

Full name of policy:	USE OF WORD PROCESSORS POLICY
Requirement for policy:	To comply with JCQ/Awarding Body requirements
Name and post of person responsible:	Dan Browning – Executive Principal Christos Christofi – Exams Officer
Highest School body approving the policy:	School Leadership Team
Date of approval:	November 2016
Frequency of review:	Annual
Dates of previous reviews:	October 2016
Date of next formal review:	October 2017
Policy Reference:	All policies can be located on the school drive (01-STAFF-EXAMS POLICIES)
Total number of pages: (Including appendices and front sheet)	8 pages
Comments:	This policy should be read in conjunction with: <ul style="list-style-type: none"> Exams Policy Access Arrangements Policy

Purpose of the policy

The policy details how St. John's School manages and administers the use of word processors (including laptops and tablets) ensuring that *JCQ regulations and guidance* are correctly followed in examinations and assessments.

5.8 Word Processor

Principally, that a word processor cannot simply be granted 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.

The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

The centre may wish to set out the particular types of candidates which it considers would benefit from the use of a word processor. For example, 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;
- poor handwriting;
- Planning and organisational problems when writing by hand.

4.2 Principles for centres

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.

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.

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.**

4.2.4 Access arrangements should always be processed at the start of the course. Candidates will then know what is available and have the access arrangement(s) in place for examinations and controlled assessments/coursework. Arrangements **must** be approved before an examination or assessment.

Where the use of a word processor in examinations/assessments meets JCQ criteria, the exams centre 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 the centre and is appropriate to their needs (RAG 5.8.1)
- Acknowledge that controlled assessment or coursework can normally be completed on word processors unless prohibited by the specification (RAG 5.8.2)

- Permit a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers (RAG 5.8.2)
- Ensure that a signed word processor cover sheet is completed and attached to the candidate's word processed script before despatching to the examiner or awarding body.

The exams centre will ensure that *JCQ instructions for conducting examinations (ICE)* are strictly adhered to, in that:

8.8 Word processors

Centres are allowed to provide a word processor (e.g. laptop, computer) **with the spelling and grammar check/predictive text disabled** to a candidate where it is their normal way of working within the centre and is appropriate to their needs, unless an awarding body's specification says otherwise. **This also includes an electronic braille or a tablet.**

A word processor:

- **Must** be used as a type-writer, not as a database, although standard formatting software is acceptable;
- **Must** have been cleared of any previously stored data, as must any portable storage medium used. **An unauthorised memory stick must not be used by a candidate.** Where required, the centre **must** provide a memory stick to the candidate, which is cleared of any previously stored data;
- **Must** be in good working order at the time of the examination;
- **Must** be 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 will be required;**
- **Must** either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate **must** be present to verify that the work printed is his or her own. **Word processed scripts must be attached to any answer booklet which contains some of the answers;**
- **Must** be used to produce scripts under secure conditions, otherwise they may be refused;
- **Must not** be used to perform skills which are being assessed;
- **Must not** be connected to an intranet or any other means of communication;
- **must not** give the candidate access to other applications such as a calculator where prohibited in the examination), spreadsheets etc.;
- **must not** include graphic packages or computer aided design software unless permission has been given to use these;
- **must 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 voice activated software (the script must have a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking;**
- **must not** include voice-activated software **unless the candidate has permission to use a scribe or relevant software;**
- **must not** be used on the candidate's behalf by a third party **unless the candidate has permission to use a scribe.**

A word processor cover script (Form 4) must:

- Be printed from the JCQ website - [http://www.jcq.org.uk/exams-office/ice-- instructions-for-conducting-examinations](http://www.jcq.org.uk/exams-office/ice--instructions-for-conducting-examinations) **and**
- Included with the candidate's typed script.

An awarding body cannot guarantee a word processed script will be processed unless it has a cover sheet attached to it.

Laptops and tablets

Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'freestanding'.

The battery capacity of a laptop or a tablet **must** be checked before the candidate's examination(s). **The centre must ensure that the battery is sufficiently charged for the entire duration of the examination.**

The use of a fully charged laptop or tablet will allow a centre to seat a candidate within the main examination hall without the need for separate invigilation and power points.

Advice: Candidates **must** be reminded to ensure that their **centre number, candidate number** and the **unit/component code appear on each page as a header or footer**: e.g. 12345/8001–6391/01.

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

Each page must be appropriately numbered.

Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.

Invigilators **must** remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.

Where a candidate has been granted the use of a word processor, at the end of the examination the candidate should be present when the script is printed off so as to verify that the work printed is his or her own.

Key Points:

Accommodating word processors in examinations

- Word processor provided by the exams office after it has been checked from the IT department.
- 12pt font and double spacing.

Printing out at the end of examinations

The exams officer prints out the candidate's script in the exams office printer. The candidate should be present at the time of the printing.

Other arrangements

The USB is checked and provided by the exams officer. The exams officer is present when the candidate is saving work to ensure that the script has been copied on the memory stick. After the printing out at the end of the exam the exams officer deletes the content of the memory stick.

This policy is updated annually, early in the autumn term, on the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

APPENDIX A

References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2015/16 and ICE to JCQ Instructions for conducting examinations 2015/16.

1 - Principles for using a word processor

(AA 4.2.1) Candidates with access to word processors at St Johns School 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.

(AA 4.2.1) The use of word processors at St Johns School 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 at St Johns School is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3) Candidates at St Johns School 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 at St Johns School is agreed/processed at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 4.2.4) Candidates at St Johns School are aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 4.2.5) The use of a word processor for candidates at St Johns School 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; or working in small groups for reading and/or writing; or literacy support lessons; or literacy intervention strategies; and/or in internal school tests and mock examinations Areas to consider/confirm.

2 - The use of a word processor

(AA 5.8.1) St Johns School provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).

(AA 5.8.1) St Johns School only grant 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.

(AA 5.8.1) St Johns School only grant 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).

(AA 5.8.2) St Johns School provide access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

(AA 5.8.3) St Johns School allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

St Johns School 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, St Johns School ensure that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.

(AA 5.8.4) At St Johns School, in Functional Skills English (Reading and Writing components) the use of a word processor with the spell check facility switched on is permitted for all candidates.

(AA 5.8.4) St Johns School 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.

3 - Word Processor and their programmes

(ICE 8.8) At St Johns School word processors are used as a type-writer, not as a database, although standard formatting software is acceptable.

(ICE 8.8) At St Johns School 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.

(ICE 8.8) At St Johns School an unauthorised memory stick is not permitted for use by a candidate.

(ICE 8.8) At St Johns School, 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.

(ICE 8.8) Word processors at St Johns School are in good working order at the time of the examination.

(ICE 8.8) At St Johns School word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.

(ICE 8.8) At St Johns School where a candidate using a word processor is accommodated separately, a separate invigilator is used.

(ICE 8.8) At St Johns School 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.

(ICE 8.8) At St Johns School documents are printed after the examination is over.

(ICE 8.8) At St Johns School candidates are present to verify that the work printed is their own.

(ICE 8.8) At St Johns School word processed scripts are attached to any answer booklet which contains some of the answers.

(ICE 8.8) Word processors are used to produce scripts under secure conditions, and if they are not then St Johns School are aware that they may be refused by the awarding body.

(ICE 8.8) At St Johns School word processors are not used to perform skills which are being assessed.

(ICE 8.8) At St Johns School word processors are not connected to an intranet or any other means of communication.

(ICE 8.8) At St Johns School candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor.

(ICE 8.8) At St Johns School graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.

(ICE 8.8) At St Johns School 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 scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking.

(ICE 8.8) At St Johns School voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.

(ICE 8.8) At St Johns School word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

4 – Laptops and Word Processors

(ICE 8.8) At St Johns School the battery capacity of all laptops is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination.

(ICE 8.8) At St Johns School candidates with fully charged laptops are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points.

(ICE 8.8) At St Johns School candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.

(ICE 8.8) At St Johns School 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. They 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.

(ICE 8.8) At St Johns School each page is appropriately numbered.

(ICE 8.8) At St Johns School candidates are instructed to use a minimum 12pt font and double spacing.

(ICE 8.8) At St Johns School invigilators remind candidates to save their work at regular intervals.

(ICE 8.8) At St Johns School it is possible to set up 'autosave' onto each laptop/tablet.

(ICE 8.8) At St Johns School candidates granted the use of a word processor are present at the end of the examination when their script is printed off so they can verify that the work printed off is their own.