

The Word Processor Policy

(to be read in conjunction with the exam policy)



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 JCQ publications '*Access Arrangements and Reasonable Adjustments*' and '*Instructions for conducting examinations*'.

Purpose of the policy

This policy details how the centre manages and administers the use of word processors in examinations and assessments.

The use of a word processor

We will only permit the use of a word processor where the integrity of the assessment can be maintained. Students' need for a word processor is considered by judging access to each subjects' exam specification. We will only allocate the use of a word processor to a student where it is their normal way of working within the school and it is appropriate to their needs. Needs may include:

- a learning difficulty which has a substantial and long-term adverse effect on the student's ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- poor (illegible) handwriting, identified by teaching staff
- a temporary injury or impairment

Accommodating word processors in examinations

A student using a word processor is accommodated in such a way that other candidates are not disturbed and cannot read the screen. The centre will:

- accommodate candidates using word processors by seating them in a separate examination room
- ensure that candidates are seated at the appropriate distances apart as designated in the ICE regulations
- ensure the word processors are checked prior to the exam and are prepared for the candidates at the start of the exam.
- provide a word processor with the spelling and grammar check facility/predictive text disabled (unless permitted) and restricted access to any other unauthorised applications.
- ensure the candidate is reminded that his/her centre number, candidate number and the unit/component code appear on each page as a header or footer. Where this is not possible, the student will handwrite their details as a header or footer under supervision.
- ensure the student understands that each page of the typed script must be numbered
- ensure the student is reminded to save his/her work at regular intervals
- instruct the student to use a minimum of 12 pt font and double spacing in order to assist examiners when marking
- ensure the connection of the word processor to a printer that is not on the school network so that an exam script can only be printed in the examination room and then verified by the student immediately
- complete the word processor cover sheet and include with the student's typed script (according to the relevant awarding body's instructions)

The Word Processor Policy

(to be read in conjunction with the exam policy)



Invigilation arrangements relating to the use of word processors in exams

- Invigilators are responsible for ensuring that use of a word processor does not cause distraction for other students and that the screen is not overlooked or can be read by others.
- Where a scribe/speech recognition technology is being used, invigilators must ensure it is not overheard by, or cause distraction to, other candidates.
- The examination officer and SENCo must ensure that all persons appointed as invigilators are responsible adults and are appropriately trained.
- Invigilators are made familiar with the JCQ '*Instructions for conducting examinations*' document and fully understand their role and what is and what is not permissible in the examination room.
- The examination officer and SENCo hold annual training sessions for invigilators and those facilitating an access arrangement for a candidate under exam conditions.
- A record of training given to invigilators, and those facilitating an access arrangement for a candidate under exam conditions, is retained on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed.