




St Augustine's Catholic High School and Sixth Form

Word Processor Policy

Approved		Date
Principal G T O'Connor		16.03.22
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ST AUGUSTINE'S CATHOLIC HIGH SCHOOL AND SIXTH FORM

DEVELOPING THE WHOLE PERSON

Word Processor Policy

Purpose of the Policy

References in this policy to AA and ICE relate to/are directly taken from the Access Arrangements and Reasonable Adjustments 2021-2022 and [Instructions for Conducting Examinations 2021-2022](#) publications.

This policy details how Saint Augustine's Catholic High School complies with:-

- AA (chapter 4),
- Managing the Needs of Candidates with disabilities and learning difficulties, (section 5.8)
- Word processor and ICE (sections 14.20-25) 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.

Introduction

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment:

- (AA 4.2.1) 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 4.2.2) 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.
- (AA 4.2.3) 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. The SENCo must consider the need for access arrangements on a subject-by-subject basis.
- (AA 4.2.1) The SENCo must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate.
- (AA 4.2.7) The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustment(s) before their first examination.

The use of a Word Processor

The centre will:-

- allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled 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 his/her 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)
- 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 they now want to type rather than write in exams or because they can work faster on a keyboard, or because they use a laptop at home (AA 5.8.4)

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 (AA 4.2.4)
- where the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

Arrangements at the Time of the Assessment for the Use of a Word Processor

A candidate using a word processor is accommodated either at the back of the main exam venue or in a room with other candidates with the same access arrangements.

In compliance with the regulations the centre:

- provides 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, unless an awarding body's specification says otherwise (ICE 14.20)
- 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 eg 12345/8001 – 6391/01 (ICE 14.22)

If a candidate is using the software application Wordpad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination, they will

be escorted to the exam office where the exam officer will insert the centre number, candidate number and unit/component code on each page as a header and footer (ICE 14.22).

- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23) – this will be performed by the exams officer (see above)
- ensures the candidate is reminded to save their work at regular intervals (ICE 14.24)
- instructs the candidate to use a minimum of 12pt font and double spacing in order 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 the candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- is not connected to an intranet or any other means of communication
- 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 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 exam) or 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 to be 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 (eg a memory stick) used

- is provided by the centre
- is cleared of any previously stored data

Printing the Script after the Exam is Over (ICE 14.25)

The centre will ensure:

- that a printer or portable storage medium is available
- the candidate is present to verify that the work printed is their own
- a word-processed script is attached to any answer booklet which contains some of the answers
- a word processor cover sheet (Form 4) is completed and included with the candidate's typed script (according to the relevant awarding body's instructions)

Centre Specific Processes

An IT Technician will be available in case of technical issues.

Appendix 1

The Criteria Saint Augustine's Catholic High School uses to Award and Allocate Word Processors for Examinations

Saint Augustine's Catholic High School allocates word processors for use in examinations in line with JCQ regulation. The criteria used to award and allocate word processors for examinations is detailed below:

At Saint Augustine's Catholic High School the "normal way of working" for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe.

The use of Word Processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working in school and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Needs might include where a candidate has, for example:

- 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

The only exception to the above where the use of a word processor may be considered for a candidate would be

- on a temporary basis as a consequence of a temporary injury at the time of the assessment
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Arrangements for the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo and the exams officer. It is the responsibility of the candidate to ensure that assessment material completed on a word processor is saved correctly as directed by the exams officer and as documented in the Word Processor Policy document.