



St Mary's School
CAMBRIDGE

Word Processor policy

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 2020-2021](#) and [Instructions for Conducting Examinations 2020-2021](#) publications.

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.

(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. SENCOs should consider the need for access arrangements on a subject-by-subject basis.

(AA 4.2.1)

The SENCO must ensure that the proposed access arrangement does not disadvantage or advantage a candidate.

(AA 4.2.7)

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

Purpose of the policy

This policy details how St Mary's School complies with AA (chapter 4) Adjustments for candidates with disabilities and learning difficulties and (chapter 5.8) Word processor and ICE (sections 14.20-25) when awarding and allocating a candidate the use of word processor in his/her 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 centre 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
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 (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)
 - 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 candidates' 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)
 - allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
 - are aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen

The centre 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 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 an ICT room or one of the small rooms. The candidate will only be in the hall on a laptop, if this is what they would prefer.

To comply with ICE14, St Mary's School:

- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) (ICE 14.20)
- ensures tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'
- checks the battery capacity of all laptops and/or tablets before the candidate's examination(s) and that the battery is sufficiently charged for the entire duration of the examination
- will give the opportunity to candidates with fully charged laptops or tablets to be seated within the main examination hall without the need for separate invigilation and power points
- ensures that the candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer. As the candidate will be using Wordpad (which does not allow for the insertion of a header or footer) they will be instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script. The candidates are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way
- ensures that candidates are instructed to appropriately number each page, eg 1 of 6
- ensures that candidates are instructed to use a minimum 12pt font and double spacing in order to make marking easier for examiners (ICE 14.24)
- ensures that invigilators remind candidates to save their work at regular intervals. Where it is possible 'autosave' is set up on each laptop/tablet
- ensures that candidates are present at the end of the examination when their script is printed off so they can verify that the work printed is their own

St Mary's School will also ensure that:

- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors have been cleared of any previously stored data, as must any portable storage medium used
- an unauthorised memory stick is not permitted for use by a candidate
- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff
- word processors are in good working order at the time of the examination
- word processors are 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 separately, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over
- candidates are present to verify that the work printed is their own

- word processed scripts are inserted in/attached to any answer booklet which contains some of the answers (and according to instructions issued by the individual awarding body)
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication.
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Accommodating word processors in examinations

Candidates using word processors (including laptops or tablets) are internally accommodated in the following manner:

- All WP students are accommodated in one of the ICT rooms unless the candidate has access arrangements in place to work in a separate room. In these circumstances the candidate will be provided with a laptop and printer

Invigilation arrangements relating to the use of word processors include the following:

- A teacher with no links to the subject(s) being assessed will invigilate
- A second invigilator will be seated outside the room to act as a runner

Other arrangements relating to the use of word processors include:

- Non ET students are seated nearest to the printer as they will be the first to print and leave the room

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 exam 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

- an examination log on is provided which the candidate must use for all examinations
- candidates are not permitted to use their own laptops/school log-on in examinations

The following are the requirements laid down by St Mary's School for candidates who require the use of a word processor in JCQ public examinations & non-examination assessments:

- A word processor cannot simply be granted to a candidate because she wants to type rather than write in examinations or can work faster on a keyboard, or because she uses a laptop at home.
- The use of a word processor must reflect the candidate's 'normal way of working within the centre' & will not hinder the candidate in completing the examinations & non-examination assessments at any time. St Mary's School defines 'normal way of working within the centre' in the following way:
 - The candidate must have used a laptop for at least 15 months prior to the public examination
 - The candidate must use the laptop for the majority of their work in both class and homeworks in each subject to qualify for examination computer use.
 - Candidates who opt to use a word processor in public examinations are not required to do so in every subject. Candidates are advised to use a word processor only in appropriate subjects under the guidance and recommendation of subject teachers. For example, a candidate may apply only to do their public examinations in "written subjects" using a word processor and to do examinations by hand in those subjects which require specialist notation or have a greater numerical or diagrammatic component.
- If a candidate believes they should be using a word processor for their public examinations & non-examination assessments they must first speak with The Head of Learning Support. The use of a word processor will only be granted to a student if it is appropriate to their needs and approved by The Head of Learning Support.
- If the Head of Learning Support agrees that a word processor is acceptable for a candidate to use in their public examinations & non-examination assessments, the Head of Learning Support will inform the examinations officer & subject leader staff by email.
- The examinations officer/Head of Learning Support will then add this entitlement to their iSAMS Exams profile so it is recorded for public examination seasons. However, the candidate may or may not wish to use the word processor on the day of the examination.
- The subject leader must make sure that the word processor is ready if the candidate wants to use this for their non-examination assessments. However, the candidate may or may not wish to use the word processor on the day of the non-examination assessments. NB Word processors cannot be used in non-examination assessments if prohibited for that unit & or specification. If in doubt the subject leader should email the examinations officer who will then contact the relevant awarding body by email to ask permission for the use of a word processor in that non-examination assessment unit. The subject leader should contact the Examinations officer at least 2 weeks before the non-examination assessment is due to take place.
- Where possible, students taking year group, in class and other tests and assessments will have the opportunity to use a laptop.
- Appropriate exam-compliant word processor log-ons will be allocated by the IT department in liaison with the exams officer and Head of Learning Support.
- During the year 11 mock exam series and the summer public exam series one of the ICT rooms will be used for the word processed examinations.
- In exceptional circumstances a second ICT room will be used, when the number of appropriate word processors needed means that the layout of the room does not adhere to the regulations in the ICE booklet). The security of the exam will be maintained at all times