



# **Tuition, Medical and Behaviour Support Service**

## **Word Processor Policy**

<b>Adopted:</b>	March 2020
<b>Reviewed:</b>	March 2021
<b>Next review:</b>	March 2022
<b>Responsibility:</b>	Lisa Bloomer

## Policy statement

This policy on the use of word processors in examinations and assessments is reviewed and updated annually 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 and ICE to JCQ Instructions for Conducting Examinations.

## Principles

TMBSS complies with AA regulations as follows:

- The use of a word processor in examinations and assessments is permitted to remove barriers for candidates that would otherwise have a significant disadvantage in comparison to their peers as a consequence of persistent and significant difficulties.
- 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; or
  - working in small groups for reading and/or writing; or
  - literacy support in lessons; or
  - literacy intervention strategies; and/or
  - in internal school tests and mock examinations.

The only exceptions to the above would be 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.

- Candidates considered to be permitted to use a word processor in examinations include candidates 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.

This list is not exhaustive and if a candidate presents as requiring the use of a word processor in examinations and assessments to prevent them from being at a significant disadvantage in comparison to their peers they will be assessed on an individual basis by the SENCo.

- The use of a word processor will not be permitted to a candidate simply because he or she wants to type rather than write in examinations or can work faster on a word processor, or because he or she uses one at home. The principle is that the use of the word processor must reflect the candidate's normal way of working within the centre.

## Practice

- Centre Managers with the assistance of the IT specialists will ensure that word processors are in good working order and fully charged.
- The Examinations Officer will ensure that the JCQ word processor cover sheet (form 4) is completed.
- Candidates will be reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.
- Candidates will be reminded to appropriately number each page.
- Candidates will be instructed to use a minimum 12pt font and double spacing.
- Invigilators will remind candidates to save their work at regular intervals
- TMBSS IT specialists will set up 'autosave' onto each word processor.
- Candidates who have been granted the use of a word processor will need to be present at the end of the examination when their script is printed off so that they can verify that the work printed off is their own.
- It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.
- The candidate can dictate to an adult who types the answers If a candidate's normal way of working is to have a scribe

### **To comply with the AA regulations TMBSS will ensure that:**

- the word processor is only used as a typewriter, not as a database, although standard formatting software is acceptable;
- the word processor has been cleared of any previously stored data, as must any portable storage medium used;
- unauthorised memory sticks are not used by a candidate. Where required, the centre will provide a memory stick to the candidate, which is cleared of any previously stored data;
- the word processor is in good working order at the time of the examination;
- word processors will be 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 in another room, a separate invigilator will be required;
- the word processor will either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This will be done after the examination is over. The candidate will be present to verify that the work printed is his or her own. Word processed scripts will be attached to any answer booklet which contains some of the answers;
- the word processor will be used to produce scripts under secure conditions, otherwise they may be refused;
- the word processor will not be used to perform skills which are being assessed;
- the word processor will not be connected to an intranet or any other means of communication;
- the word processor will not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- the word processor will not include graphic packages or computer aided design software unless permission has been given to use these;

- the word processor will 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;
- the word processor will not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- the word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

### **Roles and responsibilities**

- Centre managers and subject teachers will initially identify pupils who require the use of word processors as their normal way of working.
- The SENCo will make the final decision to provide a word processor where it is appropriate to meet the candidate's needs.
- The IT specialist will ensure that the word processors comply with the AA and ICE regulations and that 'autosave' is activated.
- Centre managers will ensure that laptops are fully charged prior to the examination.
- Invigilators will remind candidates to: put their centre number, candidate number and the unit/component code must appear on each page as a header or footer; number each page appropriately; use a minimum 12pt font and double spacing and save regularly.
- Invigilators will ensure candidates remain until their work is printed off so that they can verify that the work is theirs and sign the end of the work. attach it to the question
- The exam officer will ensure Form 4 is included with the candidates typed script.