Word processor policy (exams) 2021/22

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mr John Jones	
Date of next review	30/09/2022

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Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
SENCo	Ms Arifa Mohamed
Exams officer	Mr. Siavoush Forouhesh Tehrani
SLT member(s)	Mr John Jones
IT manager	Ben Wright

Introduction

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 2021-2022 and Instructions for Conducting Examinations 2021-2022 publications.

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 Barnhill Community High School 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)

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 (ICE 14.20)

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

A candidate using a word processor is accommodated in the main exam venue, unless the candidate using the word processor has other access arrangements which require them to be invigilated in a separate room

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)
- ensure the candidate is reminded to save his/her work at regular intervals (ICE 14.24)
- ensure that on completion of the exam, and once the script has been printed, the candidate writes 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)
- ensure the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- ensure that in completing the above tasks the candidate is supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)
- instruct the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking (ICE 14.24)

The centre will ensure the word processor (ICE 14.25)

- 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 type-writer, 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 be 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)

Appendix 1

The criteria Barnhill Community High School uses to award and allocate word processors for examinations

Awarding word processors

Barnhill Community High expects that most students will handwrite in exams. However, there are exceptional circumstances, as identified by the school or other professionals, where students may benefit from using a word processor and in these cases the school will allow use of a word processor for note-making in class, for homework, and for internal and public examinations. Barnhill Community High follows guidance on the provision of a word processor for examinations provided by the Joint Council for Qualifications (JCQ).

The School will allow students to use word processors if they meet at least one of the following criteria:

• The student has a specific learning difficulty/disability (such as dyslexia, dyspraxia, ASD);

• The student has a physical disability/medical condition or sensory impairment (such as hypermobility or visual impairment);

• The student has poor handwriting and would lose marks due to the examiner finding his/her answers illegible.

Students permitted to use word processors in public exams must have been using a word processor as their normal way of working for classes, homework, internal assessments and internal exams.

A student may also use a word processor on a temporary basis as a consequence of a temporary injury.

Allocating word processors

Appropriate exam-compliant word processors will be **allocated** 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 published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 2.11 of ICE.

Statement produced by: **Ms Arifa Mohamed, SENCo** Statement date: 04/03/2019