



Word Processor Policy (Examinations)

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*To inspire the minds of all generations through education, with fearless faith.
As a united community we demonstrate our Lasallian values of faith, service, and respect.*
Mission Statement

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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 2022/23 and ICE to JCQ Instructions for Conducting Examinations 2022/23. Amendments from the 2019/20 documents are in italics in this policy document. Where information is underlined, this reflects the appearance of the information in AA or ICE.

Purpose of the Policy

This policy details how the centre manages and administers the use of word processors in examinations and assessments.

Principles for Access Arrangements

St Joseph's College complies with the AA Chapter 4 Principals for Centres.

(AA4.2.1)

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 because 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.

The SENCO, or an equivalent member of staff within the school, must ensure that the proposed access arrangement does not disadvantage or advantage the candidate.

(AA4.2.2)

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 (see Chapter 3, page 13). **For example, the use of a practical assistant will not normally be allowed when practical skills are being tested.**

(AA4.2.3)

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 must consider the need for access arrangements on a subject-by-subject basis.**

The use of a Word Processor

St Joseph's College complies with AA Section 5.8: Word processors.

AA 5.8.1)

Centres are allowed to 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. (See the first example on page 7 and the examples on page 52). 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. (This also extends to the use of electronic braille and tablets.)

(AA 5.8.2)

The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.

(AA 5.8.3)

It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers. N.B. 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 that 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 computer screen.

(AA.5.8.4)

For the regulations on the use of word processors in written examinations, please see the JCQ. Publication Instructions for Conducting Examinations (commonly known as the JCQ 'ICE' booklet):

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>.

Word Processors and their Programmes

St Joseph's College complies with the following requirements from instructions for conducting examinations 2024/2025.

(CCE 14.20)

Centres are allowed to 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 the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically, and the centre provides word processors to all candidates. This also includes an electronic braille or a tablet.

(ICE 14.21)

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

(ICE 14.22)

The pupil 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.

(ICE 14.23)

Each page of the typed **script** must be numbered, e.g., page 1 of 6.

(ICE 14.24)

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. ***To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.***

(ICE 14.25)

A word processor:

- a) **must** be used as a typewriter, not as a database, although standard formatting software is acceptable;
- b) **must** have been cleared of any previously stored data, as must any portable storage system 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;
- c) **must** be in good working order at the time of the examination;
- d) **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 in another room, a separate invigilator will be required;

- e) **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:

- a) **must** be used to produce scripts under secure conditions, otherwise they may be refused;
- b) **must not** be used to perform skills which are being assessed;
- c) **must not** be connected to an intranet or any other means of communication;
- d) **must not** give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- e) **must not** include graphic packages or computer aided design software unless permission has been given to use these;
- f) 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 speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking.**
- g) **must not** include speech recognition technology **unless the candidate has permission to use a scribe or relevant software;**
- h) must not be used on the candidate's behalf by a third party **unless the candidate has permission to use a scribe.**

An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions.

Accommodating Word Processors in Examinations

Candidates using word processors are internally accommodated in H22, H14 and LSR 2 (other rooms may be used if required).

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

- on completion of the examination an invigilator will remind the student to save all work onto the memory stick provided by St Joseph's College
- the invigilator will accompany the student, the laptop and the memory stick to the printer for the work to be printed off and verified.

On completion of the exam:

- students must number the printed sheets, and sign the final sheet before the work is submitted;
- when all work is printed and verified, it will be enclosed inside the student's examination script for submission to the awarding body with a completed word processor cover sheet;
- the memory stick and word processor will be cleared of all work.