Word Processor Exam Policy

Approved…….

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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 current publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

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/adjustments 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/adjustments 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/adjustments on a subject-by-subject basis.
(AA 4.2.1)
SENCo, or equivalent role **must** ensure that the proposed access arrangement 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/adjustments before their first examination.

They 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 consider the need for access arrangements on a subject-by-subject basis.

The policy purpose

This policy details how Ormiston Venture Academy complies with AA (chapter 4) managing the needs of candidates and principle centres (chapter 5.8) Word processor and ICE (sections 14.20-27) when awarding and allocating a candidate the use of a word processor in examinations.
The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

The following is the requirements laid down by this centre for candidates who require the use of a word processor in JCQ public examinations and or controlled assessments:

- If a teacher believes that a student should be using a word processor for their examinations and or controlled assessments, they must first speak with the SENDCo. The use of a laptop will only be granted to a student if it is appropriate to their needs and approved by the SENDCo

- If the SENDCo agrees (after examining the evidence) that a word processor is acceptable for a candidate to use in their examinations and or controlled assessments they inform the Examinations Officer and all other relevant members of staff, and update information such as the student's pen profile.
- The Examinations Officer, once informed, will then add this entitlement to their exam concessions, so it is recorded for public examination seasons. However, please note that the candidate may or may not wish to use the word processor on the day of the examination.
- The subject teacher must make sure that the word processor is ready if the candidate wants to use this for their controlled assessment. However please note that the candidate may or may not wish to use the word processor on the day of the controlled assessment. Please note that word processors cannot be used in controlled assessments if prohibited for that unit and or specification. If in doubt, Head of Faculty should email the Examinations Officer who will then contact relevant awarding body by email to ask permission for use of word processor in that controlled assessment unit. Head of Faculty needs to contact the Examinations officer two weeks before controlled assessment is due to take place.
- The Centre requirement and recommendation for candidates regarding use of word processors in examinations and or controlled assessments is that this is their **normal way of working** for examined elements of a course and will not hinder the candidate in completing the examinations and or controlled assessments at any time.
- All students that the SENDCo has previously authorised the use of word processor for and for whom it is the **normal way of working** for examined elements, will be given access to a work processor in internal examinations.

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
- where the curriculum is delivered electronically and the centre provides word processors to all candidates
- 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; 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

The Centre 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

Candidate with

  - 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)
- 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)

- provide the use 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 examinations or can work faster on a keyboard, or because they use a laptop at home (AA 5.8.4)

Centre specific processes

- The SENDCo will liaise with the candidate, teachers and parent(s) to set up the use of laptop in lessons if it is deemed appropriate and in line with the above criteria. A candidate using a word processor will be accommodated in a computer room. In compliance with regulations the centre will provide a word processor with the spelling and grammer check facility/predictive text disabled (switched off) unless an awarding body's specification says otherwise (ICE 14.20)
- Ensures that the candidate is reminded to ensure that their centre number; candidate number and unit/component code appear on each page as a header or footer (ICE 14.22)

Internal Examinations

- Once candidate is awarded use of laptop/computer in particular subjects they will automatically be set up for internal tests or examinations for said subject.
- Transfer of work to be saved on EO internal drive for these exams.

External Examinations

- The use of a laptop/computer in an examination must be the candidates normal way of working, thus it is expected that any candidate that the SENDCO is thinking about a use of laptop/computer for external examination should have used a laptop/computer for at least one end of year internal exams assessment before then so that candidates are practiced in how the exam laptops function and the regulations and procedures concerning its use.
- Ensures that the candidate is reminded that their candidate number and unit and component code appear on each page as a header or footer
- We use note pad in external exams the candidate will be asked to complete this by handwriting this on each page.
- 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 communication
- 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
- does not include AI Tools

Only in exceptional circumstances will a candidate be allowed to sit an external examination using a laptop/computer for any subject if they have not already completed at least one internal examination assessment using a laptop/computer.

- If a candidate has completed at least one internal examination assessment on a laptop/computer this will be classed as their normal way of working in examinations. SENDCo will have already had the candidate assessed by the external assessor prior

AI Tools

For paper-based examinations where candidates are using a word processor and are not allowed internet access, the centre will ensure all AI tools that the candidate could use during the examination are turned off.

This means:

- AI features inside the word processor itself (for example, writing assistants, "rewrite this" suggestions, AI summaries)
- AI features built into the device's operating system (for example, Microsoft Copilot, Apple Intelligence or similar tools that the candidate could open from outside the word processor)
- AI features available through any web browser or other application installed on the device

If the examination tests spelling, punctuation and grammar (SPaG), the centre will ensure that spell-check and grammar-check tools are turned off (This will include any application on the device that offers these features, not just the main word processor, as even simple applications such as Notepad now include spell-check).

The centre will:

- identify if AI and writing-assistance tools are available on the devices being used for examinations and make sure they are turned off.
    - AI can be generated from three places:
        - the application the candidate is using
        - the device's operating system, and
        - the network the device is connected to
- not assume that turning one of these off is enough on its own
- test its chosen approach before the examination to confirm that the candidate cannot access any AI or assistance tools during the examination

Portable Storage

- Provided by the centre if needed to print
- Cleared of any other data

Printing After Exam

- Ormiston Venture Academy will ensure that they will help the candidate print off the candidates work and escort them to the printer and then back to the exam room.
- Ormiston Venture Academy will ensure that the word processor is either connected to a printer so that the script can be printed off. The candidate will have to be present to verify that the work printed is his/her own.
- A word processor script is attached to any answer booklet that contains some of the answers.
- If a candidate omits to insert the required header or footer, he/she is instructed to handwrite the details as a header or footer: the candidate is supervised throughout this process or amending their work in any way (ICE 14.22).
- The Centre may retain electronic copies of the 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 file has been kept securely.
- The head of centre will be required to confirm this in writing to the awarding body (ICE 14.27)

Word Processors and their programmes

Ormiston Venture Academy complies with ICE (ICE 14.20 -14.25):

- We will ensure that the word processor is only used in a way that ensures a candidate's script is produced under secure conditions.
- A suitable computer/laptop will be provided for examinations by the academy. Candidates **may not** use their own devices for examinations.
- Word processors will be held under secure conditions throughout the examination's seasons, being made available to candidates as and when required.
- Word processors are used as a typewriter, not as a database, although standard formatting software is acceptable
- Word processors have been cleared of any previously stored data, as must any portable storage medium used
- An unauthorised memory stick is not permitted for use by a candidate.
- Word processors are in good working order at the time of 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.
- Documents are printed after the examination is over
- Candidates are present to verify that the work printed is their own
- Candidates are supervised throughout the process of completing the details in the header and footer to ensure that he/she is solely performing this task
- 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) along with a form 4 completed and included with candidates typed script
- Word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- Word processors are not used to perform skills which are being assessed
- Word processors are not connected to an intranet 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 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
- The Centre will 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 will keep candidate work safe and send it to the awarding body for marking by the method the awarding body stipulates (ICE 14.25)
- The centre will 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)

Accommodating Word Processors in Examinations

Candidates using word processors including laptops are internally accommodated in the following manner:

- Candidates will be accommodated in suitable classrooms to ensure easy access for power points and any technical support which may be required during the exam.
- Candidates are not eligible for separate invigilation due to using a word processor. Other candidates may be in the room.

Invigilation arrangements relating to the use of word processors include the following:

- Exam invigilation will be conducted in accordance with the JCQ *Instructions for conducting examinations*.
- Invigilators will have the means to call for assistance for technical help from the IT department should it be required.
- Invigilators will maintain the security of the examination throughout the printing process and until the word processed script has been returned to the Exams Officer.

Other arrangements relating to the use of word processors include:

- Candidates are responsible for ensuring that they save their work at regular intervals.
- Candidates must ensure that their centre number, name and candidate number appear on all pages of their word processed script
- 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 always maintained and candidates will be supervised in line with section 7 of ICE.

Allocating word processors at the time of the assessment

- An example, by way of illustration, is provided below. However, this is an example **only** which if used **must** be adapted to record your centre-specific processes
- Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo (or equivalent role) 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 or later than the awarding body's published start time.
- The security of the exam will be always maintained and candidates will be supervised in line with Ice.