Word Processor Guidance (Exams) 2023/2024

This strategy is reviewed annually to ensure compliance with current regulations

Reviewed by:	Signature:
Exams Officer	**Miss N Harding**
Date of Implementation	December 2019
Date of next review	December 2024

Contents

This strategy has been created to reflect JCQ's regulations, recommendations and instructions as detailed in the publications Access Arrangements and Reasonable Adjustments and Instructions for Conducting Examinations

A centre must have a strategy on the use of word processors. "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." (AA 5.8.4)

Key Staff involved in awarding and allocating word processors for exams:

Role	Name
SENCo/SLT member	Miss N Bannister / Mrs J Mist
Exams Officer	Miss N Harding
IT manager	Mr A Brookes

Introduction

This policy is reviewed and updated annually following the publication of updated JCQ regulations and guidance outlined within the following publications:

- Access Arrangements and Reasonable Adjustments (AA)
- Instructions for Conducting Examinations (ICE)

The Purpose of this Strategy

This policy details how Kingsmead School complies with the adjustments for candidates with disabilities and learning difficulties requiring the use of a word processor in examinations, as outlined in Chapter 4 and 5.8 of the publication: Access Arrangements and Reasonable Adjustments 2023/24 and 14.20 – 14.27 of Instructions for Conducting Examinations 2023/24.

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

Access Arrangements

As outlined in the publication Access Arrangements and Reasonable Adjustments, Access arrangements "allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'". (AA page 7) "The purpose of an access arrangement/reasonable adjustment 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 due to 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)

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

The use of a Word Processor

The centre:

- will allocate the use of a word processor to a candidate where it is their normal way of working within the centre (with the exception of when a candidate is using a word processor on a temporary basis because of a temporary injury). (AA 5.8)
- will only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
- will not grant the use of a word processor where it will compromise the assessment objectives of the specification in question. (AA.4.2.2)
- will consider the need for access arrangements on a subject-by-subject basis (AA 4.2.3)
- will permit access to word processors in non-examination assessment components when it is a candidate's normal way of working within the centre, unless prohibited by the specification (AA 5.8.2)
- will provide a word processor with the spelling and grammar check facility/predictive text switched off (AA 5.8.1)
- will allow candidates to use a word processor in an examination to type certain questions (AA 5.8.3)
- will award the use of a word processor when it is appropriate to the needs of the candidate. Needs may include:
1. a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
2. a medical condition
3. a physical disability
4. a sensory impairment
5. planning and organisational problems when writing by hand
6. poor handwriting

Word Processors and their programmes

Kingsmead School complies with the Instructions for Conducting Examinations (ICE) by ensuring:

- word processors provided are in good working order and are cleared of any previously stored data (ICE 14.25)
- word processors are used as typewriters, not as a database, although standard formatting software is acceptable and is not connected to an intranet or any other means of communication. (ICE 14.25)
- word processors provided do not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. (ICE 14.25)
- word processors provided do not include graphic packages or computer aided design software unless permission has been given to use these. (ICE 14.25)
- word processors provided do 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 (ICE 14.25)

- word processors provided do not have speech recognition technology or computer reading software unless the candidate has permission to use a scribe/computer reader or relevant software (ICE 14.25)
- word processors provided are not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe (ICE 14.25)
- that the battery is sufficiently charged for the entire duration of the examination, to enable a candidate to be seated within the main examination room. (ICE 14.21)
- to remind candidates for the need to include their centre and candidate number along with the unit/component code and a page number on each page as a header/footer. (ICE 14.22, 14.23)
- invigilators are aware to remind candidates for the need to regularly save their work, or alternatively auto-save can be enabled. (ICE 14.24)
- candidates are instructed to use a minimum of 12pt font and double line spacing in order to assist examiners when marking (ICE 14.24)
- other candidates are not disturbed and are unable to read the display screen (ICE 14.25)
- an awarding body may require a word processor cover sheet to be included with the candidate's typed script (ICE 14.26). Kingsmead school will refer to the relevant awarding body's instructions.

Portable storage medium

Kingsmead School will ensure that any portable storage medium used (e.g. a memory stick) is provided by the centre and cleared of any previously stored data. (ICE 14.25)

Printing the script (ICE 14.25)

Kingsmead School will ensure:

- the word processor is either connected to a printer so that a script can be printed off, or has the facility to print from a portable storage medium, as detailed above, after the examination is over.
- 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 required, a word processor cover sheet is completed and included with the candidate's typed script (in accordance with the relevant awarding body's instructions)

Kingsmead are permitted to retain electronic copies of word-processed scripts and these may be accepted by an awarding body where the printed copy has been lost, if it can be demonstrated that the file has been kept securely. (ICE 14.27)

Appendix 1:

<u>Statement for the criteria Kingsmead School uses to award and allocate word processors for examinations</u>

"A member of the centre's senior leadership team must produce a word processor policy specific to the centre which details the criteria the centre uses to award and allocate word processors for examinations and assessments." (AA 5.8.4)

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

<u>The use of word processors</u>

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where he/she has 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
- poor handwriting

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 (AA 5.8.4)

<u>Arrangements for the use of word processors at the time of the assessment</u>

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo and the examinations officer.

Statement produced by: Mr B. Morris   Statement date: 5th December 2019