Langley Park School for Boys

Word Processor Policy

2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
P Appel/P Sarson	
Date of next review	October 2025

Key staff involved

Role	Name(s)
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This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy to AA and ICE relate to/are directly taken from the Access Arrangements and Reasonable Adjustments 2024-2025 and Instructions for Conducting Examinations 2024-25 publications.

Introduction

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment.

(AA 4.2.1)
The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage due to persistent and significant difficulties.

The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

A centre **must** make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they **cannot** make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations.

(AA 4.2.2)
Although access arrangements are intended to allow access to assessments/adjustment, they cannot be granted where they will compromise the assessment objectives of the specification in question.

(AA 4.2.3)
Candidates may not require the same access arrangements/reasonable adjustment in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCos, or equivalent role **must** consider the need for access arrangements/reasonable adjustment on a subject-by-subject basis.

(AA 4.2.1)
The SENCo, or equivalent role **must** ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage the candidate.

(AA 4.2.7)
The candidate must have had appropriate opportunities to practise using the access arrangement(s) /reasonable adjustment(s) before their first examination.

Purpose of the policy

This policy details how Langley Park School for Boys complies with AA chapter 4 (Managing the needs of candidates and principles for centres), (section 5.8) Word processor and ICE (sections 14.20-27) when awarding and allocating a candidate the use of word processor in examinations.

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

The criteria LPSB uses to award and allocate word processors for examinations and assessments

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams unless there are exceptions.

Exceptions

A candidate may be awarded the use of a word processor in examinations where:

- the candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology
- the candidate has a firmly established need (e.g. diagnosis of a learning or physical difficulty affecting the production of written work). This must reflect the candidate's normal way of working in lessons and exams. LPSB must be certain that by not being awarded a word processor the candidate would be at a substantial disadvantage compared to other candidates.

The centre will:

- allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text switched off where it is their normal way of working within the centre (AA 5.8.1)
- award the use of a word processor to a candidate where it is appropriate to their needs

For example, a candidate with:

  - 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
  - illegible handwriting

- only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)
- process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)
- Establishing the need for using a word processor as a 'normal way of working' will be completed ahead of any exam series in which a candidate is entered. This should be by the 21st March for the summer exam series of that academic year.
- provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

The centre will not:

- simply grant the use of a word processor to a candidate because they now want to type rather than write in examinantions or can work faster on a keyboard, or because they uses a laptop at home (AA 5.8.4)

Additionally, the use of a word processor would be considered for a candidate:

- 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 (AA 4.2.4)
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

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

A candidate using a word processor is accommodated separately from the main exam venue (with the main cohort); i.e. in a different room.

In compliance with the regulations the centre:

- provides a word processor with the spelling and grammar check /predictive text switched off to a candidate where it is their normal way of working within the centre, 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 confirm 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 these instances, once the candidate has completed the examination and printed off thier typed script, they are is instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process to ensure that they are 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 their work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

(ICE 14.25)

The centre will ensure the word processor:

- is only used in a way that ensures a candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- 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
- 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), e-mail, the Internet, social media sites, spreadsheets
- 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 (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 (a scribe cover sheet must be completed)
- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe (a scribe cover sheet must be completed)

Portable storage medium

Portable storage mediums are not in use at LPSB for cyber security reasons and will only be used under the direction of the Network Manager in extreme circumstances as last resort. Should portable storage mediums need to be used, LPSB will adhere to the below JCQ regulations.

(ICE 14.25)

The centre 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

(ICE 14.25)

The centre will ensure

- the word processor is either connected to a printer so that a script can be printed off
- 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
- if a candidate omits to insert the required header or footer, they are is instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process 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)

The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions). (ICE 14.26)

The centre may retain electronic copies of word-processed scripts as the electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost.

However, the centre would need to demonstrate to the awarding body that the electronic file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body. (ICE 14.27)

Appendix 1: The criteria Langley Park School for Boys uses to award and allocate word processors for examinations

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

The use of word processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where the candidate has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates. LPSB ensures that need is established by a qualified assessor.

This may include where a candidate has, for example:

- 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

The only exception to the above where the use of a word processor may be considered for a candidate would be

- on a temporary basis as a consequence of a temporary injury at the time of the assessment
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Arrangements for the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the ALS lead/SENCo and the exams officer. In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body's published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

Allocating word processors at the time of the assessment

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo and the exams officer.

In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body's published start time and will be under centre supervision whilst waiting for their exam to start.

The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

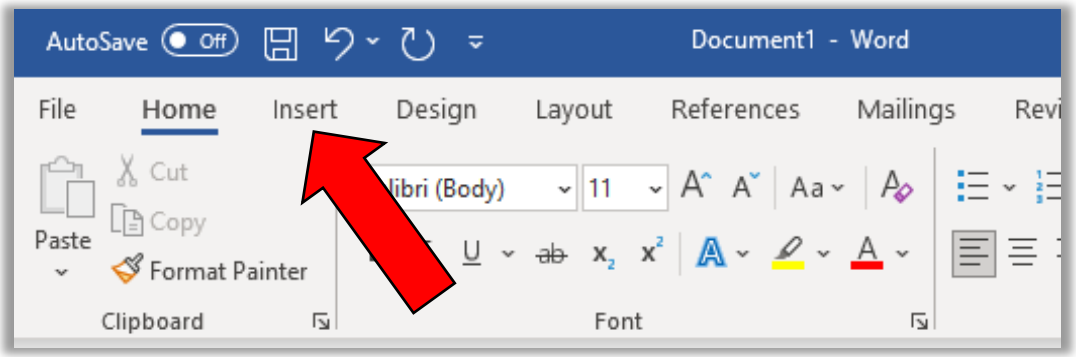
Instructions for Typists

- Sit at the screen where your name plate has been placed.
- There should be a word document open on the screen. If this is not the case, please ask the invigilator to do this for you.

How to add a header

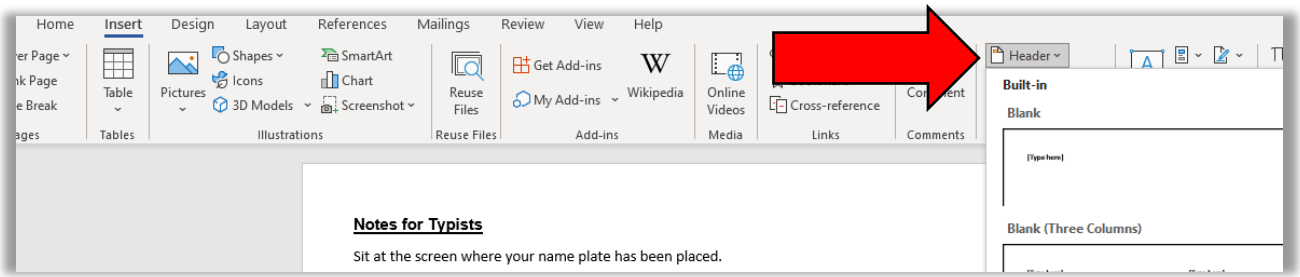
1

From the menu select **Insert**



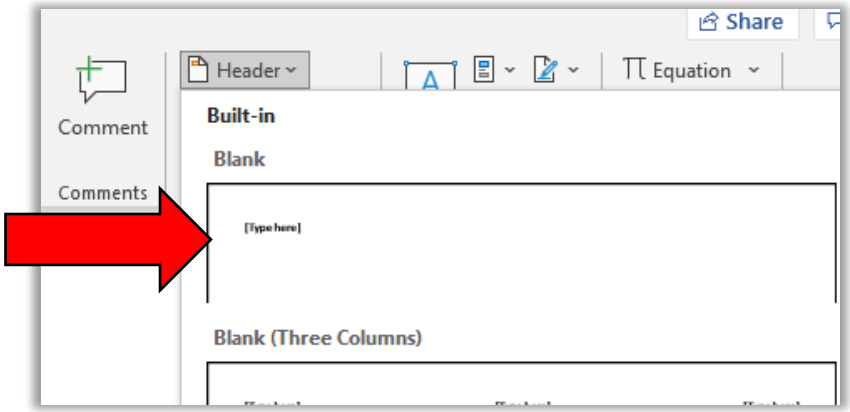
2

Then select **Header**



3

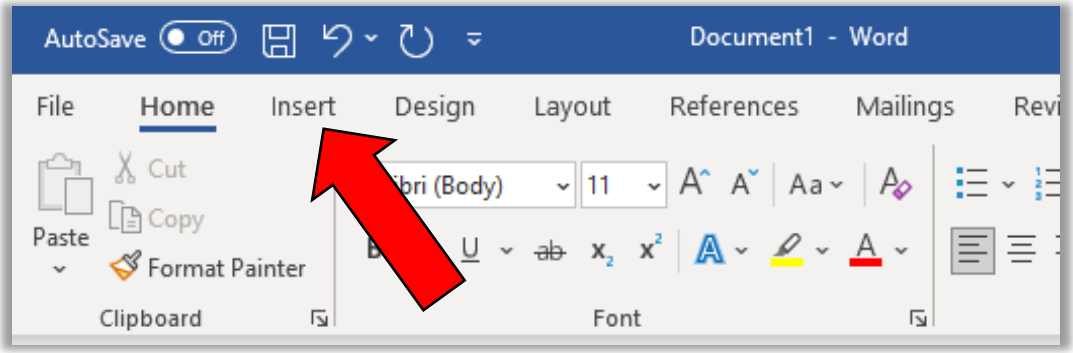
You will find a number of options. You should select the top one (**Blank**)



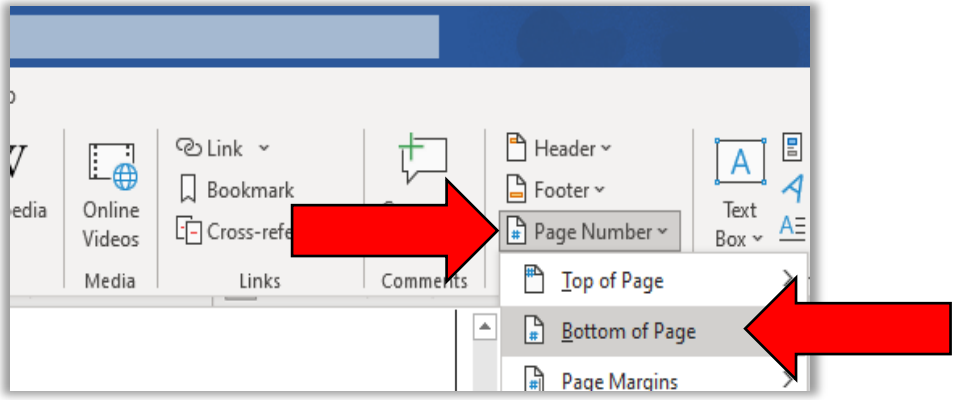
4	You **must** include the following information in your header: • **Centre number 14255** • **Candidate number e.g. 1234** • **The title of the exam and the paper number** • **Component/Exam number e.g P1234/1A** • **Date e.g. 1/1/2000**

How to add a footer

1 From the menu select **Insert**



2 Then select **Page Number and then Bottom of Page.**

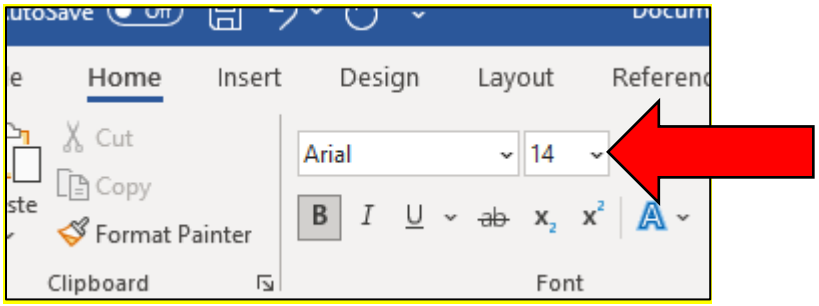
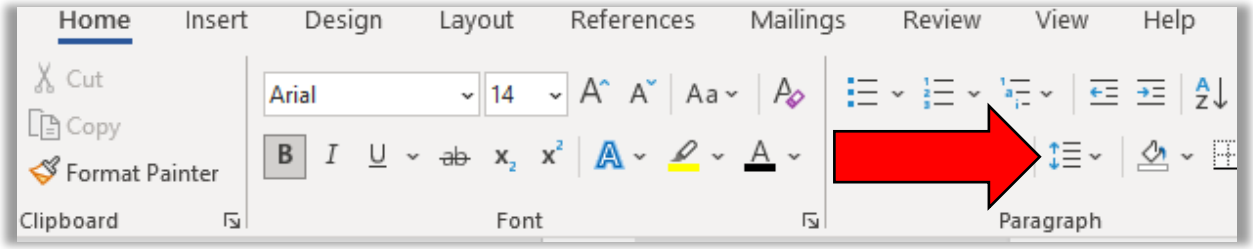


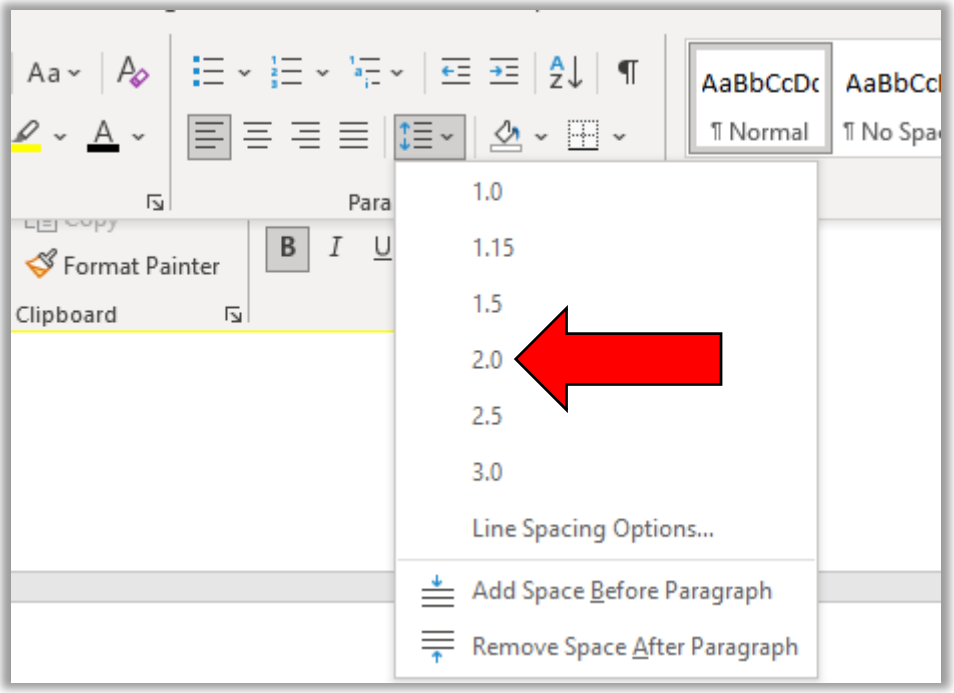
3 Scroll down the options until you see **X of Y** and then select **Bold Numbers 1**

How to save your work

1	Go to **File** the **Save As** and select **This PC**
2	Double click on the folder beginning **SEN e.g. SEN07**
3	Save your files as: • **Initial level name date** For example: • **NH GCSE English Language 1 25-05**
4	You must regularly save your work throughout the exam. To do this go to **File** and then select **Save.**

How to format your work

1	Double click the main body of the document (this should grey out the header of the document). Change the font size to **12pt** 
2	Click here to for Double Spacing 
3	From the drop-down menu select **2.0**



At this point save your work as you should be ready to proceed with the paper.

It is necessary for you to complete the paper copy of the answer booklet as well.

Good luck! If you are unsure whether you have set up the Word Document correctly, please ask the invigilator to check.

PLEASE REGULARLY SAVE YOUR WORK THROUGHOUT THE EXAM

AT THE END OF THE EXAM PLEASE MAKE SURE THAT YOU SAVE YOUR WORK ONE FINAL TIME