Word Processing for Exams

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Peter 2: Verse 17-23.
Treat everyone you meet with dignity. Love your spiritual family. Revere *(worship)* God. This is the kind of life you've been invited into, the kind of life Christ lived. He never did one thing wrong, not once said anything amiss.

Our Academy Vision is "Living Well Together with Dignity, Faith and Hope". We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

At All Saints Academy, our vision is "Living Well Together with Dignity, Faith and Hope and this translates into our everyday practice. All Saints Academy is deeply committed to the principles of equality, diversity and inclusion and actively promotes this with its staff, governors, volunteers, students, parents/carers and all in the Academy community.

Introduction
The use of word processors in examinations and assessments is an available access arrangement.

This policy is on the use of word processors in examination, assessments and tests and students' normal practice. The policy is edited using the most recent publication of JCQ's regulations and guidance which is contained in the Access Arrangements and Reasonable Adjustments (AARA) for conducting examinations. All schools must comply with these regulations. References from this policy are taken directly from the AARA 2023-24 and Instructions for Conducting Examinations (ICE).

Purpose of the policy
This policy details how the Academy manages and administers the use of word processors including laptops and tablets in examinations, assessments, tests and students' normal practice in examinations. The Academy will allocate the use of a word processor to a candidate where it is their normal way of working within the centre *(AARA 5.8)* and award the use of a word processor to a candidate if it is appropriate to their needs.

The use of a word processor with grammar and spell check switched off is a school delegated access arrangement. All schools must have a policy on the use of word processors and a member of the centre's senior leadership team must produce a word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations and assessments. An awarding body may require a word processor cover sheet to be completed. *(AARA 5.8)*

This policy details how the Academy complies with AARA Chapter 4 and Chapter 5.8-word processor, when awarding and allocating a candidate the use of word processor in his/her exams.

WORD PROCESSING IN EXAMINATIONS
Candidates with access to word processors are allowed to type in order to ensure, where possible, that barriers to assessment are removed for disabled candidates preventing him/her from being placed at a substantial disadvantage due to persistent and significant difficulties.
Word processors will only be permitted where the integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate. *(AARA 4.2.1)*

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 on a subject-by-subject basis. *(AARA 4.2.3)*

An awarding body may require a word processor cover sheet to be completed.

Needs may include
- a learning difficulty which has a substantial and long-term adverse effect on his/her ability to write legibly
- a medical condition

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- a physical disability
- a sensory impairment;
- planning and organisational problems when writing by hand
- poor handwriting

(AARA 5.8.4)

The use of a word processor is considered and agreed where appropriate at the start of the course. This means that any pupil using a word processor for exams should have this arrangement agreed by the end of Year 10 at the latest (apart from exceptional circumstances). Access arrangements are 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 candidate takes an exam or assessment. *(AARA 4.2.4)*

A centre must have a policy on the use of word processors. The Academy 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. *(AARA 5.8)*

(AA 4.2.5)
The use of a word processor for candidates is only granted if it is appropriate to their needs and reflects the support given to the candidate as their 'normal way of working', which is defined as support:
- in the classroom
- working in small groups for reading and/or writing
- support lessons
- intervention strategies
- in internal school test/examinations
- mock examinations

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 access arrangements should be applied for as soon a is practicable. *(AARA 4.2.4)*

Arrangements at the time of the assessment for the use of a word processor
A candidate using a word processor is normally accommodated in a different room with other word processor candidates or in the main room when it will not cause disruption to other candidates.

THE USE OF A WORD PROCESSOR
School complies with AA chapter 5 Access arrangements as follows:
- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) where it is their normal way of working *(AARA 5.8.1)*
- Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand) *(AARA 5.8.1)*
- The above could also extend to the use of electronic braillers and tablets in order to remove barriers which place a disabled candidate at a substantial disadvantage as a consequence of persistent and significant difficulties. *(AARA 5.8.1)*
- Provides access to word processors to candidates in non-examination assessment components (including controlled assessments or coursework) as standard practice unless prohibited by the specification *(AARA 5.8.2)*
- Allows candidates to use a word processor in an examination to type certain questions i.e. those requiring extended writing, and to hand-write shorter answers *(AARA 5.8.3)*
- Is also aware that examinations which have a significant amount of writing, as well as those that place greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to hand-write

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    within the answer booklet as the candidate avoids the difficulty of visually tracking between the question paper and screen. *(AARA 5.8.3)*

- An awarding body may require a word processor cover sheet to be completed and included with each candidate's typed script *(AARA 5.8.4).* These will be made available to invigilators at the beginning of the exam.
- Does 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 *(AARA 5.8.4)*

For all candidates with access arrangements/reasonable adjustments, the evidence required is a short concise file note written by the SENCo on centre-headed paper, signed and dated, confirming the nature of the candidate's impairment and that the use of the specified access arrangement/reasonable adjustment reflects his/her normal and current way of working within the centre. *(AARA 5.5.5)*

WORD PROCESSORS AND THEIR PROGRAMS

The Academy complies with the JCQ ICE word processors instructions *(ICE 14.25)* by ensuring:

- Word processors are used as a typewriter, not as a database, although standard formatting software is acceptable
- Word processors have been cleared of any previously stored data, as must be any portable storage medium used
- An unauthorised memory stick is not permitted for use by a candidate
- When needed, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff
- Word processors are in good working order at the time of the examination
- Word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen
- Where a candidate using a word processor is accommodated separately, a separate invigilator is used
- Word processors are either connected to a printer so that a script can be printed off or have the facility to print from a portable storage medium
- Documents are printed after the examination is over
- Candidates are present to verify that the work printed is their own
- Word processed scripts are inserted in any answer booklet which contains some of the answers
- Word processors are used to produce scripts under secure conditions. If they are not, the centre is aware that they may be refused by the awarding body
- Word processors are not used to perform skills which are being assessed
- Word processors are not connected to the internet, intranet or any other means of communication
- Candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc, when using a word processor
- Graphic packages or computer-aided design software are not included on a word processor unless permission has been given to use these
- Predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- Voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- Computer reading (text to speech) software is not included unless the candidate has permission to use a computer reader
- Word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Laptops and tablets

The Academy complies with the JCQ ICE word processors instructions *(ICE 14.21)* by ensuring:

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- tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'
- the battery capacity of all laptops and/or tablets is checked before the candidate' examination(s) with the battery sufficiently charged for the entire duration of the examination
- candidates with fully charged laptops or tablets may be seated within the main examination hall without the need for separate invigilation and power points

Format and Printing of Word Processed Work
- Candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer *(ICE 14.22)*
- Candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way *(ICE 14.22)*
- Candidates are instructed to appropriately number each page *(ICE 14.23)*
- Candidates are instructed to use a minimum 12pt font and double spacing *(ICE 14.24)*
- Invigilators remind candidates to save their work at regular intervals *(ICE 14.24)*
- Where it is possible 'autosave' is set up on each laptop/tablet *(ICE 14.24)*
- Candidates are present at the end of the examination when their script is printed off so they can verify that the work printed is their own *(ICE 14.25)*

ACCOMMODATING WORD PROCESSORS IN EXAMINATIONS
Candidates using word processors will be accommodated in separate examination rooms. Where students who are not using word processors are also seated in this room, the Academy will ensure that there will not be any disruption to other candidates.