GP45 - Word Processor Policy

Last Review Date	November 2022	Next Review Date	November 2024
Leader of Policy Review	Assistant Headteacher and ALNCo		
Associated Policies	Access Arrangements, Controlled Assessments, Examinations, Examination Appeals, Record Keeping, Examinations Contingency Plan		

This policy is updated annually on the publication of JCQ regulations and guidance documents, **Access Arrangements and Reasonable Adjustments and Instructions for Conducting Examinations**.

A word processor cannot be granted because:
- a candidate prefers to type rather than write
- can work faster on a keyboard
- they use a laptop or tablet at home.

Allowing the Use of Word Processors in Examinations - Pupils with SpLD
Pupils will be allowed to use a laptop or tablet in examinations under the following conditions:
- They have a diagnosed learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- A need has been established and its use is recommended by an Educational Psychologist / specialist assessor approved by the School.
- A candidate has been using the laptop or tablet as their normal way of working in any subject where they intend to use a laptop or tablet in an examination and has had specific practice and rehearsal in the use of a laptop or tablet under examination conditions (e.g. in mock exams).

Allowing the Use of Word Processors in Examinations - Pupils without SpLD
The use of a word processor must reflect the candidate's normal way of working (in the classroom, mock examinations, school tests) within the centre and be appropriate to their needs.
Only candidates with the following conditions who would benefit from the use of a word processor may be considered:
- a medical condition affecting the speed or legibility of handwriting;
- a physical disability affecting the speed or legibility of handwriting;
- a sensory impairment;
- illegible handwriting;
- planning and organisational problems when writing by hand;
- temporary medical condition e.g. broken arm.

Where the use of a word processor in examinations/assessments meets JCQ criteria, we will:
- Provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre and is appropriate to their needs
- Acknowledge that controlled assessment or coursework can normally be completed on word processors unless prohibited by the specification
- Permit a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- Ensure that a signed JCQ word processor cover sheet is completed and attached to the candidate's word-processed script before despatching to the examiner or awarding body.

Provision of Laptop or tablets to Exam Candidates
We will ensure that JCQ regulations are strictly adhered to and provide a laptop or tablet according to the following regulations.
A word processor:

- must be used as a type-writer, 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. Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data;
- 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.

A word processor cover sheet (Form 4) must be:

- printed from the JCQ website - http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations and
- included with the candidate's typed script. Please refer to the relevant awarding body's instructions as different processing arrangements apply.

 An awarding body cannot guarantee a word-processed script will be processed unless a cover sheet has been included.

Candidates will be advised:
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 software does not allow this, once the candidate has completed the examination and printed off their typed script, they will be advised to handwrite their details as a header or footer. The candidate will be supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

To number each page appropriately.

To use a minimum of 12pt font and double spacing in order to assist examiners when marking.
That invigilators will remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop or tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.

Failure to Comply

Failure to comply with the regulations contained in the JCQ documentation has the potential to constitute malpractice which may impact on the candidate's result(s).
Failure to comply is defined as:

- putting in place access arrangements that are not approved; or
- permitting access arrangements within the centre which are not supported by appropriate evidence.