



# GLEBE SCHOOL

## Word Processor Policy for Examinations

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Date approved:	April 2024
Date of next review	April 2025

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## 1. Statement of intent

Glebe School is committed to ensuring that all pupils are able to achieve the exam results they are capable of. 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 are taken directly from the Access Arrangements (AA) and Reasonable Adjustments 2023-2024 and Instructions for Conducting Examinations (ICE) 2023-2024 publications.

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

## 2. Introduction

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

(AA 4.2.1)

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 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/adjustments 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/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. The Exams Officer and Assistant Headteacher must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.

(AA 4.2.1)

The Exams Officer and Assistant Headteacher must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate.

(AA 4.2.7)

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

## 3. The use of a word processor

Glebe School 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 Glebe School (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)

Glebe School can provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working within Glebe School, unless an awarding body's specification says otherwise (ICE 14.20)

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).

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 (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).

Glebe School will not:

Simply grant the use of a word processor to a candidate because he/she prefers 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)

## 4. Exceptions

The only exceptions 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 the curriculum is delivered electronically and the centre provides word processors to all candidates (AA5.8.4 & ICE 14.20)

## 5. Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor is accommodated either in an IT room or on a laptop in a small room.

In compliance with the regulations, Glebe School will:

- Provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within Glebe School, unless an awarding body's specification says otherwise (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)
- Ensure the candidate is reminded that his/her centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 14277/1234 – 6391/01 (ICE 14.22)
- Ensure the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)

- Ensure the candidate is reminded to save his/her work at regular intervals. (or where possible, an IT technician)
- Set up 'autosave' on each laptop/tablet) to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- Instruct the candidate to use a minimum of 12pt font, double spacing, and single sided printing in order to assist examiners when marking (ICE 14.24) (ICE 14.25)

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of header or footer. In such circumstances once the candidate has completed the examination and printed off his/her typed script, he/she is instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

Glebe School 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 not connected to an intranet or any other means of communication
- 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 and is not connected to an intranet or any other means of communication
- 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 on the candidate's behalf by a third party unless the candidate has permission to use a scribe

## 6. Printing the script after the exam is over

Glebe School 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. On completion of the exam, a member of the exams team will coordinate the printing and checking of the examination scripts.
- 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
- Where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions)