

This Policy has been adopted and approved by Gippeswyk Community Educational Trust and has been adapted for use by Copleston High School.

<b>WORD PROCESSOR POLICY FOR EXAMS</b>	
New Policy Written	May 2018
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Responsible Officer	Mrs T Pilkington – SENCO / Mr D Shorten – Exams Officer
Policy Number	CS27

### **1. 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 2019/20 and ICE to JCQ Instructions for conducting examinations 2019/20.

### **2. 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. The policy also contains a written statement on the centre criteria for the allocation of word processors as required by JCQ.

### **3. Principles for using a word processor**

Copleston complies with AA chapter 4 Adjustments for candidates with disabilities and learning difficulties regulations and guidance as follows:

- 3.1 Candidates with access to word processors are allowed to do so to ensure, where possible, that barriers to assessment are removed for a candidate with special educational needs and/ or a disability, preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- 3.2 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.
- 3.3 The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.
- 3.4 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.
- 3.5 The use of a word processor is considered and agreed where appropriate at the start of the course. The majority of candidates requiring the use of a laptop/word processor will have been identified within the school. Candidates are subsequently aware that they will have the use of a

word processor for Examinations and controlled assessments/coursework/ non-examination assessments.

- 3.6 Candidates are made aware that they will have the use of a word processor for examinations and non-examination assessments (including controlled assessments/coursework).
- 3.7 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; 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

All other candidates will be reminded that they are responsible for producing legible writing.

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.

- 3.8 The use of a word processor/laptop will not be granted to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home.
- 3.9 The principles within this policy apply to internal and external examinations.

#### **4. The use of a word processor (including brailers and tablets)**

Copleston complies with AA chapter 5 Access arrangements available as follows:

- 4.1 Provides a word processor with the spelling and grammar check facility/predictive text disabled.
- 4.2 Only grants the use of a word processor to a candidate where it is their normal way of working (see 3.7 above) within the centre.
- 4.3 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.
- 4.4 Provides access to word processors to candidates in non-examination assessments (including controlled assessments or coursework) components as standard practice unless prohibited by the specification.
- 4.5 Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.
- 4.6 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 visual tracking between the question paper and screen.
- 4.7 In all cases, ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script.

#### **5. Word processors and their programmes**

Copleston 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 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 any answer booklet which contains some of the answers
- Word processors are used to produce scripts under secure conditions
- 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

## **6. Laptops and tablets**

Copleston 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 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 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 approximately number each page
- Candidates are instructed to use a minimum 12 font and double spacing
- Invigilators remind candidates to save their work at regular intervals as autosave is not available when using Wordpad
- 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

## **7. Responsibilities and Tasking**

7.1 Exam Officer and SENCO will regularly review the number of available suitable laptops and ensure the optimum number are held in the exams office

- 7.2 Exams Officer will include laptop script requirements as part of the exam briefing given to candidates at the start of all exam seasons
- 7.3 Learning Support Department will provide details to the Exams Office of all candidates who need to use laptops in examinations
- 7.4 Staff using exam laptops for classroom assessments etc. will ensure their return at the end of each school day
- 7.5 IT manager and Exams Officer will ensure laptops and software comply with AA and ICE instructions. This also extends to memory sticks
- 7.6 Exams Officer will provide training for invigilators covering their role in upholding this policy
- 7.7 On exam days the Exam Officer will
- Ensure laptops are fully charged and in good working order
  - Ensure laptops are clear of any previously stored data
  - Provide laptop cables in case of laptop battery problems
  - Provide cleared memory sticks to the exam invigilators
  - When appropriate remind candidates prior to entering the exam hall of laptop scripts requirements
  - Print scripts in secure environment
  - Complete relevant section of Form 4
  - Ensure Form 4 is sent with the script
- 7.8 On exam days the exams invigilator will
- Ensure laptop screens cannot be seen by other candidates
  - Regularly remind candidates to save their work
  - Provide cleared memory sticks to the candidates to save their work
  - Bring memory sticks to the exams office/ICT office so scripts are printed off in a secure environment
  - Ensure candidate complies with script requirements, once printed, as detailed in this policy
  - Ensure candidate verifies the printed script is their own
  - Complete relevant section of Form 4

## Appendix 1

### A Statement on the criteria Copleston High School uses to allocate word processors

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. Candidates are reminded of their responsibility to write clearly in all 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.

#### Awarding word processors

There are also exceptions where a candidate may be **awarded** the use of a word processor in exams where he/she has a firmly established need and 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.

Exceptions 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

These awards will only be made with appropriate medical evidence in place or after centre handwriting tests results confirm the candidates need.

#### Allocating word processors

Appropriate exam-compliant word processors will be **allocated** by the Exams Officer in liaison with the SENCO.

Tracy Pilkington / David Shorten  
SENCO                      Exams Officer