# BURSCOUGH PRIORY ACADEMY

*E PLURIBUS UNUM*

## Word Processor

## Policy

## 2018-2019

*Including SLT criteria Statement*

# 1.    Introduction

1.1.    This policy on the use of word processors in examinations and assessments is reviewed and updated annually after the publication of updated JCQ regulations and guidance contained in the publications ***Access Arrangements and Reasonable Adjustments*** and ***Instructions for conducting examinations.***

1.2.    Candidates who require a word processor for their examinations will be provided with laptops which comply with JCQ regulations:
*"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 and is appropriate to their needs"*

# 2.    Purpose of the policy

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

# 3.    Reasons for using a Word Processor

3.1.    The use of word processors is allowed in order to remove barriers for candidates who would otherwise be placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

3.2.    The use of word processors is permitted only if 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.

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 on candidates, the use of a word processor can be considered on a subject-by-subject basis.

3.5.    The use of a word processor should be considered and agreed where appropriate 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, including non -examination assessments.

3.6.    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:

- in the classroom; or
- working in small groups for reading and/or writing; or
- literacy support lessons; or
- in internal school tests and mock examinations

3.7.    The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment.

3.8. Particular types of candidates may benefit from using 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
- planning and organisational problems when writing by hand
- poor handwriting

*(This list is not exhaustive)*

3.9. Candidates must show proficiency in the use of a word processor before using it for examinations, except in in the case of temporary injury or impairment at the time of the examination. Candidates will be assessed by the Senco in order to ensure the candidate is not being disadvantaged by using the word processor.

## 4. The use of a word processor in external exams

4.1. Burscough Priory Academy will:

- Provide a word processor in external exams with the spelling and grammar check facility/predictive text disabled(switched off)
- Only grant the use of a word processor to a candidate where it is their normal way of working within the centre.
- 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)
- Provide access to word processors to candidates in non-examination assessments (including controlled assessments or coursework) as standard practice unless prohibited by the specification.
- Allow candidates to use a word processor in an external examination.
- For external examinations and assessments a word processor cover sheet (JCQ Form 4) **must** be completed and included with each candidate's typed script.

4.2. 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.

4.3. **A word processor will not be granted to a candidate simply because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home.**

## 5.    Word processors

5.1.    Word processors are used as a type-writer, not as a database, although standard formatting software is acceptable.

5.2.    Word processors have been cleared of any previously stored data, as must any portable storage medium used.

5.3.    The examinations office will provide memory sticks to the Invigilators during written examinations.

5.4.    Unauthorised memory sticks are not used by candidates.

5.5.    Word processors are in good working order at the time of the examination.

5.6.    Word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.

5.7.    Where a candidate using a word processor is accommodated separately, a separate invigilator is used.

5.8.    Word processors have the facility to print from a portable storage medium.

5.9.    Documents are printed after the examination is over.

5.10.    Candidates are present to sign and verify that the work printed is their own.

5.11.    Word processed scripts are inserted in any answer booklet which contains some of the answers.

5.12.    Word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body.

5.13.    Word processors are not used to perform skills which are being assessed.

5.14.    Word processors are not connected to an intranet or any other means of communication.

5.15.    Candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor.

5.16.    Graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.

5.17.    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).

5.18.    Voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.

5.19.    Word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

## 6.    At the end of the examination:

6.1.    The Exams office may provide the Invigilator with a memory stick in order to transfer the work.

6.2.    The candidate, together with the laptop and memory stick, is taken to the examinations office under supervision.

6.3.    Documents are printed in the exams office, with the candidate present, and the candidate is supervised whilst signing each printed page to verify that the work printed is complete and is the candidate's own work.

6.4.    Laptop cover sheets are completed as required.

6.5.    The laptop and memory stick are cleared of all work before the next use.

.

## 7.    Accommodating word processors in examinations

7.1.    Candidates using laptops are usually accommodated in small rooms:

- Laptops are set up in advance in the examination room.

- Where necessary additional space/extra desk will be provided if required (e.g. candidate with broken arm or wrist; candidate with enlarged examination paper)

## 8.    Invigilation arrangements relating to the use of word processors include:

8.1.    Reminding candidates to:

- Insert their details in a header or footer on each page – i.e. Name, Candidate Number, Centre Number and the examination unit/component code.
- Appropriately number each page.
- Use a minimum 12pt font and double spacing.
- Save their work at regular intervals.

8.2.    In the unlikely event of a technical fault invigilators will assist or summon help. A spare word processor will be provided in the exam room or nearby in case of emergency. Invigilators will need to record stop times for a laptop candidate in the case of a technical fault and to adjust the candidate's finish time in such instances; candidates should be clearly informed of the revised finish time.

**Word Processor Statement 2018-19**

The use of a word processor in examinations is a centre-delegated arrangement.  A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

It is not a reasonable adjustment for a candidate to request use of a word processor because they can type faster than they can handwrite. The use of a word processor will be as a result of a well-established SEN need/illegible handwriting which has been identified and evidenced over time.

Permission to use a laptop/chrome book in class should not be taken to imply permission to allow this arrangement in assessments/exams. These decisions are taken at the start of the GCSE courses following testing and consultation with staff and SENCo.

 Permission to use a word processor in an exam may well be granted for 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
- poor handwriting.

This list is not exhaustive. Each case will be considered on its merits and a decision will be made by the SENCO and Exams Officer in consultation with SLT.