



## WORD PROCESSING POLICY

<b>Audience</b>	Staff, Governors, Parents/Carers
<b>Name of Person(s) responsible for monitoring</b>	SLT; SENDCo; Specialist Assessor; Exams Officers
<b>Date for Review</b>	Autumn Term 2020

This policy must be 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 2019-2020 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.** (p51, Section 5:8:1 AARA 2019-20)

### 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
- Severe 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 (p52, AARA 2019-20).

### 4. Formatting issues

Word processed examination papers require specific formatting. Students with a history of need who must use a word processor as part of access arrangements will need and be given opportunity to present their work in this format in practice 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 2020, and will take into account of

- **Sudden injury or illness**

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

## 6. Arrangements at the time of the assessment for the use of a word processor -

This section refers to Instructions for conducting examinations (*ICE*).

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), check 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 his/her 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, he/she **is 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 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*)

The school will ensure the word processor (*ICE 14.25*)

- is only used in a way that ensures a candidate's script is produced under secure 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, although standard formatting software is acceptable, and is not connected to an intranet or any other means of communication
- 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

## 7. 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

## 8. Printing the script after the exam is over

The school will ensure

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is his or her own
- a word processed script is attached to any answer booklet which contains some of the answers
- a word processor cover sheet (Form 4) is completed and included with the candidate's typed script (according to the relevant awarding body's instructions)