IFIELD SCHOOL

Word Processor Policy

DATE	Amendments		Page
03/11/2022	Added Logos to Front Cover	RT	Front cover
02/11/2022	SB reviewed using JCQ regulations	SB	Throughout

This policy will be reviewed every two years in line with the main exams policy, but will be updated sooner if required following the publication of updated JCQ regulations.

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 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 the candidate. Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

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. The Head of Centre must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.

The Head of Centre must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate.

The candidate must have had appropriate opportunities to practice using the access arrangement/reasonable adjustment before their first examination.

Purpose of the policy

This policy details how Ifield School complies with the access arrangements and how it manages the needs of candidates and principles for the centre, 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.

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 usual way of working within the centre.
- 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
- only permit the use of a word processor where the integrity of the assessment can be maintained.
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question.
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification.

- process access arrangements/reasonable adjustments at the start of the course, or as soon as possible having firmly established a picture of need and usual way of working, ensuring arrangements are always approved before an examination or assessment.
- provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification.

  The centre will not:
- simply grant the use of a word processor to a candidate because they now want to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home.

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, impairment, diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course.
- where the curriculum is delivered electronically and the centre provides word processors to all candidates.

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

A candidate using a word processor is accommodated in a different room.

In compliance with the regulations the centre:

- provides a word processor with the spelling and grammar check facility/predictive text disabled to a candidate where it is their usual way of working within the centre, unless an awarding body's specification says otherwise.
- 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.
- ensures the candidate is reminded to write their centre number, candidate number and the unit/component code so it appears on each page as a header or footer.
- ensures the candidate understands that each page of the typed script must be numbered.
- ensures the candidate is reminded to save their work at regular intervals to ensure that if there is a complication or technical issue, the candidate's work is not lost.
- instructs the candidate to use a minimum of 12pt font and double spacing in order to make marking easier for examiners.

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 cleared of any previously stored data.
- does not give the candidate access to other applications such as a calculator (where prohibited in the examination).
- 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.

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.

Printing the script after the exam is over

The centre will ensure
- the word processor is either connected to a printer so that a script can be printed or have the facility to print from a portable storage medium.
- the candidate is present to verify that the work printed is their own.
- a word-processed script is attached to any answer booklet which contains some of the answers.
- where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions).

The centre may retain electronic copies of word-processed scripts. The electronic copy may be accepted by the awarding body where the printed copy has been lost. The centre will keep these copies securely and the Head of Centre would need to confirm this in writing to the awarding body is required.

The criteria Ifield School uses to award and allocate word processors for examinations

The 'usual 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 in place, for example the use of a scribe.

The use of word processors

There are also exceptions where a candidate may be allocated the use of a word processor in exams where the candidate has a firmly established need, it reflects the candidate's usual 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 Exams Officer.

Single Equalities Scheme Impact Assessment (Equalities Act 2010)

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the school.

Ifield School is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this school.

This policy is to be reviewed by the Teaching, Learning and Assessment Committee.

Signed by Headteacher…………………………………………

Signed by Chair of Teaching, Learning and Assessment Committee ……………………………………

Signed by Chair of Governors…………………………………