way of working at The Forum Centre and they may be granted the use of a word processor within the school where there is a significant amount of writing.

Students at The Forum Centre are identified as having significant improvement in the quality of their language due to, for example, (AA 5.8.4)

- 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 difficulties when writing by hand
- Poor handwriting
- Slow handwriting that qualifies for extra time where the use of a word processor is their normal way of working within The Forum Centre and removes the barrier requirement for extra time due to the slow handwriting

The use of a word processor (AA section 5.8)

The use of a word processor in examinations cannot be granted to a candidate simply because they would rather type than write in examinations, or because they can work faster on a keyboard, or that they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working at The Forum Centre. Candidates may not require the use of a word processor in all subjects, as their methods of assessments may vary (AA 4.2.3). The use of a word processor will be considered on a subject-by-subject basis.

The Forum Centre will build a picture of need of students at the school to establish their normal way of working, such as the use of a word processor for extended writing during lessons, small group work, examinations and mocks for example.

The use of a word processor in non-examination assessment components (for example controlled assessments or coursework components) will be considered standard practice unless it is prohibited by the specification.

Students using a word processor at The Forum Centre as their normal way of working for extended writing will have the spelling and grammar check/predictive text disabled unless they have had additional testing that indicates that the student has met the published criteria for a scribe, and an approved application has been made.

The use of a word processor at The Forum Centre does not allow the student to have extra time. An application for extra time can be applied for if it is judged that the candidate's persistent and significant difficulties in interpreting questions and formulating their typed answers meet the published criteria for extra time, and an approved application has been made.

Word processors use in examinations

It is essential that the integrity of the examination is maintained whilst at the same time providing access to assessments for disabled candidates. (AA 4.2.1) The use of a word processor cannot be granted where it will compromise the assessment objectives of the specification in question (AA 4.2.2)

Where a candidate has used a word processor in an examination, a word processor cover sheet (Form 4) may need to be completed and included with the candidate's typed script. This is available from the JCQ website. If the candidate has been permitted a scribe, then a scribe cover sheet (Form 2) must be completed.

Where the centre has approval for the use of a scribe and where it reflects the candidate's normal way of working within the centre, as appropriate to his/her needs, the candidate may alternatively use:

- a word processor with the spelling and grammar check switched on; or
- a word processor with predictive text/spelling and grammar check switched on.

Where a candidate with learning difficulties is not subject to a current Education, Health and Care Plan (England), a current Statement of Special Educational Needs (Northern Ireland), or a current Individual Development Plan (Wales), Form 8 must show a below average spelling accuracy standardised score (a standardised score of 84 or less) with unrecognisable spellings.

The Forum Centre ensures that it complies with ICE 1 September 2023 to 31 August 2024, section 14.20 – 14.25 (page 33-34) relating to the use of word processors. The following instructions will be adhered to:

14.20 Centres can provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic brailler or a tablet.

14.21 Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'.

The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination.

The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main examination hall without the need for separate invigilation and power points.

14.22 Candidates must be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01.

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must 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.

14.23 Each page of the typed script must be numbered, e.g. page 1 of 6.

14.24 Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost.

14.25 A word processor:

a) must be used as a typewriter, not as a database, although standard formatting software is acceptable;

b) 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;

c) must be in good working order at the time of the examination;

d) 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;

e) 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;

f) must be used to produce scripts under secure conditions, otherwise they may be refused;

g) 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;

i) must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;31

j) must not include graphic packages or computer aided design software unless permission has been given to use these;

k) 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;

l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;

m) must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

The Forum Centre currently holds two laptops that have been set-up by Dorset Council IT services to meet the above specification and are reserved for exam use only. They are not connected to the school server or any external internet source. These are kept locked in the Examinations cupboard.

To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.