



Word Processor Policy (Exams)

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Allocated Group / Person to Review:	LAB can delegate to staff members or Headteacher.
Signed by Chair:	
Signed by Headteacher:	



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This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

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.

Introduction

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 disabled candidate preventing him/her 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 4.2.2)

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. (AA 4.2.3)

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/SENCoS must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. (AA 4.2.1)

The Additional Learning Support lead/SENCo must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage a candidate. (AA 4.2.7)

The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) before his/her first examination.

Purpose of the policy

This policy details how Bradford AP Academy 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) 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 Bradford AP Academy Uses to Award and Allocate Word Processors for Examinations and Assessments

The normal way of working for examination candidates, as directed by the Head of Centre, is that candidates handwrite their examinations unless an exception applies.

Exceptions

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

- The candidate has an approved access arrangement in place, for example the use of a scribe or speech recognition technology.
- The candidate has a firmly established need, the use of a word processor reflects their normal way of working, and not being awarded one would place them at a substantial disadvantage compared to other candidates.

The Centre Will

- Allocate the use of a word processor to a candidate with spelling and grammar check and predictive text disabled, where it reflects the candidate's 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 difficulties when writing by hand.
 - Poor handwriting (AA 5.8.4)
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- 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 would compromise the assessment objectives of the specification (AA 4.2.2).
 - Consider the need for a word processor on a subject-by-subject basis (AA 4.2.3).
 - Process access arrangements or reasonable adjustments at the start of the course, or as soon as practicable once a clear picture of need and normal way of working has been established, ensuring arrangements are approved before an examination or assessment (AA 4.2.4).
 - Provide word processors for non-examination assessment components as standard practice, unless prohibited by the specification (AA 5.8.2).

The Centre Will Not

- Grant the use of a word processor simply because a candidate wishes to type rather than write, can work faster on a keyboard, or uses a laptop at home (AA 5.8.4).

Additional Circumstances

The use of a word processor may also be considered where:

- A candidate has a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability occurs after the start of the course (AA 4.2.4).
- 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 a designated classroom with word-processing facilities, alongside a small group of candidates with similar needs.

In compliance with regulations, the centre:

- Provides a word processor with spelling and grammar check and predictive text disabled, where this reflects the candidate's normal way of working within the centre, unless an awarding body's specification states otherwise (ICE 14.20).

- Where a candidate is seated with the main cohort and without the use of a power source, checks the battery capacity of the word processor to ensure it is sufficiently charged for the full duration of the examination (*ICE 14.21*).
- Ensures the candidate is reminded that their centre number, candidate number and unit or component code must appear on each page as a header or footer (*ICE 14.22*).
- Where Notepad or WordPad is used and headers or footers cannot be inserted, instructs the candidate to handwrite their details as a header or footer after printing, under continuous supervision to ensure no re-reading or amendment of work occurs.
- Ensures the candidate understands that each page of the typed script must be clearly numbered (*ICE 14.23*).
- Ensures the candidate is reminded to save work at regular intervals, or where possible, that 'autosave' is enabled to prevent loss of work due to technical issues (*ICE 14.24*).
- Instructs candidates to use a minimum of 12-point font and double spacing to support ease of marking (*ICE 14.24*).

Ensuring Secure Use of Word Processors

In accordance with ICE 14.25, the centre ensures that the word processor:

- Is used only in a manner that ensures scripts are produced under secure conditions.
- Is not used to perform skills that are being assessed.
- Is in good working order at the time of the examination.
- Is positioned so that other candidates are not disturbed and cannot view the screen.
- Is used as a typewriter and not as a database, although standard formatting software is permitted.
- Is cleared of any previously stored data.
- Does not provide access to other applications such as calculators (where prohibited), email, the internet, social media or spreadsheets.
- Does not include graphics packages or computer-aided design software unless permission has been granted.
- Does not have predictive text or automatic spelling and grammar checks enabled, unless the candidate has permission to use a scribe or speech recognition technology, or unless permitted by the awarding body specification.
- Does not include text-to-speech software unless permission has been granted for a computer reader.
- Does not include speech recognition software unless the candidate has permission to use a scribe or approved software.
- Is not used by a third party on the candidate's behalf unless the candidate has approved permission to use a scribe.

Portable Storage Medium

In accordance with ICE 14.25, the centre ensures that any portable storage medium used:

- Is provided by the centre.
- Is cleared of all previously stored data.

Printing the Script After the Examination Has Ended

In accordance with ICE 14.25, the centre ensures that:

- The word processor is connected to a printer or has the capability to print from a portable storage medium.
- The candidate is present when the script is printed to verify that it is their own work.
- The typed script is securely attached to any answer booklet containing handwritten responses.

- Where required details are missing, the candidate is instructed to add them by hand under supervision, ensuring no re-reading or amendments occur (*ICE 14.22*).

Where required, a word processor cover sheet is included in line with awarding body instructions (*ICE 14.26*).

The centre may retain an electronic copy of a word-processed script where permitted. This may be accepted by the awarding body if the printed script is lost, provided the centre can demonstrate that the file has been stored securely. The Head of Centre would confirm this in writing (*ICE 14.27*).

Allocating Word Processors at the Time of the Assessment

To ensure word processors are compliant with examination regulations, devices are checked prior to examinations by the IT department, in liaison with the ALS Lead or SENCo and the Examinations Officer.

The security of the examination is maintained at all times, and candidates are supervised in accordance with section 7 of ICE.