Word processor policy (exams)
2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
CBv/SWo/LJe	
Date of next review	September 2024

Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
SENDCo	**Mrs Hannah McNicholls**
Associate SENDCo	**Lauren Jennings**
Exams officer	**Mrs Susan Wordsworth**
SLT member(s)	**Mr Ian Irwin and Mr Casey Beever**
IT manager	**Mr Antony Grzywna**

Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
SENDCo	**Mrs Hannah McNicholls**

Contents

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

Stockport School is an inclusive learning community and will take all practical steps to ensure its facilities allow our students to succeed. Wherever possible, and in line with the SEND Code of Practice, reasonable steps are taken to allow equal opportunity.

We understand that the curriculum and the rigorous examination system can provide a barrier to some students being able to demonstrate the true extent of their knowledge. As a school, we can provide access to a word processor to alleviate the difficulties a student may present with. The use of a word processor can be provided for students in class and in examinations at the discretion of the SENDCo and the wider SEND team. If a student is to use a word processor for examinations, this must reflect their normal way of working. This means that they must use it in class for any extended pieces of writing, homework and internal end of term assessments.

The use of a word processor in exams and assessments is an available access arrangement.

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.

The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

Candidates may not require the same access arrangements in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENDCos should consider the need for access arrangements on a subject-by-subject basis.

Purpose of the Policy

This policy details how Stockport School complies with adjustments for candidates with disabilities and learning difficulties and word processors when awarding and allocating a candidate the use of word processor in his/her exams.

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

The Use of a Word Processor

As a school we have access to ICT in lessons, homework clubs and examinations. For a student to qualify for the use of a word processor in external examinations: -

The centre will
- ▶ allocate the use of a word processor to a candidate where it is their normal way of working over an extended period of time. We consider that a 'normal way of working' would in almost all circumstances be established throughout the two-year period leading up to a public examination. However, this should certainly be for a minimum of one year, unless there are exceptional circumstances. In all cases, a 'normal way of working' necessarily entails the candidate having used a word processor for the mock examination of the qualification in question. 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.
- ▶ award the use of a word processor to a candidate if it is appropriate to their needs and appropriate evidence has been obtained.
  Needs may include:
  - a learning difficulty which has a substantial and long-term adverse effect on a student's ability to write legibly
  - a medical condition
  - a physical disability
  - a sensory impairment;
  - planning and organisational problems when writing by hand
  - poor handwriting which is difficult to decipher or illegible
  - quality of work produced is significantly improved with the use of ICT, evidenced by the fact that the student is able to score more highly in an examination when using ICT
- ▶ only permit the use of a word processor where the integrity of the assessment can be maintained
- ▶ not grant the use of a word processor where it will compromise the assessment objectives of the specification in question
- ▶ consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification
- ▶ consider the needs of the candidate at the start of the candidate's course leading to a qualification based on evidence gathered that firmly establishes the candidates needs and 'normal way of working' in the classroom, internal tests/exams, mock exams etc. and confirmed arrangements are in place before the Year 11 Mock examinations in the December
- ▶ provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification
- ▶ In exceptional circumstances Stockport School may still offer the use of ICT to a student who does not meet the above criteria following an individual meeting with the SENDCO but evidence of normal way of working will still be required

The centre will not

- simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home

Exceptions

The only exception to the above where the use of a word processor would be considered for a candidate would be
- 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
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

How will ICT in Examinations be Implemented and Evidenced?

There will be a meeting between the student and a member of the SEND team to establish need and create an individual examination plan. This plan will ascertain which examinations the student will require the use of ICT as this can vary between individuals and examinations. For example, in some cases such as mathematics, it is easier for many students to write by hand so that the individual can draw diagrams etc. During this meeting, the student will be required to sign an agreement outlining their commitment to using ICT as their normal way of working and how this will be achieved. Students can choose to sign a disclaimer wavering their preference to use ICT, however this will mean that they will not be able to use ICT in GCSE examinations as it will not be their normal way of working.

The Exams Manager and Associate Deputy Headteacher who has responsibility for exams must be kept informed.

All normal way of working evidence must be kept with Access Arrangement paperwork for that candidate.

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 School Hall or Computer Room

To comply with JCQ Regulations the centre:
- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off). All computers will be checked and set-up appropriately by two of Stockport School's IT Technicians prior any exam
- where a candidate is to be seated with the main cohort without the use of a power point Stockport School's IT Technicians will set up the word processor according to JCQ regulations and check 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

- ▶ 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

  If a candidate is using the software application Notepad or WordPad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination and printed off their typed script, they must handwrite their details as a header or footer. The candidate must be supervised to ensure that they are 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
- ▶ ensures the candidate is reminded to save their work at regular intervals.
- ▶ instruct the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking

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 type-writer, not as a database, although standard formatting software is acceptable and is not connected to an intranet or any other means of communication
- ▶ 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), spreadsheets etc.
- ▶ 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 speech recognition technology unless the candidate has permission to use a scribe or relevant software
- ▶ is not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Portable Storage Medium

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 is over

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
- that there is a printer in the exam room in order that the work can be printed off safely and securely and in the presence of the candidate
- the candidate is present to verify that the work printed is his or her own
- a word process script is attached to any answer booklet which contains some of the answers
- a word processor cover sheet (Form 4) is produced by the SEND Department and signed in the exam room in the presence of the candidate and included with the candidate's typed script (according to the relevant awarding body's instructions).