Word Processor Policy

Policy Code:	TL15
Policy Start Date:	December 2019
Policy Review Date:	September 2022

Please read this policy in conjunction with the policies listed below;

- TL1 Access to Fair Assessment Policy
- TL9 Policy for the Conduct for the Administration of Examinations
- VO10 BTEC Procedures Policy

1. Policy Statement

1.1 The policy covers the use of word processors in examinations and assessments and is reviewed and updated annually, on the publication of updated JCQ regulations and guidance. References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2017/18*.

1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as Robert De Cheney Boarding House, the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.

1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.

2. Roles, Responsibilities and Implementation

2.1 Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Trust's Examinations Manager.

2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employee are responsible for supporting colleagues and ensuring its success.

3. Aims

3.1 This policy details how the Trust manages the use of word processors in examinations and assessments.

4. Principles of Using a Word Processor

4.1 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.

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

4.3 Although the use of word processors is intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

4.4 Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

4.5 The use of a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate.

4.6 Candidates are made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments.

4.7 In accordance with the JCQ guidance, the Trust is permitted to provide a word processor with the spelling and grammar check facility/predictive text disabled to a candidate where it is their _normal way of working_ within the centre.

4.8 The use of a word processor for candidates should only be put in place if it reflects the support typically given to the candidate in the centre, for example:

- In the classroom (where appropriate);

- Working in small groups for writing;

- Literacy support lessons;

- Literacy intervention strategies;

- In internal school tests/examinations;

- Mock examinations.

This is commonly referred to as 'normal way of working'.

4.9 The only exceptions to the above would be 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. In this exception special considerations/access arrangements would be applied for in the normal way.

4.10 The SENDCo will make the final decision to provide a word processor where it is appropriate for the candidate's needs, for example candidates with (although not limited to):

- 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;

- Extremely poor handwriting.

A word processor will not simply be provided to a candidate because they want to type rather than write, can work faster on a keyboard or use a laptop at home.

The use of word processor should be given in preference to the use of scribe to allow for more independent work by a student.

5.   The Use of a Word Processor

5.1   The Trust complies with AA Chapter 5 Access arrangements available as follows. The Trust:

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off).

- Only grants the use of a work processor to a candidate where it is their normal way of working within the centre (as set out above).

- Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. The above also extends to the use of electronic braillers and tablets).

- Provides access to word processor to candidates in non-examination assessments components as standard practice, unless prohibited by the specification.

- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and expects candidates to handwrite shorter answers.

- Is also aware that 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. The candidate avoids the difficulty of visually tracking between the question paper and screen.

- In all cases, ensures that a word processor cover sheet is complete and included with each candidate's typed script (according to the instructions issued by the individual awarding body).

- Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

6. Word processors and their Programmes

6.1 The Trust complies with the word processing instructions by ensuring:

- Word processors are used as a typewriter, not as a database, although standard formatting software is acceptable. All word processors/laptops will use Microsoft Word, which all candidates are familiar with in their normal way of working.

- Word processors have been cleared of any previously stored data, as must any portable storage medium used. All word processors will have blank exam accounts meaning that no prior data are accessible.

- Candidates are not permitted to use their own or other unauthorised memory sticks.

- Where required and only when there is an emergency, candidates will be provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of staff.

- Word processors are in good working order at the time of the examination and all computers are checked 24 hours prior to the examination.

- Word processors are 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 separately, a separate invigilator is used.

- Word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium.

- Word processed scripts are inserted in/attached to any answer booklet which contains some of the answers (and according to instructions issued by the individual awarding body).

- Word processors are used to produce scripts under secure conditions. If this is not the case, then the examination centre is aware that they may be refused by the awarding body.

- Word processors are not used to perform tasks where the skills being assessed are performed by the word processing package and not the candidate.

- Word processors are not connected to an intranet, the internet or any other means of communication.

- Candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets, etc. when using a word processor.

- Graphic packages or computer-aided design software is not included on a word processor unless permission has been given to use these.

- Predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using a voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking.

- Voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.

- Word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

6.2   The Examinations Officer working with Trust's IT staff will ensure that laptops are in good working order and fully charged. Alternatively, where applicable, computer access will be made available at the time of the examination and IT staff will open up Exam Accounts as requested by the Examinations Officer to

ensure only those systems permitted by JCQ are available to the candidates for the examination process. The Examinations Officer will also ensure that the JCQ word processor cover sheet (Form 4) is completed.

6.3   The laptop will be set to autosave but students must be reminded to save their work at regular intervals.

6.4   Printing will be carried out once the examination is over and the candidate must be present to confirm that the work is theirs. Candidates must ensure that their centre number, candidate number and unit code are typed or handwritten onto the top of each page of work and signed at the end of the work.

7.   **Policy Change**

7.1   This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.

The Priory Federation of Academies Trust

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This Policy has been approved by the Education and Standards Committee:

Signed…………………………… Name.. Date:

Trustee

Signed…………………………… Name.. Date:

Chief Executive Officer

Signed…………………………… Name.. Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.