



Word Processor Policy

Lord Grey Academy

Approved by: Head of Centre **Date:** September 2023

Policy owner: SENDCO & Exam Officer

Next Review: September 2024

1. Statement of intent:

This 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, specifically 4.25. References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments and ICE to JCQ Instructions for Conducting Examinations.

2. Use of Word Processors in Examinations

Lord Grey Academy values good handwriting and requires students to have high standards in the presentation of their work. Lord Grey Academy therefore expects that most students will handwrite in examinations. However, there are exceptional circumstances where students may need to use a word processor in examinations.

As per the JCQ regulations, a word processor cannot simply be granted to a candidate because they now want to type rather than write in examinations or can work faster on a keyboard, or because they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the centre.

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 due to persistent and significant difficulties. Lord Grey Academy will consider allowing a student to use a word processor as part of their normal way of working due to a number of situations, including the following:

Candidates are permitted to use a word processor with the spelling and grammar check facility/predictive text switched off when it is their normal way of working within the centre.

This facility will be granted to students with:

- A medical condition (evidence from specialist / consultant)
- A physical disability
- A sensory impairment
- Poor handwriting which is difficult to decipher
- A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- A learning difficulty which causes planning and organisational problems when writing by hand
- Planning and organisational difficulties when writing by hand

N.B. There may be some occasions where a student will be granted the use of a word processor with the spelling and grammar check facility/ predictive text switched on:

AARA 5.7.5 Where the centre has approval for the use of a scribe and where it reflects the candidate's normal way of working within the centre, as appropriate to their needs, the candidate may alternatively use:

- a word processor with the spelling and grammar check switched on; or
- a word processor with predictive text/spelling and grammar check switched on.

Where a candidate with learning difficulties is not subject to a current Education, Health and Care Plan (England), a current Statement of Special Educational Needs

(Northern Ireland), or a current Individual Development Plan (Wales), Form 8 must show a below average spelling accuracy standardised score with unrecognisable spellings.

NB This arrangement will not be permitted in ELC, GCSE and GCE AS, A-level Modern Foreign Language specifications. See paragraph 5.7.7.

The candidate will not have access to marks awarded for spelling, punctuation and grammar

In addition a student may also be granted the use of a word processor on a temporary basis as a result of a temporary injury. The exam officer and/or SENDCO will decide on whether this access arrangement is justified and will be granted.

Students who are allocated the use of a word processor may want to type their answers in 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. Examinations which require more simplistic answers may be easier to handwrite within the answer booklet.

AARA 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. SENCOs must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. At Lord Grey Academy the need for the use of a word processor will be decided in discussion with the SENDCO and Examinations Officer, with the final decision taken by the SENDCO.

3. Normal way of working

- AARA 4.2.4 Access arrangements/reasonable adjustments should be processed at the start of the course. Schools, for example, should be able to process applications at the start of or during the first year of a two-year GCSE course **having firmly established a picture of need and normal way of working during Years 7 to 9.**
- As such, at Lord Grey Academy 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 to ensure that the student is proficient in the use of a word processor and not disadvantaged in examinations.
- 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.
- Evidence of use of the word processor/ normal way of working will be documented using the logging in/out sheets for word processors that students complete in the SEN admin office
- 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.
- Any request for use of a word processor in examinations must be referred to the Academy’s Access Arrangements Assessors (Annie McMillan/Jane Meyer). The use of a laptop will only be agreed if it is appropriate to the student’s needs and complies with the information above. If the arrangement is agreed it will be clearly shown in the SEND Profile and in the Access Arrangements spreadsheet provided for staff.

Appendix 1

Accommodating word processors in examinations

Candidates using word processors are internally accommodated in the following manner:

- Accommodation may occur in the main hall towards the rear or side or in a computer room. The location will depend on the cohort of students using word processors and availability of rooms.

Invigilation arrangements relating to the use of word processors

At the start of the exam:

- The invigilators will complete the login set up on the word processor, including saving the new document to the USB (memory stick), ready for the student to use.
- Each student will have their own USB to save their exam response to
- When the students arrive in the room, the word processor is set up and ready for them to use
- The invigilator will remind all students which agreed access arrangements they have available in exams
- The invigilator will read out the invigilator's announcement from I.C.E. Appendix 3 to the students. During this instruction, the students will be requested to type their required exam details into the saved, blank document. They will also be required to fill out their details on the exam script
- Students will be reminded to save their written responses throughout the exam period
- On completion of the examination an invigilator will remind the student to save all work onto the USB provided by Lord Grey Academy
- The invigilator will accompany the student, the laptop and the memory stick to the printer for the work to be printed off and verified.

On completion of the exam:

- The invigilator will remind the student to save all work onto the memory stick provided by Lord Grey Academy
- The Invigilator will:
 - print the completed exam paper in that exam room
 - accompany the student with the USB to a printer in an identified secure location at school, for it to be printed. Once the exam paper has been printed, the paper will be placed into a sealed envelope and the invigilator and student will return to the exam room with the paper.
- Students must number the printed sheets, and sign the final sheet before the work is enclosed inside the student's examination script for submission to the awarding body with a completed word processor cover sheet if required by the exam board
- The USB and word processor will be cleared of all work by the exams team *and stored in a secure location.*

Appendix 2

ICE: Suggested wording for the invigilator's announcement at the beginning of written examinations

You must now follow the regulations of the examination.

2. Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.

3. Check your pockets now. Check for things such as notes, books, papers, AirPods, earphones/earbuds, iPods, mobile phones and watches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.

4. If you have a watch, hand it to an invigilator now.

5. (For examinations with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room and that you have the correct edition of the allowed set text(s).)

6. (For examinations where a calculator is allowed, add: make sure that the lid, case, or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory.)

7. Check that you have been given the correct paper for the day, date, time, subject, unit/ component and tier.

8. Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use. Do not write anything else and do not open the question paper until you are instructed that the exam has begun.

Pause to allow time for candidates to fill in the details

9. Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)

10. Check that you have all the materials you need for the exam.

Pause to allow time for queries

Tell the candidates about any erratum notices

11. Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.

12. You must write in the designated sections of the answer booklet.

13. You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add: you must do any rough work in the question booklet.)

14. You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.

15. You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention.

16. If the fire alarm sounds, please remain seated and wait for instructions from the invigilator. Tell the candidates when they may begin and how much time they have

Appendix 3

Consent form

*Word processor refers to a laptop/ chrome book

1. I have read and understood the contents of the word processor policy
2. I will use the laptop in an educationally responsible manner that meets the school I.T. policy and any misuse will follow the Academy's ICT systems or internet procedures set out in the school's policies on Acceptable use of ICT for Students Policy
3. I will log the word processor out and sign it back in after using it for specific lessons or at the end of the school day, using the logging out/in sheet in the SEND admin office
4. I agree to use a word processor as a normal way of working in lessons and assessments, especially those that require extended writing, e.g. English, history, business, geography
5. I understand that if I do not use the word processor in lessons consistently, I will not be able to use it for exam purposes

Name of Student: _____

Year group: _____ Date: _____

Staff member responsible for offering the word processor as an access arrangement and explaining the policy

Name: _____ Date: _____

Signature _____