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Word Processor Policy 2024-2025 Blue Coat CE Secondary School

Policy Date: September 2024

Review Date: September 2025

Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2		September 2024	Kelly Jobson	Updated to reflect JCQ Changes 2024-2025 and centre specific actions regarding printing. Changes highlighted in yellow.

This policy is reviewed and updated annually on the publication of updated JCQ regulations.

References in this policy to **AA** and **ICE** relate to/are directly taken from the JCQ publications **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

Introduction

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment. ICE (14.20)

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.

A centre must make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations

The following principles are applied to access arrangements at Blue Coat School:

- The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them 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 4.2.1).
- Although access arrangements/adjustments are intended to allow access to assessments, they are not granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.2).
- 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/SENCo must consider the need for access arrangements/reasonable adjustments on a subject-by subject basis. (AA 4.2.3)
- The Additional Learning Support lead/SENCo must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage a candidate. (AA 4.2.1).
- The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustments before his/her first examination. (AA 4.2.7)

Purpose of the Policy

- This policy details how Blue Coat School complies with AA, chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE,

sections 14.20-27 (Word processors (computers, laptops and tablets) when awarding and allocating a candidate the use of word processor in examinations.

- The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet

The Criteria Blue Coat School uses to Award and Allocate Word Processors for Examinations and Assessments

The 'normal way of working' for exam candidates, as directed by the Head of Centre, is that candidates handwrite their exams with the following exceptions.

Exceptions

A candidate may be awarded the use of a word processor in examinations where:

- The candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology
- The candidate has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor the candidate would be at a substantial disadvantage to other candidates

Blue Coat School will:

- Allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text disabled (switched off) where it is their normal way of working within the centre (AA 5.8.1)

For example, the candidate's quality of language significantly improves when using a word processor due to problems with planning and organisation when writing by hand

- Award the use of a word processor to candidates where appropriate to their needs (AA 5.8.4)

For example, a candidate with:

- 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

(This list is not exhaustive)

- 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)
- 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 (AA 4.2.4)
- However, 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, access arrangements/reasonable adjustments should be applied for as soon as is practicable. Blue Coat will process applications as detailed in AA Chapter 8, section 8.3 using Access arrangements online where required. The candidate would be asked for medical evidence in the event of an injury at the time of the Exam if word processor was needed to be used. This would be agreed and kept on record by Kerry Ram/Jo Earle
- provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)
- 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 (AA 5.8.4)
- Additionally, the use of a word processor would be considered for a candidate 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 (AA 5.8.4)

Arrangements at the time of the Assessment for the use of a Word Processor

A candidate using a word processor is accommodated in line with ICE (14.20-14.27) and would be accommodated in a separate room where possible in compliance with the regulations,

Blue Coat School:

- provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding body's specification says otherwise (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)
- ensures the candidate is reminded to ensure that the 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)
- if a candidate is using a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off their typed script, he/she is instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process 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)
- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- 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 to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

Blue Coat School will ensure the word processor: (ICE 14.25)

- is only used in a way that ensures a candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- 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 typewriter, not as a database, although standard formatting software is acceptable
- 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), e-mail, the Internet, social media sites, spreadsheets

- 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 computer reading (text to speech) software unless the candidate has permission to use a computer reader
- 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 the Script after the Exam has Ended

Blue Coat School will ensure:

(ICE 14.25)

- The word processor is connected to a printer so that a script can be printed off.
- The candidate is present to verify that the work printed is his/her own.
- A word-processed script is attached to any answer booklet which contains the answers
- Where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions) (ICE 14.26)

If a candidate omits to insert the required header or footer, they are instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process 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) The roaming Invigilator at Blue Coat will supervise the candidates at the printer throughout this process and this will be done one student at a time. The invigilator inside the venue would remain with the other candidates to ensure all are supervised until permission is granted to leave the Exam venue.

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Blue Coat School:

- We retain electronic copies of word-processed scripts as the electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. This is kept in a secure file on the network with restricted access to IT and Exams only, The centre will demonstrate to the awarding body that the file has been kept securely. The head of centre will confirm this in writing to the awarding body (ICE 14.27)
- Following the passed deadline of Post results service the files will be deleted permanently

Allocating Word Processors at the Time of the Assessment

Appropriate exam-compliant word processors will be allocated by:

- The IT department in liaison with the ALS lead/SENCo and the Exam Officer.
- The security of the exam will be maintained at all times and candidates will be supervised in line with section 7.3 of ICE

Changes 2024/2025

Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Additional paragraph in the first bullet point under **Introduction**:

1. A centre must make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulation

Reviewed: Kelly Jobson September 2024
Next Review Date: September 2025
Approved by Directors: 23 September 2024

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards