WORD PROCESSING POLICY

> This policy must be reviewed and updated annually, in line with current JCQ regulations and guidance on Access Arrangements (AARA) and Instructions for Conducting Examinations (ICE).

1. **Use of JCQ guidelines:**
   Hampstead School follow the current JCQ guidelines on providing word processors in exams. AARA 2020-2021 states:
   Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) where it is their **normal way of working within the centre**. (p57, Section 5:8:1 AARA 2021-22)

2. **Need for evidence and history of need**
   i)   Word processors are not routinely provided for examinations, unless the test itself is computer - based, and/or online, such as DIDA.
   ii)   Hampstead School requires a proven history of need for individual students to use word processors in class outside of online exams and ICT lessons. , whether for extended writing or as part of their routine; and carried forward as evidence for their use in exams.

3. **Reasons for use of word processor in class and for exams**
   The following count as legitimate reasons to use a word processor in class:

   - Having 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 while writing by hand

   - Poor, illegible handwriting which has persisted despite handwriting interventions and/or Occupational Therapy support (ibid, section 5:8:4)

   It is not permitted to grant use of word processor for exams to a student simply because they type faster than they write in exams, or because they use a laptop/word processor at home.

4. **Formatting issues**

    Word processed examination papers require specific formatting. Students with history of need who must use word processor use as part of access arrangements will need, and be given, opportunity to present their work in this format in practise examinations (PPEs).

5. **Responsibilities of staff to communicate student needs**

    It is unhelpful to suggest to students particularly close to examinations that they may do better with this or any arrangement for exams when it is not authorised. Students by the time of public examinations should have the opportunity to have a settled format and routine for taking their exam. Applications for access examinations will close three months before the first exams in May 2022, and will take account of

6. **Sudden injury or illness**

    Temporary permission for use of a word processor may be allowed if there is injury or late diagnosis of condition that has made use of word processor necessary.

7. **Arrangements at the time of the assessment for the use of a word processor -**

This section refers to Instructions for Conducting Examinations (ICE 2021-2).

A candidate using a word processor is accommodated in the room used by other students requiring access arrangements or in a smaller room where this is a proven access requirement for the individual student.

In compliance with the current regulations Hampstead School:
- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding body's specification says otherwise (ICE 14.20)
- (where a candidate is to be seated with the main cohort without the use of a power point) checks 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 (ICE 14.21)
- 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 (ICE 14.22)

    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 his/her typed script, they are instructed to handwrite their details as a header or footer. The candidate **is supervised throughout this process** to ensure that he/she is 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 (ICE 14.23)

- ensures the candidate is reminded by invigilators to save his/her work at regular intervals. (or where possible, an IT technician will set up 'autosave' on each laptop/tablet)
- instructs the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking (ICE 14.24)
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Hampstead School will ensure the word processor (see ICE 14.25):

- is used as a typewriter, not as a database, although standard formatting software is acceptable
- is cleared of any previously stored data, as must any portable storage medium used. **An unauthorised memory stick must not be used by a candidate**. When needed the centre must provide a memory stick which is cleared of any previously stored data, to the candidate
- 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. Where a candidate using a word processor is accommodated in another room, a separate invigilator is required.
- is connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium; this must be done after the examination is over. The candidate will and must be present to verify that the work printed is his or her own. Word processed scripts will be attached to any answer booklet which contains some of the answers

- will be used to produce scripts under secure conditions, otherwise they will be refused
- will not be used to perform skills which are being assessed

- will not be connected to any intranet or other means of communication
- will not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc.
- will not include graphic packages or computer aided design software unless permission has been given to use these
- will 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
- will not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Document Review
This document was last reviewed by the Head on 3 December 2021 and will be reviewed on an annual basis. The next review will be in the academic year 2022/2023. reviewed again in the academic year 2022/2023