



Chulmleigh Community College

Word Processors in Examinations Policy 2018 - 2019

Approved/reviewed by	
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Date of next review	November 2019

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
SENCo	Laura Mackie
Exams officer	Cressida Harrington
SLT member(s)	Michael Johnson (Head of Centre), Neil Payne, Terry Pullen
IT Technicians	James Britton, Andrew Webber

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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 2018-2019](#) and [Instructions for Conducting Examinations 2018-2019](#) 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.

Purpose of the policy

This policy details how Chulmleigh Community College complies with AA (chapter 4) Adjustments for candidates with disabilities and learning difficulties and (chapter 5.8) Word processor when awarding and allocating a candidate the use of word processor in his/her exams.

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 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 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 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)
- ▶ Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo and the Exams Officer

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

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo and the Exams Officer

To comply with ICE 14, the centre

- ▶ provides 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 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)
- ▶ Power cables are supplied with each lap top at each exam

- ▶ word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen
- ▶ 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)
- ▶ 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. (or where possible, an IT technician will set up 'autosave' on each laptop/tablet)
- ▶ 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

- ▶ is in good working order at the time of the exam
- ▶ is used as a type-writer, 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), 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 to perform skills which are being assessed
- ▶ is not connected to an intranet or any other means of communication.
- ▶ 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 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)

Invigilation arrangements relating to the use of word processors in exams

Invigilators have a key role in upholding the integrity of the external examination/assessment process.

- ▶ The centre is responsible for ensuring that use of a word processor will not cause distraction for other students and that the screen is not overlooked or can be read by others
- ▶ Where a scribe/speech recognition technology is being used, it must not be overheard by or cause distraction to other candidates
- ▶ The head of centre must ensure that all persons appointed as invigilators are responsible adults, are appropriately trained and fully understand the rules of the access arrangements being used
- ▶ Yearly training sessions must be organised for invigilators and those facilitating an access arrangement for a candidate under exam conditions
- ▶ A record of training given to invigilators and those facilitating an access arrangement for a candidate under exam conditions must be retained on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed
- ▶ Invigilators must be familiar with the JCQ ICE document and fully understand their role and what is and what is not permissible in the examination room
- ▶ A word processor cover sheet must be completed during the course of the examination and attached to the script

Accommodating word processors in examinations

- ▶ Candidates using word processors will be seated in the Youth Building
- ▶ The candidates will be seated at the appropriate distances apart as designated in the ICE regulations
- ▶ The charging leads will be connected to ensure that the word processor does not run out of battery during the exam
- ▶ Power extension leads will be used if necessary to ensure that every candidate can charge their computer and that they can be seated appropriately in line with regulations
- ▶ Any leads/wires that trail along the floor will be secured to ensure that they do not pose a trip hazard and that they pay due regard to any other health and safety considerations
- ▶ The word processors will be checked to ensure they are in full working order prior to the exam and they will be set up and ready to go at the start of the exam

The criteria Chulmleigh Community College uses to award and allocate word processors for examinations

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.

The use of word processors

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

It is permissible for a candidate using a word processor in an examination to type certain questions i.e. those requiring extended writing, and handwrite shorter answers. The need to use a word processor may be considered on a subject by subject basis as some examinations require more simplistic answers and are often easier to handwrite within the answer booklet. Conversely, other examinations require a significant amount of writing or place a greater demand on the need to organise thought and plan extended answers and these are where candidates will frequently need to type.

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.

Statement produced by: **Cressida Harrington, Exams Officer**

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