**Updated: April 2022**

**Review Due: March 2023**

Key staff involved in awarding and allocating word processors for exams

ALS lead/SENDCo Mr C O’Neill

Exams officer Mrs Sara Lee

Senior leader (Exams) Mr Paul Cotier

IT manager Mr Tony Stevens

**Purpose of the Policy**

This policy details how Hall Mead School complies with AA chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE (sections 14.20-25) when awarding and allocating a candidate the use of word processor in examinations.

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams. This policy follows the Access Arrangements and Reasonable Adjustments 2021-2022 and Instructions for conducting examinations 2021-2022 publications.

**Introduction**

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

* The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment.
* 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.
* 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.
* 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. ALS leads/SENCos must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.
* The Additional Learning Support lead/SENCo must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate.
* The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) before their first examination.

**Condition of Use**

The centre will;

* allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled 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 where appropriate to their needs

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, planning and organisational problems when writing by hand, o poor handwriting.

Hall Mead will;

* only permit the use of a word processor where the integrity of the assessment can be maintained
* not grant the use of a word processor where it will compromise the assessment objectives of the specification in question
* consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification
* 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
* provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification
* The centre will not
* simply grant the use of a word processor to a candidate because they now want to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home.

**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

**Approval of Use**

Word processors will only be provided with approval from the SENCo. Approval will only be given if there is a proven need. If a pupil requires a word processor on the day of the exam due to a broken bone etc, then the decision will be made by the Exams Officer who will keep the SENCo informed.

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

* A candidate using a word processor takes the exam in the venue decided by the SENCo.
* In compliance with the regulations the centre:
* provides 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, unless an awarding body’s specification says otherwise
* If 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.
* The candidate will 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 their typed script, they are instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

We will;

* ensure the candidate understands that each page of the typed script must be numbered.
* ensures the candidate is reminded to save their work at regular intervals. (or where possible, an IT technician will set up ‘autosave’ on each laptop/tablet (or where possible, an IT technician will set up ‘autosave’ on each laptop/table to ensure that if there is a complication or technical issue, the candidate’s work is not lost)
* instructs the candidate to use a minimum of 12pt font and double spacing in order to make marking easier for examiners

The centre will ensure the word processor:

* is only used in a way that ensures a candidate’s script is produced under secure conditions
* not used to perform skills which are being assessed
* not connected to an intranet or any other means of communication
* is in good working order at the time of the exam
* situated in such a way that other candidates are not disturbed and cannot read the screen
* 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
* cleared of any previously stored data does not give the candidate access to other applications such as a calculator and 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

**Printing of Work**

The centre will ensure;

* 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

* candidate is present to verify that the work printed is his or their own
* 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 following the relevant awarding body’s instructions.

The candidate will send the script to the allocated printer for the relevant exam room. The candidate will remain in the exam room under secure conditions whilst an additional invigilator retrieves the script and gives it to the candidate to check and sign. The candidate should then put the script and word processing form in the exam paper and it will be collected with all other scripts

**Portable storage medium**

If a portable storage medium has to be used

The centre will ensure that any portable storage medium used

* is provided by the centre
* cleared of any previously stored data
* Printing the script after the exam is over