



Calday Grange Grammar School

Title of Policy:	Word Processor in Examinations and Assessments
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Reason:	To ensure consistency and compliance with JCQ regulations in the use of word processors
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Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, early in the autumn term, 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 2024/25* and ICE to JCQ *Instructions for conducting examinations 2024/25*

Principles for using a word processor

Calday Grange Grammar School complies with AA section 4 regulations as follows:

(AA 4.2.1)

- Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- 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 and are generally given for the following reasons.
- Dyspraxia/DCD
- Hypermobility
- Illegible handwriting
- Slow handwriting
- Medical Condition
- Sensory Impairment
- The use of a word processor must not unfairly disadvantage or advantage the candidate.

(AA 4.2.2)

- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

- 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.

(AA 4.2.4)

- The use of a word processor is agreed/processed 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.
- Candidates are aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 4.2.5)

- 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 where appropriate
- working in small groups for reading and/or writing
- support lessons
- intervention strategies
- in internal school tests and examinations
- mock examinations
- The use of a word processor should be the candidate's normal way of working. The only exception to this would be a temporary injury/impairment.

The use of a word processor

Calday Grange Grammar School complies with AA section 5 as follows:

(AA 5.8.1)

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off).
- Only grants the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre.
- 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).

(AA 5.8.2)

- Provides access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

(AA 5.8.3)

- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.
- 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 visually tracking between the question paper and screen.

(AA 5.8.4)

- Ensures in Functional Skills English (Reading and Writing components) the use of a word processor with the spell check facility switched on is permitted for all candidates.
- Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

Word processors and their programmes

Calday Grange Grammar School complies with ICE 14.25 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 are either connected to a printer so that a script can be printed off, or 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 attached to any answer booklet which contains some of the answers
- 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
- 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), email, internet, social media, 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 scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking
- no predictive text software or spell checking unless a scribe has been applied for.
- 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

Laptops, Tablets and Word Processors

Calday Grange Grammar School further complies with ICE 14.20 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 with fully charged laptops or tablets may be seated within the main examination hall without the need for separate invigilation and power points
- candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page
- each page is appropriately numbered.
- candidates are instructed to use a minimum 12pt font and double spacing
- invigilators remind candidates to save their work at regular intervals
- candidates granted the use of a word processor are present at the end of the examination when their script is printed off so they can verify that the work printed off is their own.

Accommodating word processors in examinations

The use of word processors are internally accommodated in the following manner:

- Candidates using word processors are accommodated separately usually in room D35 or G16 with an invigilator.
- The computers are set up by the IT department at the start of the exam period whereby the internet is disabled and the printer linked up.

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

- At the start of each examination, the invigilator ensures that:
 - All computers are turned on and laptops plugged in
 - **Exam WritePad** is selected
 - Font is set to Arial, size 12pt, double spaced
- Candidates are then asked to
 - Complete the front cover of the Examination/Answer booklet
 - To fill in the following details on Exam WritePad
 - Name
 - Candidate No.
 - Centre No.
 - Unit/Component Code
 - Save their work as they go along
- The invigilator must then:

- Start the examination in the usual way and warn candidates that the use of any software other than **Exam WritePad** is prohibited and any attempt to do so will be considered malpractice.
- Complete the seating plan, start finish times, invigilation record and incident logs as normal
- At the end of the examination candidates are asked to:
 - Print TWO copies of their answers
 - Save their work onto the data stick (if working on a laptop) provided under the supervision of the invigilator
 - Ensure each page has candidate details on
 - Ensure that the pages are numbered
- The invigilator then must
 - Put the second copy of the printed answers into an A4 white envelope, ensuring that the candidate signs the envelope
 - Clear the computer's C Drive of any saved work ready for the next examination

Other arrangements relating to the use of word processors includes:

- Candidates with computers and rest breaks, the exam paper must be removed and the keyboard moved away. If feasible the candidate should be moved away.
- Candidates can "Mix and Match", answering on the computers and or on the Examination/Answer Booklet
- A copy of this policy is available in the computer room.
- On some occasions it may be necessary to set up a laptop in a different room, in these instances the same procedures will be followed and laptops will be plugged in to a power socket and a printer.