

Ysgol Aberconwy

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ABERCONWY



Word Processing In Exams Policy

POLICY DOCUMENT NO: 15 ISSUE NO: 2

THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

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LT Link : WB

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

Role	Name
ALNCo	Mrs M Brookes
ABCD Manager	Mrs H Samuel
Exam Officer	Mrs W Baxter
SLT member	Mrs G Murphy
Assistant ALNCo	Mrs N Rowlands
IT Technician	Mr R Sauter

Monitoring :

This policy will be updated annually on the publication of JCQ regulations and guidance documents : *Access Arrangements and Reasonable Adjustments* and *Instructions for Conducting Examinations*.

Introduction :

Students and teachers often use word processors in lessons and at home as an integral part of their learning.

In exams, a word processor cannot be granted because:

- a candidate prefers to type rather than write
- can work faster on a keyboard
- they use a laptop or tablet at home.

This policy aims to clarify the school's position, in line with external regulation, on the use of word processing tools for examination purposes.

Allowing the Use of Word Processors in Examinations - Pupils with SpLD

Pupils will be allowed to use a laptop or tablet in examinations under the following conditions:

- They have a diagnosed learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- A need has been established and its use is recommended by an Educational Psychologist / specialist assessor approved by the School.
- A candidate has been using the laptop or tablet as their normal way of working in any subject where they intend to use a laptop or tablet in an examination and has had specific practice and rehearsal in the use of a laptop or tablet under examination conditions (e.g. in mock exams).

Allowing the Use of Word Processors in Examinations - Pupils without SpLD

The use of a word processor must reflect the candidate's normal way of working (in the classroom, mock examinations, school tests) within the centre and be appropriate to their needs.

Only candidates with the following conditions who would benefit from the use of a word processor may be considered:

- a medical condition affecting the speed or legibility of handwriting;
- a physical disability affecting the speed or legibility of handwriting;
- a sensory impairment;
- illegible handwriting;
- planning and organisational problems when writing by hand;

Exceptions

The only exception 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 (ICE 14.)

Where the use of a word processor in examinations/assessments meets JCQ criteria, we will:

- Acknowledge that controlled assessment or coursework can normally be completed on word processors unless prohibited by the specification
- Permit a candidate using a word processor in an examination to type certain answers, i.e. those requiring extended writing, and hand-write shorter answers
- Ensure that a signed JCQ word processor cover sheet is completed and attached to the candidate's word-processed script before dispatching to the examiner or awarding body.

Provision of Laptop or tablets to Exam Candidates

We will ensure that JCQ regulations are strictly adhered to and provide a laptop or tablet according to the following regulations. (ICE 14.25)

A word processor:

- must be used as a type-writer, not as a database, although standard formatting software is acceptable;
- 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. Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data;
- must be in good working order at the time of the examination;
- 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;
- 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;

- must be used to produce scripts under secure conditions, otherwise they may be refused;
- must not be used to perform skills which are being assessed;
- must not be connected to an intranet or any other means of communication;
- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- must not include graphic packages or computer aided design software unless permission has been given to use these;
- 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;
- must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Ysgol Aberconwy Exam procedure

- Exam secure log ins are used, with no internet access permissible.
- Microsoft word which is set up to use 12pt font and double spacing; header and footer for the candidate to write their centre number, candidate number, unit/component and page number. (14.22, 14.23)
- 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 scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking.
- Where a candidate with learning difficulties is **not** subject to a current Individual Development Plan, Form 8 must show a below average spelling accuracy standardised score of 84 or less with unrecognisable spellings.
- Documents are printed after the examination is over within the exam room so they can verify that the work printed off is their own. (14.25)
An electronic word-processed script will be retained. The awarding body may accept an electronic copy of the word-processed script where the word-processed script has been lost. This copy will be retained in a secure folder only accessible by the Exam Officer (14.27)
- Word processed scripts are attached to any answer booklet which contains some of the answers.
- 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.
- That invigilators will remind candidates to save their work at regular intervals. 'Autosave' has been set up on each computer. This way, if there is a complication or technical issue, the candidate's work is not lost.

Failure to Comply

Failure to comply with the regulations contained in the JCQ documentation has the potential to constitute malpractice which may impact on the candidate's result(s).

Failure to comply is defined as:

- putting in place access arrangements that are not approved; or
- permitting access arrangements within the centre which are not supported by appropriate evidence.

A word processor cover sheet must be printed from the awarding bodies website: **WJEC**:

- https://www.wjec.co.uk/media/b2qfhbys/wp_coversheet.pdf
- included with the candidate's typed script. Please refer to the relevant awarding body's instructions as different processing arrangements apply.

An awarding body cannot guarantee a word-processed script will be processed unless a cover sheet has been included.

Centre Specific Arrangements and Statement from Senior Leadership Team

Deputy Head – Mrs G Murphy

Use of a Word Processor for Exams and Assessments – Senior Leadership Statement

The ALNCo and ABCD Manager confirm the candidates that are entitled to use a word processor for examinations and that it is their 'normal way of working'.

Applying for Word Processors

JCQ regulations 'Access Arrangements and Reasonable Adjustments' (page 57) states:

There is not a requirement to process an application for a word processor using Access arrangements online. No evidence is needed to support the arrangement for inspection purposes. (This also applies where a candidate is using a word processor on a temporary basis because of a temporary injury.)

Awarding word processors

The ALNCo and ABCD Manager will determine if a candidate may be **awarded** the use of a word processor in exams where they have 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:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly
- a medical condition restricting upper body movement associated with handwriting tasks
- a physical disability restricting handwriting tasks
- a sensory impairment restricting access to handwriting tasks
- planning and organisational problems when writing by hand
- poor handwriting resulting in a diagnosed impairment NOT a deficit of writing skills

Allocating word processors

Appropriate exam-compliant word processors will be **allocated** by the Exam Officer for 'on demand' and formal examinations and timetabled mock exams in liaison with the ALNCo and ABCD Manager. These take place in a designated IT room.

In class tests and assessments are provided with laptops with prior warning to the ALNCo and ABCD Manager.

The security of the exam will be maintained at all times and candidates will be supervised in line with the JCQ regulations.

Copies of electronic scripts will be kept securely in a folder, accessible by the Deputy Head Exam Office