T U D O R G R A N G E A C A D E M Y

National Teaching School & National Support School

TGAS Word Processor Policy for Examinations

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This policy will be brought to the attention of staff, students and parents at least once a year.

This policy is reviewed annually to ensure compliance with current regulation.

Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

(References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2023/24* and ICE to JCQ *Instructions for conducting examinations 2023/24*.)

Purpose of the policy

This policy details how the centre manages and administers the use of word processors (including laptops and tablets) in examinations and assessments.

Principles for using a word processor

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 laptop at home.

Reasons why the use of a word processor might be granted:

- The student has a Specific Learning Difficulty which has a substantial and long term adverse effect on their ability to write legibly or fluently.

- 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.

- A student has a medical condition or physical disability which impacts on his/her ability to write by hand. [Here evidence will be required from a relevant medical professional].

NB: the above list is not exhaustive.

In all cases the use of a word processor must be the student's normal way of working prior to the exam series in question.

When a word processor is used in any internal/public examination in accordance with this policy, the grammar and spell check facility and any predictive text facility must be disabled unless the student has also been granted the use of a scribe/spell check in accordance with JCQ regulations.

Any student wishing to use a word processor in public examinations must consult with the SENCo at the start of their examination course to confirm that they qualify to do so.

The use of word processors in controlled assessment or coursework components will be considered standard practice unless prohibited by the specification.

- Candidates with access to word processors 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.

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

- Candidates 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 is considered on a subject-by-subject basis.

- The use of a word processor is considered and agreed where appropriate 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.

- Candidates are made aware that they will have the use of a word processor for examinations and non-examination assessments (including controlled assessments/coursework).

The use of a word processor for candidates 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.

The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment.

The use of a word processor

Tudor Grange Academy complies with AA chapter 5 *Access arrangements available* as follows:

(AA 5.8.1)

Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their <u>normal way of working within the centre</u>. (See the first example on page 7 and the examples on page 55).

For example, the quality of language <u>significantly</u> improves as a result of using a word processor due to problems with planning and organisation when writing by hand.

(The above also extends to the use of electronic braillers and tablets)

(AA 5.8.2)

The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.

(AA 5.8.3)

It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

N.B. 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)

For the regulations on the use of word processors in written examinations, please see section 8.8, page 25 of the JCQ publication *Instructions for conducting examinations* (commonly known as the JCQ 'ICE' booklet)
http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

Word processors and their programmes

Tudor Grange Academy complies with ICE 8.8 *Word processors* instructions by ensuring that a word processor:

   • must be used as a type-writer, not as a database, although standard formatting software is acceptable;

   • must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data;

   • must be in good working order at the time of the examination;

   • must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;

   • must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;

   • must be used to produce scripts under secure conditions, otherwise they may be refused;

   • must not be used to perform skills which are being assessed;

   • must not be connected to an intranet or any other means of communication;

   • must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;

   • must not include graphic packages or computer aided design software unless permission has been given to use these;

   • must 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;

   • must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;

   • must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Laptops and tablets

Tudor Grange Academy further complies with ICE 8.8 instructions by ensuring:

- Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'.

- The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s). *The centre must ensure that the battery is sufficiently charged for the entire duration of the examination.*

- The use of a fully charged laptop or tablet will allow a centre to seat a candidate within the main examination hall without the need for separate invigilation and power points.

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

- 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; candidates 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 are instructed to appropriately number each page.

- Candidates are instructed to use a minimum 12pt font and double spacing.

- Invigilators remind candidates to save their work at regular intervals.

- Where it is possible 'autosave' is set up on each laptop/tablet.

- Candidates are present at the end of the examination when their script is printed off so they can verify that the work printed is their own.

Accommodating word processors in examinations

Candidates using word processors (including laptops or tablets) are internally accommodated in the following manner:

- Where possible students using word processors will be housed in the main exam hall at the rear of the room so they cannot be overlooked by other candidates.

- If this is not possible then they will be housed together in a smaller room within the school.

Invigilation arrangements relating to the use of word processors include the following:

- When housed within the main exam hall invigilators will be made aware of students using word processors and will be informed of the processes involved. ICT Technicians will be available to assist at the end of the exam to ensure scripts are printed off correctly with students still present to handover to the Lead Invigilator to send off to the exam board with the rest of the cohorts completed papers.

- When housed in a separate exam room from the main cohort the invigilator will be informed of the processes involved. ICT Technicians will be available to assist at the end of the exam to ensure scripts are printed off correctly with students still present to handover to the Lead Invigilator to send off to the exam board with the rest of the cohorts completed papers.

Other arrangements relating to the use of word processors include:

- A JCQ Form 4 will be handed over to the invigilator at the beginning of each exam for each student using a word processor.