Word Processor Policy (Exams)

2020/21

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Hannah Parry	
Date of next review	September 2021

Key staff involved in the policy

Role	Name(s)
Class teacher	**All teachers in the school**
SLT Exam lead	**Hannah Parry**
Head of centre	**Geoff Cherrill**
SLT	**Melonie Searle**
	Hayley Vacher
	Shirley Levy

Key staff involved in the policy

Purpose of the policy

To ensure that all stakeholders understand the process that allows pupils to use a computer, laptop or electronic device to support the completion of their examination. This policy on the use of word processors in examinations and assessment is reviewed and updated annually, early in the autumn term, on the publication of the updated JCQ regulations and guidance contained in the publications 'Access Arrangements and Reasonable Adjustments' (AA) and 'Instructions for conducting Examinations' (ICE). There is no requirement to process an application using Access Arrangements Online (AAO) or to record the use of the arrangement. No evidence is needed to support the arrangement (AA 5.8)

Identifying the need for use of a word processor

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties (AA section 4.2.1)

Pupils at Winchelsea School have access to the use of a word processor when it is demonstrated that the quality of their written work significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. This is the pupil's normal way of working at Winchelsea and they may be granted the use of a word processor within the school where there is a significant amount of writing in English. Pupils at Winchelsea are identified as having significant improvement in the quality of their language due to, for example, (AA 5.8.4) • 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 • Slow handwriting that qualifies for extra time where the use of a word processor is their normal way of working within Winchelsea School and removes the barrier requirement for extra time due to the slow handwriting.

The use of a word processor (AA section 5.8)

The use of a word processor in examinations cannot be granted to a candidate simply because they would rather type than write in examinations, or because they can work faster on a keyboard, or that they use a laptop at home.

The use of a word processor must reflect the candidate's normal way of working at Winchelsea School. Candidates may not require the use of a word processor in all subjects, as their methods of assessments may vary (AA 4.2.3). The use of a word processor will be considered on a subject-by-subject basis.

Winchelsea use the pupils EHC Plan as well as building a picture of need during their previous years at the school to establish their normal way of working, such as the use of a word processor for extended writing during lessons, examinations and tests for example. The use of a word processor in non-examination assessment components (for example controlled assessments or coursework components) will be considered standard practice unless it is prohibited by the specification. Pupils using a word processor at Winchelsea School as their normal way of working for extended writing will have the spelling and grammar check/predictive text disabled unless they have had additional testing that indicates that the student has met the published criteria for a scribe, following information in their EHC Plan. All pupils at Winchelsea have an EHC Plan and the needs of this pupil will be clearly stated in this plan.

Word processors use in examinations

 It is essential that the integrity of the examination is maintained whilst at the same time providing access to assessments for disabled candidates. (AA 4.2.1) The use of a word processor cannot be granted where it will compromise the assessment objectives of the specification in question (AA 4.2.2) Where a candidate has used a word processor in an examination, a word processor cover sheet (Form 4) must be completed and included with the candidate's typed script – where relevant. This is available from the JCQ website. If the candidate has been permitted a scribe then a scribe cover sheet (Form 2) must be completed.

Winchelsea ensures that it complies with ICE 1 September to 31 August 2018, section 8.8 (page 25) relating to the use of word processors. Candidates must be reminded to ensure that their Centre Number (50734), candidate number and the unit/component code appear on each page as a header or footer: (e.g. 12345/8001 – 6391/01) The candidate must number each page appropriately.

Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking. Invigilators must remind candidates to save their work at regular intervals in addition to the 'autosave'.