

Table of Contents

1. Purpose and Rationale.....	1
2. Use of a Word Processor.....	1
3. Considerations on use of a Word Processor.....	2
4. Arrangements for the use of a Word Processor.....	4
5. Other Related Policies.....	5
6. Monitoring and Review.....	5
7. Approval/Amendment.....	5
8. Questions.....	5

1. Purpose and Rationale

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate or one who has identified special consequence of persistent and significant difficulties. 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. 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 should consider the need for access arrangements on a subject-by-subject basis.

This policy details how Woodford County High School (WCHS) complies with the JCQ Access Arrangements & Adjustments (henceforth referred to as AA) guidance and Instructions For Conducting Examinations (henceforth referred to as ICE) in respect of the use of word processors 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.

2. Use Of A Word Processor

WCHS will:

- allocate the use of a word processor to a candidate 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 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)

3. Considerations on use of a Word Processor

The following restrictions will apply. WCHS will:

- 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)

WCHS will not simply grant the use of a word processor to a candidate because she prefers to type rather than write or can work faster on a keyboard, or because she uses a laptop at home (AA 5.8.4)

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 (AA 5.8.4).

4. Arrangements For The Use Of A Word Processor

A candidate using a word processor will be accommodated in an appropriate room depending upon the individual circumstances. WCHS will:

- provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) (ICE 14.20)
- (where a candidate is to be seated with the main cohort without the use of a power point) check 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)
- ensure the candidate is reminded to ensure that her centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 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 her typed script, she must handwrite her details as a header or footer. The candidate must be supervised to ensure that she is solely performing this task and not re-reading their answers or amending her work in any way.
- ensure the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- ensure the candidate is reminded to save her work at regular intervals. (or where possible, an IT technician will set up 'autosave' on each laptop/tablet)
- instruct the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking (ICE 14.24)

The centre will ensure the word processor

- 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 type-writer, 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 be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Portable storage medium

The centre 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

Printing the script after the exam is over

The centre 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 her own
- a word processed script is attached to any answer booklet which contains some of the answers
- a word processor cover sheet (Form 4) is completed and included with the candidate's typed script (according to the relevant awarding body's instructions).

5. Other Related Policies

Exam Contingency Plan (SP06.06); Controlled Assessment Malpractice And Appeals Policy (SP06.02); Examinations Policy (SP06.06); Special Educational Needs Policy (SP04.02); Complaints And Appeals Policy

6. Monitoring and Review

When monitoring this policy through its committee work, the governing board will require the Headteacher to report to the governors on the way the policy is being implemented. This policy will be reviewed by the Governing Board every three years.

7. Approval/Amendment

This policy is approved by the Governing Board of Woodford County High School. Any amendments to this Policy require approval by the Governing Board of Woodford County High School.

8. Questions

If you have any questions about this policy, please contact the Deputy Headteacher, Woodford County High School, High Road, Woodford Green, Essex, IG8 9LA.