HASMONEAN MULTI ACADEMY TRUST

Policy for Word Processor use in School Tests and Exams 2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by
R Sireling/M Sutton, J Leigh/J Owusu, J Silkoff (local governor), L Oskis January 2023

Date of next review	January 2024

Key staff involved in awarding and allocating word processors for exams

Role	
SENDCos	**R Sireling/M Sutton**
Exams officer	**J Leigh/J Owusu**
Senior leader(s)	**L Oskis**
IT manager	**O Smirnov**

Table of Contents

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 2022-2023](#) and [Instructions for Conducting Examinations 2022-23](#) 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 SENDCos must ensure that the proposed access arrangement/reasonable adjustment does not unfairly 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).

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams unless there are exceptions. 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

Exceptions: -

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

- A learning difficulty which has a long term and 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.
- The centre will process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)
- The centres provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

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 centres.
- Provide 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) check 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).
- Ensure 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).
- Ensure the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23).
- Ensure 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 to make marking easier for examiners (ICE 14.24).

(ICE 14.25)
The centres and exam officers 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 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
- 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), email, the Internet, social media sites, 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 centres/exam officers 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 evening by the IT staff. This work will be stored in a secure location until the end of each exam series.
- if a candidate omits to insert the required header or footer, he/she is instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions). (ICE 14.26)

The centre may retain electronic copies of word processed scripts as the electronic copy of a word processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body. (ICE 14.27)