





THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

## Word processor policy (exams) 2020/21

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	November 2020
	Date of next Review	November 2021
	Who reviewed this policy?	Mrs. A. Titley
	To be approved by SLT	Yes



## Contents

Key staff involved in awarding and allocating word processors for exams .....	1
Introduction.....	2
Purpose of the policy .....	2
The use of a word processor .....	2
Arrangements at the time of the assessment for the use of a word processor .....	3
Appendix 1 .....	6
The criteria The Coopers' Company and Coborn School uses to award and allocate word processors for examinations.....	6



## Key staff involved in awarding and allocating word processors for exams

<b>Role</b>	<b>Name(s)</b>
SENDCo	<b>Mrs. R. Carron</b>
Assistant SENDCo	<b>Mrs. V. Bradley</b>
Exams team	<b>Mrs. A. Titley – Examinations and Data Manager</b> <b>Mrs. L. Butler – Exams Assistant</b>
SLT member(s)	<b>Ms. S. Hay</b> <b>Mr. R. Bell</b> <b>Mr. M. Duncan</b> <b>Mrs. J. Harris</b> <b>Mrs R. Carron</b> <b>Mr. J. Dudley-Hart</b> <b>Mr. N. Iles</b>
IT manager	<b>Mr. B. Kiff</b>



**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 2020-2021](#) and [Instructions for Conducting Examinations 2020-2021](#) publications**

## Introduction

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

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

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

(AA 4.2.1)

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

(AA 4.2.2)

Candidates may not require the same access arrangements in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCOs must the need for access arrangements on a subject-by-subject basis.

(AA 4.2.3)

The SENCO must ensure that the proposed access arrangements does not disadvantage or advantage a candidate.

(AA 4.2.1)

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

(AA 4.2.7)

## Purpose of the policy

This policy details how The Coopers' Company and Coborn School (CCCS) complies with AA (chapter 4) *Adjustments for candidates with disabilities and learning difficulties* and (chapter 5.8) *Word processor* and ICE (sections 14.20-25) when awarding and allocating a candidate the use of word processor in his/her exams.

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

## The use of a word processor

The Coopers' Company and Coborn School will:-

- ▶ allocate the use of a word processor to a candidate with the spelling and grammar check / predictive text disabled (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 if it is appropriate to their needs. 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;
  - a physical disability;



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

(AA 5.8.4)

▶ 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)

▶ consider the needs of the candidate at the start of the candidate's course leading to a qualification based on evidence gathered that firmly establishes the candidate's needs and 'normal way of working' in the classroom, internal tests/exams, mock exams etc., and confirm arrangements in place before the candidate takes an exam or assessment;

(AA 4.2.4)

▶ provide access to 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 prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home

(AA 5.8.4)

### Exceptions

The only exceptions to the above where the use of a word processor would be considered for a candidate would be:-

▶ 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 in the following manner:-

▶ Where possible students using word processors will be housed in the main exam hall at the rear of the room so they cannot be overlooked by other candidates;

▶ If this is not possible, then they will be housed together in a smaller room within the school.

In compliance with the regulations, CCCS will:-

▶ 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. 12845/8001 – 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 their typed script, they are 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;
- ▶ instructs the candidate to use a minimum of 12pt font and double spacing in order to make marking easier for examiners.

(ICE 14.24)

CCCS 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 not connected to an intranet or any other means of communications;
- ▶ 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.

### **Portable storage medium**

CCCS 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.

(ICE 14.25)

### **Printing the script after the exam is over**

CCCS 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 their own;
- ▶ a word processed script is attached to any answer booklet which contains some of the answers;
- ▶ where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions).

(ICE 14.25)

### **Invigilation arrangements**

CCCS will ensure invigilators are aware of the following:-

- ▶ When housed within the main exam hall invigilators will be made aware of students using word processors and will be informed of the processes involved. A nominated invigilator will escort the candidate to the exams office at the end of the examination to enable the script to be printed off correctly and signed by the candidate in readiness to be sent off to the exam board with the rest of the cohorts' completed papers;



- ▶ When housed in a separate exam room from the main cohort the invigilator will be informed of the processes involved. The invigilator to escort the candidate to the exams office at the end of the examination to enable the script to be printed off correctly and signed by the candidate in readiness to be sent off to the exam board with the rest of the cohorts' completed papers;
- ▶ A JCQ Form 4 will be handed over to the invigilator at the beginning of each exam for each student using a word processor.



## The criteria The Coopers' Company and Coborn School uses to award and allocate word processors for examinations

*A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations."*  
[AA 5.8]

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 he/she 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.

Needs might 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.

### Allocating word processors

The SENCO in consultation with the Heads of Departments will decide if a candidate requires a word processor for examinations. This arrangement will only be permitted to remove barriers for disabled candidates, which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The use of a word processor is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate. The arrangements are not granted where it will compromise the assessment objectives of the specification in question. Candidates will not require the arrangement in each specification; the need for the use of a word processor is considered on a subject by subject basis. The use of a word processor is agreed / processed at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and NEAs for approved subjects only.

The use of a word processor for candidates is only granted if it reflects the support given to them as their 'normal way of working', which is defined as support: in the classroom; or working in small groups for reading and / or writing; or literacy support lessons; or literacy intervention strategies; and / or in internal school tests and mock examinations. The candidate must be proficient in word processing so it's an appropriate arrangement. Candidates will normally work on laptops in the main exam venue.





### **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 SENCo and the exams team. 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.

<b>Statement produced by:</b>	
<b>Print Name:</b>	
<b>Job Role:</b>	
<b>Statement date:</b>	