



# Policy for Word Processor use in School Tests and Exams 2021/22

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Dr Neil Alexander-Passe, Jane Leigh, Maxine Zeltser (local governor), Lulu Oskis March 2022	
Date of next review	Autumn 2022

## Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
SENDCo	Dr N Alexander-Passe
Exams officer	J Leigh/J Owusu
Senior leader(s)	L Oskis, N Heddle
IT manager	O Smirnov

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## **Introduction**

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy to AA and ICE relate to/are directly taken from the [Access Arrangements and Reasonable Adjustments 2021-2022](#) and [Instructions for Conducting Examinations 2021-22](#) publications.

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment.

(AA 4.2.1)

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

(AA 4.2.2)

Although access arrangements/reasonable adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

Candidates may not require the same access arrangements/reasonable adjustment in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENDCos must consider the need for access arrangements on a subject-by-subject basis.

(AA 4.2.1)

The SENDCo must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate.

(AA 4.2.7)

The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustments before their first examination.

## **Purpose of the policy**

This policy details how Hasmonean High School complies with AA (chapter 4-Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE (sections 14.20-25) when awarding and allocating a candidate the use of word processor in examinations.

## **Using a Word Processor in School Tests and Exams**

Hasmonean High School (Hasmonean High School for Boys and Hasmonean High School for Girls, as appropriate, which together comprise Hasmonean Multi Academy Trust) acknowledges that Word Processors can be used in class, school tests and public exams only with the permission of the SENDCo/Deputy SENDCo. The use of a word processor must reflect the student's 'normal way of

working' at school and must be appropriate for their needs, making sure that using a laptop would not disadvantage the student, and ideally their typing speed is at least as fast, if not faster than their handwriting speed.

The use of a word processor will not be granted to a student because he/she prefers to type rather than write, or because he/she can work faster on a keyboard, or because he/she uses a computer at home, and/or at school (AA 5.8.4).

Usage can be granted in the following circumstances; however, the list is not exhaustive:

- A learning difficulty which has a substantial effect on the legibility of a student's work.
- A medical condition.
- A physical disability.
- A sensory impairment.
- Difficulty with planning or organisation when writing by hand.
- Formal assessment has shown the student to have a below average speed of handwriting.
- Formal assessment has indicated that a student has illegible handwriting (i.e. 10% or more words are illegible in context) and teachers judge this to be significantly impacting on his/her performance in assessed work.
- 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).
- If a word processor is required for tests and exams, then one must be used in class to establish a 'normal way of working' and a history of need. This usually means that all work handed in to the teacher (assessments and homework) should be typed. The use of a word processor will not be granted where the integrity of the assessment cannot be maintained (AA4.2.1) or it will compromise the assessment objectives of the specification in question (AA 4.2.2). The need for the use of a word processor will be considered on a subject-by-subject basis ((AA 4.2.3).
- Any disadvantage to the candidate of not being awarded a word processor will be taken into account in any decision.

**Additional information:**

- Teachers will be asked to confirm laptop use in their lessons prior to use in exam seasons.
- Students can use their own computer in class, but will use a school-supplied computer in internal and external exams.
- In external exams the spellcheck will be disabled on school-supplied word processors. Exceptions may exist for Functional Skills papers (Reading and Writing).
- Only a final print will be permitted at which the student must be present to verify their work.
- Inappropriate use of a lap top will jeopardise a student's access.
- Access can be checked by teachers on the individual student's Bromcom page/Support tab.
- Year lists of access arrangements can be printed from Bromcom.

**Arrangements at the time of the assessment for the use of a word processor**

A candidate using a word processor is generally accommodated to the side of the main venue

In compliance with the regulations the centre.

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre unless an awarding body's specification says otherwise (ICE 14.20).
- (Where a candidate is to be seated with the main cohort without the use of a power point) checks 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).
- Ensures the candidate is reminded to ensure that their 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).
- Ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23).
- Ensures the candidate is reminded to save their work at regular intervals. (or where possible, an IT technician will set up 'autosave' on each laptop/tablet) to ensure that if there is a complication or technical issue, the candidate's work is not lost (ICE 14.24).
- Instructs the candidate to use a minimum of 12pt font and double spacing in order to make marking easier for examiners (ICE 14.24).

(ICE 14.25)

The centre and exam officer will ensure the word processor:

- is only used in a way that ensures a candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- is not connected to an intranet or any other means of communication
- 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 typewriter, 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 used on the candidate's behalf by a third party unless the candidate has permission to use a scribe
- Is set up so that the only possible login is via examb, 12242/examg 12241

### **Printing the script after the exam is over**

(ICE 14.25)

The centre/exam officer will ensure

- the word processor is connected to a printer in the same room (where possible) as the candidate who took the exam so that a script can be printed off.
- Where this is not possible, the candidate will be instructed to remain in the exam room at the end of the exam and print their script off once to the exams officer's room. The exams officer will then check the script with the candidate who will remain in the exam room with the invigilator at all times
- the candidate is present with an invigilator to verify that the work printed is their own and that it has been attached to the exam booklet, whether this is blank or whether it contains some answers that have been handwritten by the candidate.
- where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions).
- All laptops/ school computers used for exams will have all candidates' work removed from them every morning by the IT staff. This work will be stored in a secure location until the end of each exam series.

**SLT Statement on the criteria Hasmonian High School uses to award and allocate word processors for examinations**

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

**The use of word processors**

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where the candidate has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Needs might include where a candidate has, for example:

- 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/slow handwriting

The only exception to the above where the use of a word processor may be considered for a candidate would be

- on a temporary basis as a consequence of a temporary injury at the time of the assessment

**Arrangements for the use of word processors at the time of the assessment**

Appropriate exam-compliant word processors/computers in CR1/the Boys' Gym/ the Girls' Gym/ Girls' site library/room 13 will be provided by the IT department in liaison with the exams officers. In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body's published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

All laptops/ school computers used for exams will have all candidates' work removed from them every morning by the IT staff. This work will be stored in a secure location until the end of each exam series.

Statement produced by: **Nathan Heddle, Deputy Head Teacher**

**Signed:**

Statement date: