

# HOLY FAMILY CATHOLIC SCHOOL

## AND 6<sup>TH</sup> FORM



### Exams Access Arrangements

### Word Processor Policy

2023-2024

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Date of next review:	September 2024	Written by:	A.Schmidt Updated by A. Kean
Type of policy:	EAA	Committee:	
Signature:			

# Holy Family Catholic School and 6<sup>th</sup> Form

## Introduction

This policy on the use of word processors in examinations and assessment is reviewed and updated annually, early in the autumn term, on the publication of the updated JCQ regulations and guidance contained in the publications 'Access Arrangements and Reasonable Adjustments' (AA) and 'Instructions for conducting Examinations' (ICE). There is no requirement to process an application using Access Arrangements Online (AAO) or to record the use of the arrangement. No evidence is needed to support the arrangement (AA 5.8)

Principles for using a word processor:

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a candidate preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties (AA section 4.2.1)

Students at **Holy Family Catholic School and 6th Form** have access to the use of a word processor when it is demonstrated that the quality of their language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. This is the student's normal way of working at **Holy Family Catholic School and 6th Form** and they may be granted the use of a word processor within the school where there is a significant amount of writing, such as English, Product Design, and History. Students at Holy Family Catholic School and 6th Form are identified as having significant improvement in the quality of their language due to, for example, (AA 5.8.4)

- 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 difficulties when writing by hand
- Poor handwriting
- Slow handwriting that qualifies for extra time where the use of a word processor is their normal way of working within Holy Family Catholic School and 6th Form and removes the barrier requirement for extra time due to the slow handwriting

## The use of a word processor (AA section 5.8)

The use of a word processor in examinations cannot be granted to a candidate simply because they would rather type than write in examinations, or because they can work faster on a keyboard, or that they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working at **Holy Family Catholic School and 6th Form**. Candidates may not require the use of a word processor in all subjects, as their methods of assessments may vary (AA 4.2.3). The use of a word processor will be considered on a subject-by-subject basis.

Students generally enter **Holy Family Catholic School and 6th Form** at the start of year 7 and year 12. **Holy Family Catholic School and 6th Form** will build a picture of need of students during their first year at the school to establish their normal way of working, such as the use of a word processor for extended writing during lessons, small group work, examinations and mocks for example.

The use of a word processor in non-examination assessment components (for example controlled assessments or coursework components) will be considered standard practice unless it is prohibited by the specification.

Students using a word processor at **Holy Family Catholic School and 6th Form** as their normal way of working for extended writing will have the spelling and grammar check/predictive text disabled unless they have had additional testing that indicates that the student has met the published criteria for a scribe, and an approved application has been made.

The use of a word processor at **Holy Family Catholic School and 6th Form** does not allow the student to have extra time. An application for extra time can be applied for if it is judged that the candidate's persistent and significant difficulties in interpreting questions and formulating their typed answers meet the published criteria for extra time, and an approved application has been made.

### **Word processors use in examinations**

It is essential that the integrity of the examination is maintained whilst at the same time providing access to assessments for disabled candidates. The use of a word processor cannot be granted where it will compromise the assessment objectives of the specification in question.

Where a candidate has used a word processor in an examination, a word processor cover sheet must be completed and included with the candidate's typed script. This is available from the JCQ website. If the candidate has been permitted a scribe then a scribe cover sheet (Form 2) must be completed.

**Holy Family Catholic School and 6th Form** ensures that it complies with Access Arrangements and Reasonable Adjustments Adjustments for candidates with disabilities and learning difficulties 1 September 2023 to 31 August 2024 relating to the use of word processors.

### **In all cases a word processor cover sheet must be completed and attached to the completed script.**

A Word Processor/Netbook:

- 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/netbook is accommodated separately, 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 may be done after the examination is over, not in the extra

time. The candidate should be present to verify that the work printed is their own work. Word processed scripts must be attached to the answer booklets which contain some of the answers;

- Must be connected to the mains electricity;
- Must be used to produce scripts under secure conditions, otherwise 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 calculators, 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 voice activated software (the script must have a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking;
- Must not include voice-activated software 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.

Pupils using computers/word processors/netbooks for internal and external examinations must be given full training to ensure that the information that is required by the exam boards appears on the work that is sent to the examiner.

Candidates must be reminded to ensure that their Centre Number (50734), 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 this does not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination, and printed off their typed script, they should be advised to handwrite their details as a header or footer. The candidate must be supervised to ensure that they solely perform this task and do not re-read their answers or amend their work in any way.

The candidate must number each page appropriately. Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking. Invigilators must remind candidates to save their work at regular intervals in addition to the 'autosave' set up on each laptop where possible by ICT Support at **Holy Family Catholic School and 6<sup>th</sup> Form.**