Word Processor Policy

Centre Name	THE APPLETON SCHOOL
Centre Number	16201
Date policy was first created (dd/mm/yyyy)	13/01/2021
Current policy approved by	- Headteacher - School Governing Body
Current policy reviewed by	- Mrs K Stiff - Mr A Clarke
Date of next review (dd/mm/yyyy)	01/10/2021

Key staff involved in the policy

Role	Name
ALS lead/SENCo	Mrs Julie Ledger
Exams officer	MRS K STIFF
Senior leader(s)	SMT as per current school list
IT manager	Mr R Mullett
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually on the publication of updated JCQ regulations.

References in this policy to AA and ICE relate to/are directly taken from the JCQ publications **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

Introduction

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

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.

The following principles are applied to access arrangements at THE APPLETON SCHOOL:

- 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. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate. (AA 4.2.1)

- Although access arrangements are intended to allow access to assessments, they are not granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.2)

- Candidates may not require the same access arrangements in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. ALS leads/SENCos must consider the need for access arrangements on a subject-by-subject basis. (AA 4.2.3)

- (updated 2020/21) The Additional Learning Support lead/SENCo must ensure that the proposed access arrangement does not disadvantage or advantage a candidate. (AA 4.2.1)

- (updated 2020/21) The candidate must have had appropriate opportunities to practise using the access arrangement(s) before their first examination. (AA 4.2.7)

Purpose of the policy

This policy details how THE APPLETON SCHOOL complies with AA (chapter 4) **Adjustments for candidates with disabilities and learning difficulties**, (section 5.8) **Word processor** and ICE (sections 14.20-25) **Word processors (computers, laptops and tablets)** 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 use of a word processor

THE APPLETON SCHOOL will:

- allocate the use of a word processor to a candidate with the spelling and grammar check/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 if it is appropriate to their needs (AA 5.8.4)

  Needs may include:

  - a learning difficulty which has a substantial and long term adverse effect on his/her ability to write legibly

  - a medical condition

  - a physical disability

  - a sensory impairment

  - planning and organisational problems when writing by hand

- poor handwriting

- 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)

- consider the needs of the candidate at the start of the candidate's course leading to a qualification based on evidence gathered that firmly establishes the candidate's needs and 'normal way of working' in the classroom, internal tests/exams, mock exams etc. and confirm arrangements in place before the candidate takes an exam or assessment (AA 4.2.4)

- provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

THE APPLETON SCHOOL will not:

- simply grant the use of a word processor to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home (AA 5.8.4)

Exceptions

The only exceptions to the above where the use of a word processor would be considered for a candidate, would be:

- 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 a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

Other centre specific information relating to the use of a word processor:

Not applicable

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

A candidate using a word processor is accommodated as follows:

• Normally in a separate venue using an exams laptop. For larger numbers of students a computer room will be used.

In compliance with the regulations, THE APPLETON SCHOOL:

- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) 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 a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off their typed script, they are instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

- 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) (ICE 14.25)

- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

THE APPLETON SCHOOL will ensure the word processor (ICE 14.25):

- is only used in a way that ensures a candidate's script is produced under secure conditions

- (added 2020/21) ensure the word processor is not used to perform skills which are being assessed

- (added 2020/21) ensure the word processor is not connected to an intranet or any other means of communication

- 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 and is not connected to an intranet or any other means of communication

- 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), spreadsheets etc.

- 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 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

THE APPLETON SCHOOL will ensure that any portable storage medium (e.g. a memory stick) used:

(ICE 14.25)

- is provided by the centre

- is cleared of any previously stored data

Printing the script after the exam has ended

THE APPLETON SCHOOL will ensure that:

(ICE 14.25)

- 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

- (updated 2020/21) an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions)

- if a candidate omits to insert the required header or footer, he/she is instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

Other centre specific information relating to arrangements at the time of the assessment:

Not applicable

<div align="center">Statement</div>

JCQ regulations (**Access Arrangements and Reasonable Adjustments**, section 5.8) state: A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

<div align="center">The criteria used to award and allocate word processors for examinations</div>

THE APPLETON SCHOOL confirms the normal way of working in examinations is:

- candidates handwrite responses on their examination scripts (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 the use of word processors

There are exceptions when THE APPLETON SCHOOL may award a candidate the use of a word processor in examinations where:

- the candidate has a firmly established need

- it reflects the candidate's normal way of working

- by not being awarded a word processor the candidate would be at a substantial disadvantage to other candidates

- This may include where a candidate has for example:

  - a learning difficulty which has a substantial and long term adverse effect on his/her ability to write legibly

  - a medical condition

  - a physical disability

  - a sensory impairment

  - planning and organisational problems when writing by hand

  - poor handwriting

(This list is not exhaustive)

The only exceptions to the above where the use of a word processor may also be considered for a candidate would be:

- on a temporary basis as a consequence of a temporary injury at the time of the assessment

- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Other centre specific information relating to awarding the use of a word processor:

Not applicable

Allocating the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be allocated by:

- the IT department in liaison with the ALS lead/SENCo and the exams officer

In exceptional circumstances where the number of compliant 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 7.2 of ICE

Other centre specific information relating to allocating the use of a word processor:

Not applicable

Statement provided by	Mrs K Kerridge (This also serves as a signature if this document is stored electronically)
Role	Headteacher
Signature	