

# Word Processor Policy (Exams) 2023/2024

This policy is reviewed annually to ensure compliance with current regulations

**Approved/reviewed by**

Approved by EMT and reviewed by  
nominated SENCo and Exams Officer

**Date of next review**

September 2024

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

<b>Role</b>	<b>Name(s)</b>
Nominated SENCo	<b>James Early</b>
Exams officer	<b>Manjit Kaur</b>
SLT member(s)	<b>Adam Thomas</b>

## Contents

Key staff involved in awarding and allocating word processors for exams .....	2
Introduction.....	3
Purpose of the policy .....	3
Principles for using a word processor .....	3
The use of a word processor .....	4
Word processors and their programmes.....	5
Laptops and tablets .....	6
Accommodating word processors in examinations .....	7
Appendices.....	8

## Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications [Access Arrangements and Reasonable Adjustments](#) and [Instructions for conducting examinations](#). References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2023/2024* and 'ICE' to JCQ *Instructions for conducting examinations 2023/2024*.

## Purpose of this Policy

This policy details how the centre manages and administers the use of word processors (including laptops and tablets) in examinations and assessments. The production of this Policy is a requirement of JCQ Regulations.

## Principles for using a word processor

Solihull College & University Centre and Stratford Upon Avon College complies with JCQ *Access Arrangements and Reasonable Adjustments 2023/2024*: Chapter 4: - “Managing the needs of candidates with disabilities and learning difficulties” regulations as follows:

(AA 4.2.1)

- ▶ *The purpose of an access arrangement/reasonable adjustment (e.g. use of word processor) 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 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.*
- ▶ *The nominated SENCo will ensure that the proposed access arrangement/reasonable adjustment (use of word processor) does not unfairly disadvantage or advantage the candidate.*

(AA 4.2.2)

- ▶ *Although access arrangements/adjustments adjustment (e.g. use of word processor) are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.*

(AA 4.2.3)

- ▶ *Candidates may not require the same access arrangements/reasonable adjustments (e.g. use of word processor) in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. The nominated SENCos will consider the need for access arrangements/reasonable adjustments (e.g. use of word processor) on a subject-by-subject basis.*

(AA 4.2.4)

- ▶ *Access arrangements/reasonable adjustments (e.g. use of word processor) is normally considered processed at the start of the course, having firmly established a picture of need and normal way of working.*

*However, 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, access arrangements/reasonable adjustments (e.g. use of word processor) and are applied for as soon as is practicable.*

*Arrangements are approved before an examination or assessment.*

(AA 4.2.5)

*The arrangement put in place, (e.g. use of word processor), must reflect the support given to the candidate in the centre†, for example:*

- ▶ *in the classroom (where appropriate);*
- ▶ *working in small groups for reading and/or writing;*
- ▶ *support lessons;*
- ▶ *intervention strategies;*
- ▶ *in internal school tests/examinations;*
- ▶ *mock examinations.*

*This is commonly referred to as ‘normal way of working’.*

*†The only exception to this is where an arrangement is put in place due to a temporary injury or impairment*

## **Centre specific processes**

In addition to ‘normal way of working’ (AA 4.2.5), use of a word processor will only be put in place if:

- ▶ an Individual Support Plan (ISP) produced in Solihull College & University Centre/Stratford upon Avon College, or Education, Health & Care Plan (EHCP) or Disabled Students’ Allowance (DSA) report which clearly defines that the use of a word processor is part of the support offer for the candidate; evidence of Normal Way of Working (NWoW).
- ▶ a completed access arrangement pack from Solihull College & University Centre/Stratford upon Avon College support staff is received and the nominated SENCo can confirm that use of word processor is appropriate for the specific subject for exams and assessments.

## **The use of a word processor**

- ▶ *Solihull College & University Centre and Stratford Upon Avon College complies with JCQ Access Arrangements and Reasonable Adjustments 2023/2024: Chapter 5: - “Access Arrangements and Adjustments” regulations as follows:*

(AA 5.8.1)

*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.*

*For example, the quality of language significantly improves because of using a word processor due to problems with planning and organisation when writing by hand. (This also extends to the use of electronic brailers and tablets.)*

(AA 5.8.2)

*The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.*

(AA 5.8.3)

*It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers. NB Examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet as the candidate avoids the difficulty of visually tracking between the question paper and computer screen.*

## **Centre specific processes**

- ▶ A Solihull College & University Centre/Stratford upon Avon College ISP must clearly detail that normal way of working is established and that the candidate is proficient in using a word processor.
- ▶ Use of word processor will not be granted just because a candidate prefers to use one. (see AA publication page 54).

## **Word processors and their programmes**

*Solihull College & University Centre and Stratford Upon Avon College complies with ICE Access Arrangements 14.25 by ensuring the following for use of word processors:*

- a) must be used as a typewriter, not as a database, although standard formatting software is acceptable;
- b) must have been 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;
- c) must be in good working order at the time of the examination;
- d) must be 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 will be required;

- e) must either be 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 must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;
- f) must be used to produce scripts under secure conditions, otherwise they may be refused;
- g) must not be used to perform skills which are being assessed;
- h) must not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the Internet, social media sites, spreadsheets;
- i) must not include graphic packages or computer aided design software unless permission has been given to use these;
- j) must 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;
- k) must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader;
- l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- m) must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

## Centre specific processes

- ▶ Additional Needs Support Tutors and Specialised Assessors clearly define the parameters for the use of a word processor in the application for Access Arrangements (e-folder) for the candidate and the nominated SENCo confirms in Part 3 of the Form 8 the specific arrangements required.

## Laptops and tablets

*Solihull College & University Centre and Stratford Upon Avon College* further complies with *ICE Access Arrangements 14.20 – 14.27* by ensuring:

- ▶ Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'.
- ▶ The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination.
- ▶ The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main examination hall without the need for separate invigilation and power points.
- ▶ Candidates must be 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.

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 his/her typed script, he/she must handwrite

their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

- ▶ Each page of the typed script must be numbered, e.g. page 1 of 6.
- ▶ To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.
- ▶ Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost.
- ▶ An awarding body may require a word processor cover sheet to be included with the candidate's typed script.

## **Accommodating word processors in examinations**

Candidates using word processors (including laptops or tablets) are internally accommodated in the following manner:

- ▶ Appropriate seating and lighting for using a word processor is planned for, and matches the NWOW for the candidate, with regards to laptop or PC allocation
- ▶ Invigilation arrangements relating to the use of word processors include those highlighted in the [Access Arrangements and Reasonable Adjustments](#) and [Instructions for conducting examinations](#).

### Centre Specific Arrangements and Statement from Senior Management member – Adam Thomas – Director of Student Services.

#### Use of a Word Processor for Exams and Assessments – Senior Management Statement:

The 'normal way of working' for exam candidates is defined by an ISP and the nominated SENCo confirms that the use of a word processor is requested and planned for.

#### Applying for Word Processors

All applications must be made to the nominated SENCo, who will liaise with the Exams Officer, using the relevant documentation, i.e. Form 8 Application or a Short Concise File Note for Exams processes, providing clear evidence of need and NWoW. The deadline for requests are as per JCQ deadlines – 2023/2024 exam series.

#### Awarding word processors

The nominated SENCo will determine if a candidate may be **awarded** the use of a word processor in exams where he/she has a firmly established need, that the use of a word processor reflects the candidate's normal way of working and that by not being awarded a word processor the candidate in question would be at a substantial disadvantage to other candidates.

For example:

- ▶ diagnosed & documented learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly.
- ▶ diagnosed & documented medical condition restricting upper body movement associated with handwriting tasks.
- ▶ diagnosed & documented physical disability restricting handwriting tasks.
- ▶ diagnosed & documented sensory impairment restricting access to handwriting tasks.
- ▶ planning and organisational problems when writing by hand, evidenced by subject/support tutors of *Solihull College & University Centre or Stratford Upon Avon College*, and documented in college *Individual Support Plan (ISP)*.
- ▶ poor handwriting resulting in a diagnosed & documented impairment NOT a deficit of writing skills.

#### Allocating word processors

Appropriate exam-compliant word processors will be **allocated** by the Exams Team for 'on demand' and formal examinations only in liaison with the nominated SENCo and the Exams Officer.

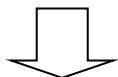
Mock exams, in class tests and assessments are not provided for, although guidance and advice can be sought from the nominated SENCo.

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 published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 2.11 of ICE. OR, the nominated SENCo, Additional Needs Manager and the Exams Officer will determine those candidates who are to be prioritised.



## Access Arrangements for Exams Application and Approval Process

**AA Initially Identified  
at interview  
(Pre-entry)**



**Approval for AA  
Requested  
(on Programme)**

AA for exams are discussed and reported at interview of candidate.

Checks are made to ensure AA are appropriate for the identified learning difficulty/disability, as set by exam board/validating body and AARA JQC regulations.

Documentary evidence is sent to nominated SENCo, e.g.

- Signed Personal Data Consent form
- Short Concise File Note or Detailed File Note
- Front Cover sheet of Access Arrangements for Exams
- Evidence of Need documentation

Additional evidence will be sought from Solihull College's Specialised Assessors (standardised scores from assessment) or referred back to the Additional Need Support Tutors if non-compliant.

A Short Concise/Detailed Centre Note will be attached to requests where appropriate i.e., to support EHCPs or medical evidence.

**(Transferring AA between  
exam subjects is not permitted  
- approval for each subject has  
to be applied for)**

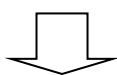
Nominated SENCo processes documentary evidence with request for approval to exam board/validating body via the Exams Officer and team

**AA for Exams requests cannot be completed unless the request is received within time guidelines stated by the relevant exam board/validating body. The College/University Centre must adhere to these time guidelines**

**AA Approved**

**Exams Officer reports approval on ProSolution, which informs nominated SENCo, Support Tutors and teaching staff.**

**All approvals are recorded on the ProSolution individual Student Profiles.**



**AA Implemented**

**Readers/Scribes and other support is assigned by nominated SENCo for planned exams.**

**The Exams team confirm arrangements of rooming, equipment etc. to individual candidates.**