Word Processor Procedure Exams 2023/24

This procedure is reviewed annually to ensure compliance with JCQ regulations and guidance on access arrangements and instructions for conducting exams.

Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
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Introduction

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

This procedure complies with the Access Arrangements and Reasonable Adjustments and Instructions for Conducting Examinations JCQ publications.

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

Candidates with access to a word processor are allowed to do so in order to remove barriers for a disabled or SEND candidate to prevent preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The integrity of the assessment must be maintained.

The use of a word processor cannot be granted where it will compromise the assessment objectives of the specification in question.

Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of the candidate, the need for the use of a word processor is considered on a subject-by-subject basis.

Candidates should have opportunities to practise using a word processor before their first exam.

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

The Criteria for use of a word processor

The **'normal way of working'** for exam candidates is that candidates hand write their exams.

The exception to this is where a candidate has an approved access arrangement in place, for example the use of a scribe/speech recognition technology and where the candidate has a firmly established need, and the use of a word processor reflects the candidate's "***normal way of working"*** and by not being awarded a word processor would put them at a substantial disadvantage to other candidates.

The use of a word processor may be considered for a candidate on a temporary basis, as a consequence of a temporary injury at the time of the assessment and where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates.

The centre will
- Provide 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.
- Only grant the use of a word processor to a candidate where appropriate to their needs:
    - 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
- Only grant the use of a word processor where the integrity of the assessment can be maintained
- Not grant the use of a word processor where it will compromise the assessment objectives of the specification in question
- Consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification
- Process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment
- Provide access to word processors to candidates in non-examination assessment components, unless prohibited by the specification.

The centre will not
- Grant the use of a word processor to a candidate because they now want to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home.

Arrangements at the time of the assessment for the use of a word processor
A candidate using a word processor is accommodated in a different room to the main examination hall.

In compliance with the regulations the centre will:
- Provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off, unless an awarding body's specification says otherwise.
- Check 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, if there is no access to power.
- Remind candidates to ensure that their centre number, candidate number and the unit/component code is put on each page as a header or footer e.g. 12345/8001 – 6391/01.
- Instruct candidates using the software app Notepad or Wordpad to handwrite their details as a header or footer after their work is printed out.
- Supervise candidates throughout the process above to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.
- Ensure candidates understand that each page of the typed script must be numbered, e.g. page 1 of 6.
- Ensure candidates are reminded to save their work at regular intervals. (or where possible, an IT technician will set up 'autosave' on each laptop/tablet (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, candidates' work is not lost).
- Instruct candidates to use a minimum of 12pt font and double spacing in order to make marking easier for examiners.
- Ensure there are sufficient word processors available to meet the number required and the demands of the JCQ regulations.

The centre will ensure the word processor:
- is only used in a way that ensures a candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- 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
- 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), email, the internet, social media sites or spreadsheets
- 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 computer reading (text to speech) 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 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 has ended
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 their own
- a word-processed script is attached to any answer booklet which contains some of the answers

- if the candidate omits to insert the required header/footer, they will be instructed to hand write the details as a header/footer and are supervised throughout this process to ensure and cannot re-read their answers or make any amendments.
- that a word processor cover sheet is included with the candidate's typed script and award body's instructions where required by the awarding body.

The centre may retain electronic copies of word-processed scripts as the electronic version may be accepted by an awarding body where the printed copy has been lost. This will be secured securely and if needed the Head of Centre will confirm this in writing to the awarding body.

Appendix 1

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

Arrangements for the use of word processors at the time of the assessment
Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo and the exams officer. In exceptional circumstances where the number of appropriate 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 of ICE.

Statement produced by: Amanda Bird Deputy Headteacher   Statement date: January 2024