THE ECCLESBOURNE SCHOOL

Learning Together for the Future

WORD PROCESSING POLICY

July 2024

This policy will be reviewed annually.

This policy was approved by the Students and Curriculum governors sub-committee April 2024

This is a non-statutory policy

Contents

1   Introduction

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 following principles are applied to access arrangements at The Ecclesbourne School:

- 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 assessment may vary, leading to different demands of the candidate. The SENDCo and Access Arrangements Coordinator must consider the need for access arrangement/reasonable adjustment on a subject-by-subject basis (AA 4.2.3)
- The SENDCo and Access Arrangements Coordinator 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 practise using the access arrangement/reasonable adjustment before his/her first examination (AA 4.2.7)

2   Purpose of the policy

This policy details how The Ecclesbourne School complies with AA, chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE 14.20-27 Word processors (computers, laptops and tablets) when awarding and allocating a candidate the use of a word processor in examinations.

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

3   The criteria for using a word processor 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 unless there are exceptions.

3.1   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 would be at a substantial disadvantage to other candidates

The Ecclesbourne School will:

- Allocate the use of a word processor to a candidate with the spelling and grammar check/predictive disabled, where it is their normal way of working within the centre (AA 5.8.1)
- 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 (not an exhaustive list)
- 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 arrangement/reasonable adjustment**s** at the start of the course, or as soon as practical, 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 NEA components as standard practice unless prohibited by the specification (AA 5.8.2)

The Ecclesbourne School will not:

- Simply grant the use of a word processor 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)

4   Arrangements at the time of the assessment of the use of a word processor

A candidate using a word processor is accommodated in the main exam venue unless their access arrangements specify that they require a smaller venue.

In compliance with the regulations, The Ecclesbourne School:

- Provides a word processor with the spelling and grammar check/predictive text disabled unless an awarding body's specification says otherwise (ICE 14.20)
- Will check 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 appears on each page as a header or footer (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 his/her work at regular intervals and, where possible, the IT technician sets up the laptop to be on autosave (ICE 14.24)
- Instructs the candidate to use a minimum of 12 font and double spacing to make marking easier for the examiners (ICE 14.24)

The Ecclesbourne 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 application such as a calculator, email, internet, spreadsheets
- Does not include graphic packages or CAD software unless permission has been given to use these
- Does not include computer reading 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
- Has sufficient storage/memory whereby the candidate's work can be temporarily saved onto it

5   Printing the script after the exam has ended

The Ecclesbourne School will ensure (ICE 14.25):
- All candidates using a word processor are accompanied to the Exams Office by an invigilator with the candidate responsible for carrying the word processor that they have used during the exam
- The word processor can be 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 some of the answers
- Where an awarding body requires a word processor cover sheet, that this is including with the candidate's typed script (ICE 14.26)
- That if a candidate has to handwrite the details that would have been in a header/footer, he/she is solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)
  - o Ensuring that examination officers are appropriately trained, resourced and supported;
  - o Ensuring that examinations at alternative sites are conducted in accordance with JCQ ICE requirements;