

## **Word Processor Policy 2019/20**

### **Introduction**

This document is the Word Processor policy for Heart of England. References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2019/20 and 'ICE' to JCQ Instructions for conducting examinations 2019/20.

### **1 - Principles for using a word processor**

(AA 4.2.1) Candidates with access to word processors at Heart of England 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. The use of word processors 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 Heart of England is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3) Candidates at Heart of England 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 must be considered on a subject-by-subject basis.

(AA 4.2.4) The use of a word processor at Heart of England 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/NEA for approved subjects.

(AA 4.2.5) The use of a word processor for candidates at Heart of England 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 in internal school tests and mock examinations.

### **2 - The use of a word processor**

(AA 5.8.1) Heart of England provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off).

(AA 5.8.1) Heart of England only grants the use of a word processor to a candidate where it is their normal way of working within the centre.

(AA 5.8.1) Heart of England only grants 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 5.8.3) Heart of England allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter

answers. Heart of England 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, Heart of England ensures that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.

(AA 5.8.4) Heart of England 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.

### **3 - Word Processor and their programmes**

(ICE 14.25)

At Heart of England word processors are:

- Used as a type-writer, not as a database, although standard formatting software is acceptable.
- 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.
- Are in good working order at the time of the examination.
- Are accommodated in such a way that other candidates are not disturbed and cannot read the screen.
- Normally laptops are provided in the main hall, if accommodated separately, a separate invigilator is used.
- Used to produce scripts under secure conditions, and if they are not then Heart of England are aware that they may be refused by the awarding body.
- Are not used to perform skills which are being assessed.
- Are not connected to an intranet or any other means of communication.
- are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

At Heart of England:

- Documents are printed after the examination is over.
- Candidates are present to verify that the work printed is their own.
- Word processed scripts are attached to any answer booklet which contains some of the answers.
- Candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.
- Graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.
- 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.

#### **4 - Word Processors**

(ICE 14.25) At Heart of England

- Candidates using a Word Processor for examinations are sent instructions via email once approval is granted.
- Candidates using Wordpad software (which does 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.
- Candidates must record the centre number 20724, candidate number, the unit/component code and page number as a footer.
- Candidates are provided with a template which uses minimum 12pt font and double spacing.
- 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.