



Word Processor Policy

Contents

Version Control.....	1
1. Use of JCQ Guidelines	1
2. Requirement for Evidence & History of Need	2
3. Reasons for Use of Word Processor in Class & for Exams	2
4. Formatting Issues	2
5. Responsibilities of Staff in Communicating with Students	3
6. Sudden Injury or Illness.....	3
7. Arrangements at the Time of the Assessment for the Use of a Word Processor	3
Policy Consultation & Review	5

Version Control

The table below shows the history of the document and the changes that were made at each version:

Date agreed	Summary of changes
2 nd February 2023	Updated AARA references to 2022-23 and added clarifications on names etc throughout; updated section 5 and 7.
3 rd December 2021	N/A

1. Use of JCQ Guidelines

Hampstead School follows the current Joint Council for Qualifications (JCQ) guidelines on providing word processors in exams. Access Arrangements and Reasonable Adjustments (AARA) 2022-2023 states:

“Centres are allowed to provide 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.”¹

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

2. Requirement for Evidence & History of Need

- word processors are not routinely provided for examinations, unless the test itself is computer-based and/or online, such as the Diploma in Digital Applications (DiDA)
- the 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. This history of need is then carried forward as evidence for their use in exams.

3. Reasons for Use of Word Processor in Class & for Exams

The following count as legitimate reasons to use a word processor in class and for exams:

- having a learning difficulty which has a substantial and long term adverse effect on the student’s 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.

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 a word processor as part of their access arrangements will need, and be given, opportunity to present their work in this format in practise examinations, such as Pre Public Examinations (PPEs).

¹ Reference https://www.jcq.org.uk/wp-content/uploads/2022/08/AA_regs_22-23_FINAL.pdf Section 5:8:1

5. Responsibilities of Staff in Communicating with Students

It is unhelpful to suggest to students, particularly close to scheduled examinations, that they may perform better with a word processor or any other access arrangement for exams, when such measures have not already been authorised.

By the time they sit public examinations, students should have had the opportunity to familiarise themselves with a settled format and routine for taking their exam.

If any student requires modified papers for the June 2023 series of exams, the final deadline is 31st January 2023. The final deadline for other access applications for the June 2023 series of exams is 21st March 2023.

6. Sudden Injury or Illness

Temporary permission for use of a word processor may be allowed if there is injury or late diagnosis of a condition which has made use of a 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 2022-3).

A candidate using a word processor will be 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. Students are not allowed to use their own personal laptop but will have a laptop provided for exams and practise exams (PPEs), as required.

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 12 point type font and double spacing in order to assist examiners when marking (ICE 14.24)

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 used 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 student's 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), email, the internet, social media, spreadsheets
- 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 permit computer reading or text to speech software unless the candidate has permission to have a reader/computer reader
- 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.

Some awarding bodies will require a cover note to be attached to a word-processed script.

Hampstead School may keep an electronic copy of a word processed script. This has to be stored securely and could be accepted by an awarding body if the original printed copy is lost. If this occurs the head of centre will write a cover letter to confirm the secure storage of the electronic copy.

Policy Consultation & Review

This policy is available on our school website and available on request from the Administration Office.

This policy was last reviewed by the Head on Thursday 2nd February 2023. This policy will be reviewed on an annual basis. It is due to be reviewed again in the academic year 2023-24.