



Reading Girls' School  
Succeeding Together

Name of Policy	Word processor policy (exams)
Scope of Policy	This policy applies to all candidates
Approved by	Principal
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GROWING STRONGER TOGETHER



**THAMES LEARNING  
TRUST**

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

<b>Role</b>	<b>Name(s)</b>
SENCo	<b>Lisa McCarthy</b>
Exams officer	<b>Elaine Winton</b>
SLT member(s)	<b>Marika Farrugia, Roane Haywood, Karen Stannard, Caroline Shephard, Isobel Pravda</b>
IT manager	<b>Tri Computers</b>

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This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy to AA and ICE relate to/are directly taken from the [Access Arrangements and Reasonable Adjustments 2023-2024](#) and [Instructions for Conducting Examinations 2023-2024](#) publications.

## **Introduction**

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

(AA 4.2.1)

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

(AA 4.2.2)

Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCos must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.

(AA 4.2.1)

The SENCo must ensure that the proposed access arrangements/reasonable adjustment does not unfairly disadvantage or advantage a candidate.

(AA 4.2.7)

The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustment(s) before her first examination.

## **Purpose of the policy**

This policy details how Reading Girls' School complies with AA chapter 4 (Managing the needs of candidates and principles for centres) and section 5.8 (Word processor) and ICE (sections 14.20-27) when awarding and allocating a candidate the use of word processor in examinations.

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

## The criteria Reading Girls' School uses to award and allocate word processors for examinations and assessments

The centre will

- ▶ allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text disabled (switched off) where it is their normal way of working within the centre (AA 5.8.1)
- ▶ award the use of a word processor to a candidate where appropriate to their needs  
For example, a candidate with:
  - 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 (AA 5.8.4)
- ▶ only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
- ▶ not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)
- ▶ consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)
- ▶ process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)
- ▶ provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

The centre will not:

- ▶ simply grant the use of a word processor to a candidate because she now wants to type rather than write in exams or can work faster on a keyboard, or because she uses a laptop at home (AA 5.8.4)

### Exceptions

Additionally, the use of a word processor would be considered for a candidate:

- ▶ in the event of 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 (AA 4.2.4)
- ▶ where the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

## Centre specific processes

Some candidates may benefit from the use of a word processor during some or all of their examinations.

This may include where a candidate has, for example: -

- A learning difficulty which has a substantial and long-term adverse effect on her ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Poor handwriting
- Planning and organisational problems when writing by hand

In all cases the use of a word processor must reflect the candidate's **NORMAL WAY OF WORKING** within the centre and be appropriate to the candidate's needs. The use of a word processor will not be granted to a candidate because she prefers, to type, works faster on a keyboard, or because she uses a laptop/PC at home.

The candidate must not use her school log-in on a school computer for exams. The invigilator will always give a specific exams log-in.

The candidate must not use her own computer/lap-top for exams.

The candidate is responsible for frequently saving her work during the exam time.

It is the responsibility of the candidate to ensure that the pages are numbered, that each page has the centre number, candidate number and unit/component code as either a header or a footer, that script is written with a minimum of 12pt font and there is double spacing.

At the end of the exam, the candidate will save and print her work. A candidate's own memory stick must **NEVER** be used.

Every effort is made to ensure that the candidate cannot access spell check, her own drive and the internet during exams. However, if a candidate is found trying to get around the settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body.

## Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor is accommodated in main venue with the main cohort or in a room for a smaller group of candidates with similar needs.

In compliance with the regulations the centre:

- ▶ provides 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, unless an awarding body's specification says otherwise (ICE 14.20)
- ▶ (where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21)
- ▶ ensures the candidate is 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 (ICE 14.22)

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 her typed script, she is instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process to ensure that she is solely performing this task and not re-reading her answers or amending her work in any way

- ▶ ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- ▶ ensures the candidate is reminded to save their work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- ▶ instructs the candidate to use a minimum of 12pt font and double spacing in order to make marking easier for examiners (ICE 14.24)

(ICE 14.25)

The centre will ensure the word processor

- ▶ Is only used in a way that ensures a candidate's script is produced under secure conditions
- ▶ Is not used to perform skills which are being assessed
- ▶ is in good working order at the time of the exam
- ▶ is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- ▶ is used as a typewriter, not as a database, although standard formatting software is acceptable
- ▶ is cleared of any previously stored data
- ▶ does not give the candidate access to other applications such as a calculator (where prohibited in the examination), e-mail, the Internet, social media sites, spreadsheets

- ▶ does not include graphic packages or computer aided design software unless permission has been given to use these
- ▶ does 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
- ▶ does not include computer reading (text to speech) software unless the candidate has permission to use a computer reader
- ▶ does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- ▶ is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

### **Portable storage medium**

(ICE 14.25)

The centre will ensure that any portable storage medium (e.g. a memory stick) used:

- ▶ is provided by the centre
- ▶ is cleared of any previously stored data

### **Printing the script after the exam has ended**

(ICE 14.25)

The centre will ensure:

- ▶ the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- ▶ the candidate is present to verify that the work printed is their own
- ▶ a word processed script is attached to any answer booklet which contains some of the answers
- ▶ if a candidate omits to insert the required header or footer, she is instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that she is solely performing this task and not re-reading her answers or amending her work in any way (ICE 14.22)

The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions). (ICE 14.26)

The centre may retain electronic copies of word processed scripts as the electronic copy of a word processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body. (ICE 14.27)



## **Allocating word processors at the time of the assessment**

Appropriate exam-compliant word-processors will be provided by the IT department in liaison with the Exams Officer and the SENCo

In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body's published start time.

The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE