



## The Khalsa Academy Wolverhampton – A Khalsa Academies Trust Academy

TKAW Exam Word Processing/ Laptop Policy

**This policy is applicable to Khalsa Academy Wolverhampton**

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## Exam Access Arrangements Policy

This information should be read in conjunction with The Khalsa Academy Wolverhampton Academy's Educational Needs and Disability (SEND) policy, and The Khalsa Academy Wolverhampton Access Arrangement Policy, which sets out the Academy's procedures for identifying SEND, making and evaluating provision for learners with SEND, and monitoring the learners needs for access arrangements.

This policy, and its approach to Exam Access Arrangements, reflects our teaching and Learning philosophy which seeks to create a learning environment whereby every individual learner may fulfil his/her full potential. It explains the actions taken to ensure inclusion throughout the Academy for all learners with additional educational needs, including those with formally diagnosed SEND.

### 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 23-24.

The 'normal way of working' for exam candidates, as directed by the Assistant Principal for Inclusion, 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

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

Role	Name(s)
<b>SENDCO</b>	Miss Amy Evans
<b>Exams officer</b>	Mr Hardeep Singh
<b>Senior IT Technician</b>	Mr Jon Geary

## Purposes 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

The Khalsa Academy Wolverhampton complies with Access Arrangements and Reasonable Adjustments chapter 5.8 word processor, Adjustments for candidates with disabilities and learning difficulties regulations and guidance as follows:

- Candidates with access to word processors and/or laptops 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:
  1. in the classroom
  2. working in small groups for reading and/or writing; or
  3. Literacy support lessons; or
  4. Literacy intervention strategies; and/or
  5. in internal academy tests/examinations
  6. 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**

The Khalsa Academy Wolverhampton complies with AA chapter 5.8 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) 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 and tablets)
- Provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification

- It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.
- 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 computer screen.
- For the regulations on the use of word processors in written examinations, please see the JCQ publication Instructions for conducting examinations (commonly known as the JCQ 'ICE' booklet)
- An awarding body may require a word processor cover sheet to be completed In order to make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.

### **Word Processors and their programmes**

The Khalsa Academy Wolverhampton complies with ICE 14.20 Word processors 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.
- 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.

An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions

## **Laptops and Tablets**

The Khalsa Academy Wolverhampton further complies with ICE instructions by ensuring:

- tablets and/or laptops 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 are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.