# THE ECCLESBOURNE SCHOOL

**Learning Together for the Future**

Word Processing Policy

December 2023

1.Introdcution

This policy details how The Ecclesbourne School complies with AA (chapter 4) Adjustments for candidates with disabilities and learning difficulties, (section 5.8) word-processor and ICE (sections 14.20-25) 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

References in this policy to AA and ICE relate to/are directly taken from the Access Arrangements and Reasonable Adjustments 2023-2024 and Instructions for Conducting Examinations 2023-2024 publications.

- The use of a word-processor in exams and assessments is an available access arrangement/reasonable adjustment. (AA 4.2.1)
- The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a SEND child 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 SEND candidate. (AA 4.2.2)
- Although access arrangement/reasonable adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.3)
- Candidates may not require the same access arrangement/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENDCos must consider the need for access arrangement/reasonable adjustments on a subject-by-subject basis.(AA 4.2.1)
- The SENDCo must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage a candidate. (AA 4.2.7)
- The candidate must have had appropriate opportunities to practise using the access arrangement/reasonable adjustment(s) and for this to be classed as their usual way of working before their first examination.


3.The use of a word processor

The centre will;

- allocate the use of a word-processor to a candidate with the spelling and grammar check/predictive text disabled (switched off) 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
  · poor handwriting (AA 5.8.4)
- 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)
- 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)

The centre will not;

- simply grant the use of a word-processor to a candidate because they to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home (AA 5.8.4)

4.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 (AA 5.8.4)

5.Arrangements at the time of the assessment for the use of a word-processor

A candidate using a word-processor is accommodated in the main examination venues, or in smaller venues if access arrangement/reasonable adjustments are best served by a smaller venue.

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 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 their centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 23216/8001 – 6391/01 (ICE 14.22)

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.

- 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/table 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 in order to make marking easier for examiners (ICE 14.24)

**The centre will ensure the word-processor:**

- 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 not connected to an intranet or any other means of communication
- 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 and is not connected to an intranet or any other means of communication
- 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), spreadsheets etc.
- 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

## 6. Portable storage medium

The centre will ensure that any portable storage medium (e.g. a memory stick) used:

- is provided by the centre
- is cleared of any previously stored data

## 7.Printing the script after completion of the exam (ICE 14.25)

The centre will ensure;

- the word-processor has the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is their own & will sign to verify this
- a word-processed script is attached to any answer booklet which contains some of the answers
- 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 they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

The centre will also ensure that 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)

The centre may 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. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body. (ICE 14.27)

**Appendix 1**

**The criteria The Ecclesbourne School uses to award and allocate word-processors for examinations;**

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement/reasonable adjustment in place, for example the use of a scribe/speech recognition technology.

**The use of word-processors;**

There are also exceptions where a candidate may be awarded/allocated the use of a word-processor in exams where the candidate has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word-processor would be at a substantial disadvantage to other candidates.

This may include where a candidate has, for example:

- 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

The only exception to the above where the use of a word-processor may be considered for a candidate would be

- on a temporary basis as a consequence of a temporary injury at the time of the assessment
- where a subject within the curriculum is delivered electronically and the centre provides word-processors to all candidates

**Arrangements for the use of word-processors at the time of the assessment**

Appropriate exam-compliant word-processors will be provided by the IT department in liaison with the SENDCo and the exams officer. In exceptional circumstances where the number of appropriate word-processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body's published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

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