

# ***Trinity Christian School***

## ***Nursery, Primary & Secondary***



**TRINITY**  
**CHRISTIAN SCHOOL**

## **WORD PROCESSOR Policy (EXAMS)**

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## Word Processor Policy (Exams)

This Policy supports and should be read in conjunction with the following policies and guidance:

- ✓ Exams Policy
- ✓ Access Arrangements Policy
- ✓ Equalities Policy (Exams)
- ✓ JCQ General Regulations
- ✓ JCQ Instructions for Conducting Examinations

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.

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### 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 integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate. (AA 4.2.1)*

*A centre **must** make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they **cannot** make the decision for the centre. They will not have a working knowledge of an individual candidate’s needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations.*

*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 4.2.2)*

*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. SENCos must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. (AA 4.2.3)*

*The SENCo 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 practice using the access arrangement(s) /reasonable adjustment(s) before his/her first examination. (AA 4.2.7)*

## 2. PURPOSE OF THIS POLICY

This policy details how Trinity Christian School 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.

## 3. THE CRITERIA USED TO AWARD AND ALLOCATE WORD PROCESSORS 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.

### 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 centre will

- allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text disabled (switched off) where it is their 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 problems when writing by hand
  - poor handwriting (AA 5.8.4)
- 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 arrangements/reasonable adjustments at the start of the course, or as soon as practicable 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 non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

The centre will not:

- simply grant the use of a word processor to a candidate because he/she now wants to type rather than write in exams 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 FOR THE USE OF A WORD PROCESSOR**

A candidate using a word processor is accommodated in the main exam room, unless they have additional access arrangements which would require an alternative room.

In compliance with the regulations the centre:

- provides a word processor with the spelling and grammar check/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise (ICE 14.20)
- (where a candidate is to be seated with the main cohort without the use of a power point) 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 (ICE 14.21)
- ensures the candidate is reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 - 6391/01 (ICE 14.22)
- If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she is instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way
- 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 their work at regular intervals. (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

(ICE 14.25)

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 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 applications such as a calculator (where prohibited in the examination), e-mail, the Internet, social media sites, spreadsheets
- 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 computer reading (text to speech) 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

### **Portable storage medium**

(ICE 14.25)

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 has ended**

(ICE 14.25)

The centre will ensure:

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is his or their own
- a word processed script is attached to any answer booklet which contains some of the answers
- if a candidate omits to insert the required header or footer, he/she is instructed to handwrite the details as a header or footer; the candidate is supervised throughout this

process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions). (ICE 14.26)

The centre may retain electronic copies of word processed scripts as the electronic copy of a word processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body. (ICE 14.27)

## 5. ALLOCATING WORD PROCESSORS AT THE TIME OF THE ASSESSMENT

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENDCo and the exams officer.

The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

## 6. APPENDICES

### 1. ACCESS ARRANGEMENTS: USING WORD PROCESSORS (computers, laptops and tablets) - INFORMATION FOR CANDIDATES

Arrangements that will be in place in the exam room at the time of your exam
On your allocated <b>exam laptop</b> a new document will be open for you in <b>either Microsoft Word or Microsoft Notepad</b> .
This document will be 'saved as' <b>surname/candidate number/exam code</b> . You will be instructed to 'save as' to the <b>memory stick</b> .
Your document will be set to a minimum font size of 12pt and double spacing. Do not change the font settings.
For Microsoft Word you will be instructed to insert in the header or footer: <ul style="list-style-type: none"> <li>- centre number (33548) and (your) candidate number e.g. 33548 / 0801</li> <li>- unit/component code of the exam paper e.g. 6391/01</li> <li>- page number e.g. page 1 of 6</li> </ul>
For Microsoft Notepad you will be instructed to handwrite the required header or footer information on your printed work (your printed script) after the exam.
You must remember to save your work at regular intervals during the exam.
After the exam is over, you will be instructed to accompany the invigilator to print your work (your script).
After the exam is over and printing has taken place, you will be asked to verify that the work (the script) printed is your own.

You must check the header or footer to confirm it contains all the required information listed above.  
**DURING THIS TIME YOU WILL NOT BE PERMITTED TO RE-READ YOUR ANSWERS OR AMEND YOUR WORK (YOUR SCRIPT) IN ANY WAY**

## 2. ACCESS ARRANGEMENTS: WORD PROCESSOR CHECKLIST

Preparing for the exam		✓ X or N/A
Word processors in IT room to be used	Are arrangements in place to disable network and prohibit access to other applications?	
Standalone word processor(s) to be used	Has been checked to ensure in good working order?	
Spelling and grammar check facility/predictive text	Is this disabled (switched off)? If X, confirm candidate(s) has approval for the use of a scribe (or is using speech recognition technology)	
Power for standalone word processor(s)	Are arrangements in place to ensure fully charged for the duration of the exam? Is a power source available if required?	
Memory stick(s)	Has the memory stick(s) been cleared of any previously stored data?	
Cover sheet(s)	Have these been prepared? Word processor cover sheet (where/if required by the awarding body)/Scribe cover sheet (where/if applicable to the arrangement)	
If printing to take place in the exam room after the exam has finished	Confirm the word processor(s) will be connected to a print facility and that there is a process for the candidate(s) to verify the work printed is their own	
If printing to take place elsewhere after the exam	Confirm the invigilator is briefed where to bring the candidate(s) and memory stick(s) to print to verify the work printed is their own	
At the beginning of the exam		✓ X or N/A
Exam question papers and materials for this exam room provided to the invigilator	Word processor cover sheet(s) provided (where/if required by the awarding body) Scribe cover sheet(s) provided where candidate(s) approved the use of a scribe/speech recognition technology (spellcheck enabled)	
Appropriate seating arrangements for word processor candidate(s) in place	Check to ensure seating of word processor candidate(s) will not disturb other candidates	
Switch on word processor(s) ready for candidate(s) use	Check to ensure other candidates will not be able to read the screen(s)	

Insert memory stick(s) ready for candidate(s) use	Open/instruct candidate to open a new document in [] 'Save as'/instruct candidate to 'save as' (e.g. candidate number) to the memory stick	
Give instructions to word processor candidate(s)	Use a minimum font size of 12pt and double spacing Insert the centre number, your candidate number and the unit/component code of the exam paper on each page as a header or footer (if no header or footer facility, handwrite after printing) e.g. 12345/8001 - 6391/01 Number each page (or handwrite after printing) e.g. page 1 of 6 Regularly save your work If you wish to do so you may handwrite some of your answers in the awarding body answer booklet (although you must not write or type anything until the invigilator clearly announces to all candidates that they may start the exam/may begin to write their answers) Raise your hand to immediately summon the invigilator if there is a technical fault or issue during the exam	
Starting the exam		✓ X or N/A
Issue standard invigilator announcement and instructions	No additional instructions required at this point for word processor candidate(s)	
During the exam		✓ X or N/A
Be vigilant of all candidates at all times	At regular intervals quietly remind word processor candidate(s) to save work	
At the end of the exam		✓ X or N/A
Issue the standard invigilator instructions	Remind word processor candidate(s) to save and close	
After the exam		✓ X or N/A
Issue printing in exam room instructions to word processor candidate(s) and closely <b>supervise</b> throughout	(e.g. Candidate 1 select Print then collect your work and verify by [insert your verification process] that the work printed is your own) Check you have inserted the required information as a header or footer/Handwrite the required information as a header or footer; DO NOT READ OR AMEND YOUR WORK IN ANY WAY	



	Attach your work to your answer booklet (where this is required by the awarding body/where the answer booklet contains any handwritten answers) and hand to me Close your document, safely eject the memory stick and hand to me You may now leave the exam room	
Issue instructions to word processor candidate(s) for printing elsewhere	Close your document, safely eject the memory stick and hand to me with your answer booklet	
Escort candidate(s) to printing area	Print out candidate's work from memory stick	
Instruct candidate(s)	Verify by [insert your verification process] that the work printed is your own Check you have inserted the required information as a header or footer/Handwrite the required information as a header or footer; <b>DO NOT READ OR AMEND YOUR WORK IN ANY WAY</b> <b>(Closely supervise the candidate to ensure he/she is solely performing this task and not re-reading their answers or amending their work in any way)</b>	
Dismiss candidate(s)	Attach candidate's word-processed script to any answer booklet which contains some of the candidate's handwritten answers and/or as instructed by the awarding body Complete the word processor cover sheet (where/if required by the awarding body) and include with the script according to the individual awarding body's instructions Where applicable (spellcheck enabled), also complete and include the scribe cover sheet	

### CANDIDATE VERIFICATON

Candidate name:

Candidate number:

Date:

Exam unit/component code:

By signing here, I am verifying the script printed is my own and confirm that the required information that must be provided in the header or footer has been inserted.

I also confirm my printed script consists of (as example, 6 of 6 pages): \_ of \_ pages.

Candidate signature .....

ON SIGNING PLEASE HAND THIS VERIFICATION TO THE INVIGILATOR OR THE EXAMS OFFICER

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