



The Priory School of Our Lady Of Walsingham



Examinations Word Processor Policy

Reviewed by: Executive Committee
On:
Next review due: September 2024
Signature of Principal

Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
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Introduction

The purpose of a word processor is to ensure, where possible, that barriers to assessment are removed for any candidate deemed to be at risk of being placed at a substantial disadvantage as a consequence of persistent and significant difficulties, for example, when the quality of language significantly improves as a result of using a word processor.

Although the use of a word processor is intended to allow access to assessments, it cannot be granted where it will compromise the assessment objectives of the specification in question.

Candidates may not need to use a word processor in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. Such use will be considered on a subject-by-subject basis.

Purpose of the policy

This policy details how Priory School complies with the JCQ's regulations on Access Arrangements (chapter 4): *Adjustments for candidates with disabilities and learning difficulties when allocating to 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

The School will:

- allow the use of a word processor where it is a candidate's normal way of working within the centre.
A word processor cannot simply be granted to a candidate because they now want to type rather than write in examinations or because they can work faster on a keyboard, or because they use a laptop at home.
- allow the use of a word processor if it is appropriate to a candidate's needs. Needs may include:
 - 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*This list is not exhaustive.*
- permit the use of a word processor only 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 needs to use a word processor in each specification.
- consider the needs of the candidate at the start of the candidate's course, based on evidence of the candidate's needs and 'normal way of working' in the classroom, internal tests/exams, mock exams etc., and confirm that arrangements are in place before the candidate takes an external exam or assessment.
- provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification.

Exceptions

The only exceptions to the above where the use of a word processor would be considered for a candidate are:

- a temporary injury or impairment, arising during the examination period.
- a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after commencing GCSE, A Level courses or other examinations.
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates.

Evidence for use of a word processor

Katie Pragnell (SENCo) holds a level 7 qualification in Assessing and Assessment. She is registered on BPS (British Psychological Society).

A D.A.S.H (Detailed Assessment of Speed of Handwriting) test will be carried out with candidates identified by staff, via a teacher's questionnaire. A speed of writing score of less than 84 will qualify for use of a word processor.

Arrangements at the time of the assessment for the use of a word processor

In compliance with the regulations the School

- provides a word processor with the spelling and grammar check facility/predictive text disabled unless an awarding body's specification says otherwise.
- ensures that the candidate is reminded to check that his/her centre number, candidate number and the unit/component code appear on each page as a header or footer.
- ensures that the candidate understands that each page of the typed script must be numbered.
- ensures that the candidate is reminded to save his/her work at regular intervals.
- instructs the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking.

The School will ensure that the word processor:

- is used only under secure exam conditions.
- 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 and is not connected to an intranet or any other means of communication. Standard formatting is, however, 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), 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 used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Portable storage medium

The School 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 School will ensure that:

- the word processor is either connected to a printer so that a script can be printed off, or has the facility to print from a portable storage medium.
- 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 is completed and included with the candidate's typed script (if required by an awarding body).
- Candidates will remain under supervision until any scripts are printed, verified by the candidate and attached to their original answer booklet.

Appendix 1

Criteria used to award and allocate word processors for examinations

A word processor will not simply be granted to a candidate because he/she prefers to type rather than write or can work faster at a keyboard, or because he/she uses a laptop at home.

The School will provide a word processor for exams (the spelling and grammar check facility/predictive text switched off) to a candidate where it is their normal method of working in the classroom and during tests. Although the list is not exhaustive, in principle the candidate must have:

- 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
- slow handwriting speed (evidenced by a below-average standardised score)

Additional Notes

- The spelling and grammar check will be enabled if the candidate meets the criteria for a scribe.
- In the case of a foreign language, the candidate should be proficient in the use of accents via keyboard shortcuts, although it is possible to add these by hand, provided that this is completed within the timing of the exam.
- It is permissible for a candidate using a word processor in an exam to type certain answers and handwrite shorter ones.
- An awarding body may require a word processor cover sheet to be completed.

All laptops must follow the 'Use of Internet' policy.

Authorised by the Principal, David EJJ Lloyd

September 2023