



RICKMANSWORTH SCHOOL

Word processor (Examinations) Policy

Version:	3
Version Author:	Jodie Gillard
Version Ratified By:	Full Governing Body
Date Version Ratified:	September 2020
Governor's Lead:	Josanne Leon
SLT's Lead	Richard Titley
Date this version issued:	September 2020
Last Review Date:	September 2019
Next Review Date:	September 2021
Target Audience:	Governors, Staff, Parents
To Be Published on The Website	Yes

Table of Contents

OVERVIEW	1
Purpose	1
Review Process	1
Introduction	2
The use of a word processor	2
Exceptions	3
Arrangements at the time of the assessment for the use of a word processor	3
Portable storage medium	5
Printing the script after the exam is over	5
Centre specific processes	5
Appendix 1	6
The use of word processors	6
Arrangements for the use of word processors at the time of the assessment	7

OVERVIEW

Purpose

This policy details how Rickmansworth School complies with the JCQ Adjustments for candidates with disabilities and learning difficulties - Access Arrangements and Reasonable Adjustments (AA). Specific reference is made to the following chapters:

- Section B - Adjustments for candidates with disabilities and learning difficulties
- Chapter 5.8 - Word processor

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

This policy should be read in conjunction with the following policies:

- Disability Policy (Exams)
- Exams Policy
- SEND Access Arrangements Policy
- Special Educational Needs and Disability Policy

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

Review Process

This document will be reviewed in accordance with our policy review process on a yearly basis or on the introduction of new or amended relevant legislation.

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



Tony Walker
CHAIR OF GOVERNORS



Matthew Fletcher
HEADTEACHER

Introduction

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

(AA 4.2.1)

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/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.

The SENDCo must ensure that the proposed access arrangement does not disadvantage or advantage the candidate

(AA 4.2.2)

Although access arrangements 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 in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENDCos must consider the need for access arrangements on a subject-by-subject basis.

The use of a word processor

(AA 5.8.1)

Centres are allowed to provide a work processor with the spelling and grammar check facility/predictive text disable (switched off) to a candidate where it is their normal way of working within the centre

(AA 5.8.4)

A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the centre. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates

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*

The Centre will

- only permit the use of a word processor where the integrity of the assessment can be maintained and the SENDCo must ensure that the proposed access arrangement does not disadvantage or advantage the candidate (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 test/examination, mock examination etc. and confirm arrangements in place before the candidate takes an examination 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 centre will not

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

Exceptions

The only exception 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)

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

A candidate using a word processor is accommodated in the following manner:

To comply with JCQ Instructions for Conducting Examinations (ICE). ICE Chapter 14, the centre must provide

- a word processor with the spelling and grammar check facility/predictive text disabled (switched off) (ICE 14.20)
- (where a candidate is to be seated with the main cohort without the use of Powerpoint) checks the battery capacity of the word processor before the candidate's examination to ensure that the battery is sufficiently charged for the entire duration of the examination (ICE 14.21)
- ensures the candidate is reminded to ensure that his/her 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 such circumstances once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their 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 his/her work at regular intervals.
- instruct the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking (ICE 14.24)

(ICE 14.25)

The centre will ensure the word processor

a) must be used as a typewriter, not as a database, although standard formatting software is acceptable;

b) 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;

c) must be in good working order at the time of the examination;

d) 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;

e) 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;

f) must be used to produce scripts under secure conditions, otherwise they may be refused;

g) must not be used to perform skills which are being assessed;

h) must not be connected to an intranet or any other means of communication;

i) must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;

j) must not include graphic packages or computer aided design software unless permission has been given to use these;

k) 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;

l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software; m) must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Portable storage medium

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 examination is over

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 his or her own

- a word processed script is attached to any answer booklet which contains some of the answers
- a word processor cover sheet (Form 4) is completed and included with the candidate's typed script (according to the relevant awarding body's instructions)

Centre specific processes

- Y7 – Y11: Use of a laptop in school for examinations will only be granted by the SENDCo and is dependent on evidence of substantial impairment. JCQ deadlines must be met.
- Y12 – Y13: All students use a laptop in school. Word processing in examinations will only be granted by the SENDCo and is dependent on evidence of substantial impairment. JCQ deadlines must be met.
- All students: the use of a personal device is at the owners own risk.

Appendix 1

The criteria Rickmansworth School uses to award and allocate word processors for examinations

The 'normal way of working' for examination candidates, as directed by the head of centre, is that candidates handwrite their examinations. 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.

The use of word processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in examinations where they have 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.

Needs 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 as identified by classroom teachers

The only exception to the above where the use of a word processor may 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

Arrangements for the use of word processors at the time of the assessment

Appropriate examination-compliant word processors will be provided by the IT department in liaison with the SENDCo and the Examinations Officer. The security of the examination will be maintained at all times and candidates will be supervised in line with section 7 of ICE.