



**Roding Valley**  
HIGH SCHOOL

# **Exams: Policy for the Use of Word Processors 2017-2018**

**Reviewed:** January 2018

**Approved:** January 2018



## **Introduction**

Roding Valley High School recognises that for some students with specific learning needs a word processor/laptop may be the most appropriate method of organising and presenting their work. Students are allowed to use a word processor/laptop in examinations where it is their normal way of working, where a need has been established and its use is recommended by the SENCO approved by the school.

Candidates that may benefit from the use of a word processor/laptop include:

- 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
- Poor handwriting

(This list is not exhaustive)

The use of a word processor/laptop must reflect the student's normal way of working within school and be appropriate to the student's needs.

A word processor/laptop cannot simply be granted 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 as this would be advantageous to a student without any specific learning need.

The use of a word processor/laptop may also be granted on a temporary basis as a consequence of a temporary injury. We would request medical evidence in support of a request of this type.

References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2016/17 and ICE to JCQ Instructions for conducting examinations 2016/17.

## **Section One: Principles for Using a Word Processor**

**(AA 4.2.1):** Candidates with access to word processors at Roding Valley High School are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

**(AA 4.2.1):** The use of word processors at Roding Valley High School is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.

**(AA 4.2.2):** The use of a word processor at Roding Valley High School is not granted where it will compromise the assessment objectives of the specification in question.

**(AA 4.2.3):** Candidates at Roding Valley High School 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.



**(AA 4.2.4):** The use of a word processor at Roding Valley High School is agreed / processed at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

**(AA 4.2.4):** Candidates at Roding Valley High School are aware that they will have the use of a word processor or examinations and controlled assessments/coursework.

**(AA 4.2.5):** The use of a word processor for candidates at Roding Valley High School is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:

- In the classroom; or
- Working in small groups for reading and/or writing; or
- Literacy support lessons; or
- Literacy intervention strategies; and/or
- Internal Roding Valley High School tests and mock examinations

## **Section Two: The Use of a Word Processor**

**(AA 5.8.1)** Roding Valley High School will provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).

**(AA 5.8.1)** Roding Valley High School will only grant the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre.

**(AA 5.8.1)** Roding Valley High School will only grant 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).

**(AA 5.8.2)** Roding Valley High School will provide access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

**(AA 5.8.3)** Roding Valley High School will allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

Roding Valley High School are 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.

**(AA 5.8.4)** In all cases, Roding Valley High School will ensure that a word processor cover sheet ([Form 4](#)) is completed and attached to each candidate's typed script.

**(AA 5.8.4)** At Roding Valley High School, in Functional Skills English (Reading and Writing components) the use of a word processor with the spell check facility switched on is permitted for all candidates.

**(AA 5.8.4)** Roding Valley High School 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.



### **Section Three: The Word Processor and their Programmes**

**(ICE 8.8)** At Roding Valley High School; word processors are used as a type-writer, not as a database, although standard formatting software is acceptable.

**(ICE 8.8)** At Roding Valley High School; 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. Where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff.

**(ICE 8.8)** At Roding Valley High School; an unauthorised memory stick is not permitted for use by a candidate.

**(ICE 8.8)** Word processors at Roding Valley High School are in good working order at the time of the examination.

**(ICE 8.8)** At Roding Valley High School word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.

**(ICE 8.8)** At Roding Valley High School where a candidate using a word processor is accommodated separately, a separate invigilator is used.

**(ICE 8.8)** At Roding Valley High School 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.

**(ICE 8.8)** At Roding Valley High School documents are printed after the examination is over.

**(ICE 8.8)** At Roding Valley High School candidates are present to verify that the work printed is their own.

**(ICE 8.8)** At Roding Valley High School word processed scripts are attached to any answer booklet which contains some of the answers.

**(ICE 8.8)** Word processors are used to produce scripts under secure conditions, and if they are not then Roding Valley High School are aware that they may be refused by the awarding body.

**(ICE 8.8)** At Roding Valley High School word processors are not used to perform skills which are being assessed.

**(ICE 8.8)** At Roding Valley High School word processors are not connected to an intranet or any other means of communication.

**(ICE 8.8)** At Roding Valley High School candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.

**(ICE 8.8)** At Roding Valley High School graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.

**(ICE 8.8)** At Roding Valley High School 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.



**(ICE 8.8)** At Roding Valley High School voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.

**(ICE 8.8)** At Roding Valley High School word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

#### **Section Four: Laptops, Tablets and Word Processors**

**(ICE 8.8)** At Roding Valley High School tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'.

**(ICE 8.8)** At Roding Valley High School the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination.

**(ICE 8.8)** At Roding Valley High School candidates with fully charged laptops or tablets are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points.

**(ICE 8.8)** At Roding Valley High School candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.

**(ICE 8.8)** At Roding Valley High School candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script. They are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

**(ICE 8.8)** At Roding Valley High School each page is appropriately numbered.

**(ICE 8.8)** At Roding Valley High School candidates are instructed to use a minimum 12pt font and double spacing. **(ICE 8.8)** At Roding Valley High School invigilators remind candidates to save their work at regular intervals.

**(ICE 8.8)** At Roding Valley High School it is possible to set up 'autosave' onto each laptop/tablet.

**(ICE 8.8)** At Roding Valley High School candidates granted the use of a word processor are present at the end of the examination when their script is printed off so they can verify that the work printed off is their own.

#### **Section Five: Accommodating Word Processors in Examinations**

The use of word processors are internally accommodated at Roding Valley High School in the following manner:

Students using a word processor/laptop during examinations will always be housed at the back of the main examination room or housed in an appropriate and available computer room.