
WORD PROCESSOR POLICY



RÆDWALD
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WORD PROCESSOR POLICY

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1. Rationale

References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2019/2020 and ICE to JCQ Instructions for conducting examinations 2019/20.

Principles for using a word processor across Raedwald Trust sites

1.1 Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which place them at substantial disadvantage as a consequence of persistent and significant difficulties.

1.2 The use of a word processor 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.

1.3 The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

1.4 Candidates may not require the use of a word processor in each specification. As subjects and the methods of assessment may vary (leading to different demands on our candidates), the need for the use of a word processor is considered on a subject-by-subject basis.

1.5 The use of a word processor 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.

1.6 The use of a word processor for candidates is only granted if it reflects the support given to the candidates 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 school tests and mock examinations

2. Aims

The following procedures are in place across all Raedwald Trust sites:

2.1 A word processor with the spelling and grammar check facility/predictive text disabled is provided to a candidate where it is their normal way of working within the centre.

2.2 A word processor is provided 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).

2.3 Access to word processors is provided to candidates in controlled assessments or course work components as standard practice unless prohibited by the specification.

2.4 Candidates are able to use a word processor in an examination to type certain questions. For example, those requiring extended writing and handwritten shorter answers. Raedwald Trust 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 therefore reducing the difficulty of visually tracking between the question paper and screen.

2.5 A word processor cover sheet JCQ Form 4 is completed and attached to each candidate's typed script.

2.6 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.

2.7 The use of a word processor is not 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.

3. Procedures

Within Raedwald Trust:

3.1 Word processors are used as a type-writer, not as a database although standard formatting software is acceptable.

3.2 Laptops have been cleared of any previously stored data. All data is cleared from 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 site staff.

3.3 Word processors are in good working order at the time of the examination.

3.4 Word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.

3.5 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.

3.6 Candidates are escorted by an invigilator to the Examination Officer to print their work. Candidates are asked to verify that the work printed is their own, each page is numbered and initialed by the candidate in the presence of the Examination Officer.

3.7 Scripts are attached to any answer booklet which contains some of the answers.

3.8 No word processors used in examinations and assessments are connected to the internet and candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor.

3.9 Graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.

3.10 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 scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking.

3.11 Word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

4. Monitoring

Across all Raedwald Trust sites:

4.1 Candidates with fully charged laptops or tablets are given the opportunity to be seated within the main examination hall. Laptops are fully charged before the examination but are also connected to a power source during the examination.

4.2 Candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.

4.3 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.

4.4 Invigilators remind candidates to save their work at regular intervals. Students are given instructions prior to exams. They save their work on 2 memory sticks. Once the document has been printed, memory sticks are cleared and the laptop can be switched off.

4.5 This policy will be reviewed every two years by the Curriculum, Assessments and Standards Committee.