



Clyst Vale Community College

Word processor policy (exams)

2018/19

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Kevin Bawn	
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Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
SENCo	Gaby Long
Exams officer	Rebecca Dominy
SLT member(s)	Kevin Bawn

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Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications [Access Arrangements and Reasonable Adjustments](#) and [Instructions for conducting examinations](#).

References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments* and ICE to JCQ *Instructions for conducting examinations*.

Purpose of the policy

This policy details how the centre manages and administers the use of word processors (including laptops and tablets) in examinations and assessments.

Principles for using a word processor

Clyst Vale Community College complies with AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:

(AA 4.2.1)

- ▶ Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties
- ▶ The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate

(AA 4.2.2)

- ▶ The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question

(AA 4.2.3)

- ▶ 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 our candidates, the need for the use of a word processor is considered on a subject-by-subject basis

(AA 4.2.4)

- ▶ The use of a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate
- ▶ Candidates are made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments

(AA 4.2.5)

- ▶ The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:

- ▶ in the classroom (where appropriate); or
- ▶ working in small groups for reading and/or writing; or
- ▶ literacy support lessons; or
- ▶ literacy intervention strategies; and/or
- ▶ in internal school tests/examinations
- ▶ mock examinations

The only exceptions to the above would be 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.

The use of a word processor

Clyst Vale Community College complies with AA chapter 5 *Access arrangements available* as follows:

(AA 5.8.1)

- ▶ Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
 - ▶ Only grants the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre
 - ▶ Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand)
- (The above also extends to the use of electronic brailers and tablets)

(AA 5.8.2)

- ▶ Provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification

(AA 5.8.3)

- ▶ 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 also 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

(AA 5.8.4)

- ▶ In all cases, ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script (according to the instructions issued by the individual awarding body)
- ▶ Does 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

Word processors and their programmes

Clyst Vale Community College complies with ICE 8.8 *Word processors* instructions by ensuring:

- ▶ 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

Laptops and tablets

Clyst Vale Community College further complies with ICE 8.8 instructions by ensuring:

- ▶ tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'

- ▶ the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination
- ▶ candidates with fully charged laptops or tablets are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points
- ▶ candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer
- ▶ candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; 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
- ▶ candidates are instructed to appropriately number each page
- ▶ candidates are instructed to use a minimum 12pt font and double spacing
- ▶ invigilators remind candidates to save their work at regular intervals
- ▶ where it is possible 'autosave' is set up on each laptop/tablet
- ▶ 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

Accommodating word processors in examinations

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

- ▶ Students using word processors in exams are usually accommodated in the same room. However, if the student also has a reader or other access arrangement they may have to be accommodated separately.

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

- ▶ The invigilator in charge of the exam room where a word processor is in use will be briefed with regard to the relevant regulations and login passwords/printing arrangements etc. This invigilator is responsible for arranging the printing off the documents and getting the students to verify them before they leave the exam room and then attaching them to their exam answer booklets. They also pass on the data storage devices to the Exams Officer for removal of the documents saved by the students.

Other arrangements relating to the use of word processors include:

- ▶ A copy of each student's work is kept securely on the Exam Officer's computer should it be required by the Exam Board.

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

CVCC recognises that for some students a word processor may be the most appropriate method of recording, organising and presenting their work if they have additional needs. Pupils are allowed to use a word processor in school as their normal, routine way of working where an additional need has been established.

CVCC follows guidance on the provision of a word processor for examinations provided by the Joint Council for Qualifications (JCQ):

a candidate is permitted use of a word processor (with the spelling and grammar check facility/predictive text disabled [switched off]) in examinations where it is their normal way of working within the School and is appropriate to their needs:

(JCQ 5.8.4) The use of a word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in exams 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

References to 'JCQ' relate to JCQ Access Arrangements and Reasonable Adjustments.

1 - Principles for Using a Word Processor

(JCQ 4.2.1) The purpose of the use of a word processor at CVCC is to ensure that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The use of a word processor at CVCC is intended to allow access to assessments.

(JCQ 4.2.3) Candidates at CVCC 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 our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

(JCQ 4.2.4) Use of a word processor should be processed at the start of the course. Candidates at CVCC will then know that they will have the use of a word processor for examinations and controlled assessments/course work.

(JCQ 4.2.5) The use of a word processor for candidates at CVCC is only granted if it reflects the support normally provided for the candidate and it is their 'normal way of working':

- in the classroom; or
- working in small groups; or
- literacy support lessons; or
- literacy intervention strategies; and/or
- in internal school tests and mock examinations

2 - The Use of a Word Processor

(JCQ 5.8.1) CVCC will provide a word processor (or laptop) with the spelling and grammar facility/predictive text disabled (switched off) to a candidate.

(JCQ 5.8.1) CVCC only grants the use of a word processor to a candidate where it is their normal way of working within the centre (see 4.2.5 above)..

(JCQ 5.8.2) CVCC provides access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

(JCQ 5.8.3) CVCC allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

(JCQ 5.8.4) CVCC will ensure that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.

(JCQ 5.8.4) CVCC cannot simply grant the use of a word processor to a candidate because s/he prefers to type rather than write or can work faster on a keyboard, or because s/he uses a laptop at home.

The following candidates would benefit from using a word processor. A candidate with:

- 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.

This list is not exhaustive.