Word Processing Policy

Written: 22nd October 2022

To be reviewed: October 2025

This Policy should be read in conjunction with the Access Arrangements Policy for the school.

Overview

This policy outlines the procedures regarding the entitlement of some students to use a word processor and the application of this entitlement in GCSE and AS/A2 examinations.

The use of a word processor must reflect the candidate's normal way of working within the centre. For example, where the curriculum is delivered electronically, and the centre provides word processors to all candidates. When it comes to the use of a word processor or laptop for exam use, this will only be awarded where there is evidence to support that a student has:

- 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.

Role of the SENCo

The Learning Support Co-ordinator /Specialist Teacher (SENCo) will:
- Ensure all decisions pertaining to the use of laptops by students comply with the most relevant JCQ guidance and will conduct any relevant diagnostic assessments in advance of making such decisions.
- Disseminate information to staff and parents regarding entitlement regarding this access arrangement.
- Liaise with the Senior Teacher in charge of Exams **(Mrs Lewis)** and the Examinations Officer **(Miss A McKeown)** to ensure the entitlement of individual students is known and arrangements are in place. Copies of JCQ approval documentation will be provided to the Examinations Officer.
- Inform the student of the arrangements regarding this access arrangement.

Role of the Examinations Officer
- The Examinations Officer will ensure an appropriate number of word processors/laptops are available for use during all exam series.
- She will liaise with the SENCo to ensure all access arrangements, including those students entitled to the use of a word processor, will be accurately recorded for each exam series.

- She will liaise with the IT technician who will check these word processors/laptops before each examination season. Spellcheck will be disabled.
- Clean USB pens will be stored in the strong room. There are separate areas for used and unused USB pens and Invigilators are alerted to this during training sessions.

Procedure for Invigilators and Candidates regarding the use of laptops in an examination

- Chief Invigilator will check the list of candidates requiring access arrangements for each module to ascertain if a word processor/laptop is required.
- Some candidates may be entitled to the use of a word processor/laptop but not to extra time. Others may be entitled to both. Chief Invigilator needs to ensure all invigilators are clear about each candidate's entitlement. If extra time is also an entitlement, the school's extra time slip should be given to the candidate to complete at he end of the exam.
- Word processor/laptop and USB pen will be brought to the exam centre for candidate/s if required. Word processing sheet (JCQ/WP Form 4 – see Appendix Word processor1) will be completed by the invigilator and attached to the candidate's completed work.
- Word processor/laptop will be set up for the candidate by an invigilator.
- Candidate will be instructed to save work to the USB pen provided. He will be required to type his name, candidate number, the name of the subject and details of the module (eg GEN1) at the top of his first page.
- Autosave should be enabled. However, the candidate will be instructed to save his work at regular intervals.
- At the end of the exam, the candidate should hand the USB pen to the invigilator. The candidate must remain in the exam centre.
- The invigilator will take the USB pen to the office so the candidate's work can be printed.
- The Examinations Officer, or other member of office staff if she is unavailable, will print out the candidate's work. The member of office staff will check with the invigilator that the work printed is the candidate's, by checking candidate's name and the subject and module reference number.
- The invigilator will return to the exam centre with the printed copy of the candidate's work and get the candidate to confirm that this is his work.
- The word processing form (JCQ/WP Form 4) will be attached to the candidate's work. At this point the candidate will be allowed to leave the examination centre.
- The Examinations Officer will then delete the candidate's work from the USB pen. If the Examinations Officer is unavailable, the member of office staff who has printed out the candidate's work will leave the USB pen for the Examinations Officer to delete at a later date.

Appendix 1

Word Processor cover sheet

Please read the attached notes before completing this form.
Examination series	

Centre No	

Candidate No		**Candidate name**	

Examination for which a word processor was used			
Awarding body	**Specification title**	**Specification entry code**	**Unit/ component**
Comments (if appropriate):			
Some questions were answered in the answer booklet. (Please select the appropriate response) Yes ☐ No ☐			

Notes on the completion of the Word Processor cover sheet

Centre:

- **Examination scripts:** Please refer to the relevant awarding body's instructions when completing this form.

- The script **must** be produced in accordance with the regulations in **Chapter 8, section 8.8, of the JCQ publication** *Instructions for conducting examinations***. Failure to comply may constitute malpractice which could lead to the disqualification of the candidate.**

- The information required in the boxes on the form **must** be correct and complete.

- In the box marked *Comments* please indicate whether any problems were experienced with the production of the script which should be drawn to the attention of the examiner.