WORD PROCESSOR POLICY

Reviewed: March 2023

1.   The school 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.

1.1   At KSCS candidates who require a word processor for their examinations are provided with PCs which comply with JCQ regulations:

"Centres are allowed to provide 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 within the centre and is appropriate to their needs"

1.2   PURPOSE OF THE POLICY

1.2.1   This policy details how the School manages and administers the use of word processors in examinations and assessments.

1.3   Principles for using a Word Processor

1.3.1   The use of word processors is allowed in order to remove barriers for candidates who would otherwise be placed at a substantial disadvantage as a consequence of persistent and significant difficulties

1.3.2   The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate

1.3.3   The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question

1.3.4   Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands on our candidates, the need for the use of a word processor is considered on a subject-by-subject basis

1.3.5   The use of a word processor is considered and agreed where appropriate at the start of the course.

1.3.6   Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework

1.3.7   Candidates are made aware that they will have the use of a word processor for examinations and non-examination assessments (including controlled assessments/coursework)

1.3.8   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 lessons; or
- literacy intervention strategies; and/or
- in internal school tests and mock examinations

1.3.9   The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment.

1.3.10 Particular types of candidates may benefit from using a word processor, 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
- (this list is not exhaustive)

1.3.11   It is our policy that candidates must show proficiency in the use of a word processor before using it for examinations, except in in the case of temporary injury or impairment at the time of the examination.

1.3.12   In all cases the use of a word processor must reflect the candidate's NORMAL WAY OF WORKING within the centre and be appropriate to the candidate's needs. The use of a word processor will not be granted to a candidate because s/he prefers, to type, works faster on a keyboard, or because they use a laptop/PC at home.

1.4   THE USE OF A WORD PROCESSOR

1.4.1   The school will:

- provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
- only grant the use of a word processor to a candidate where it is their normal way of working within the centre
- only grant the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand) (The above also extends to the use of electronic braillers and tablets)
- provide access to word processors to candidates in non-examination assessments (including controlled assessments or coursework) as standard practice unless prohibited by the specification
- allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answer
- in all cases, ensure that a word processor cover sheet is completed and included with each candidate's typed script

1.4.2   The school is aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen

1.5   WORD PROCESSORS AND THEIR PROGRAMMES

KSCS WILL ENSURE THAT:

- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors have been cleared of any previously stored data, as must any portable storage medium used
- unauthorised memory sticks are not used by candidates
- word processors are in good working order at the time of the examination
- word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen (normal procedure is for exam candidates using PCS are seated in a computer room where their screens cannot be overlooked)
- where a candidate using a word processor is accommodated separately, a separate invigilator is use
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over
- candidates are present to verify that the work printed is their own
- word processed scripts are inserted in any answer booklet which contains some of the answers
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software

- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scrib

1.6 AT THE END OF THE EXAMINATION

1.6.1   The Exams Officer / Senior Invigilator will ensure that the candidate has saved their work.

1.6.2   Documents are printed by the Exams Officer / Senior Invigilator with the candidate present, and the candidate is supervised whilst signing each printed page to verify that the work printed is their own

1.6.3   Word processor cover sheets are signed as appropriate

1.6.4   The candidate is allowed to leave and the PC logged off by the Invigilator

1.7 OTHER PROCEDURES

1.7.1   Candidates must not use their school log-in on a school computer for exams. Students will be provided with a log-in or will have been logged into the computer before the start of the examination

1.7.2   Candidates must not use their own computer/laptop for exams.

1.7.3   Candidates insert their details on in a header or footer on each page – i.e. Name, Candidate Number, Centre Number (22323) and the examination unit/component code

1.7.4   appropriately number each page

1.7.5   use a minimum 12pt font and double spacing