ST BENEDICT'S CATHOLIC HIGH SCHOOL
incorporating
WEST CUMBRIA CATHOLIC SIXTH FORM CENTRE

WORD PROCESSOR POLICY

Approved by: Mr J McQuirk, Chair of Governors	Date: December 2018
New policy: December 2018	Maureen Rothery, Examinations Officer / Steve Bridgman, Deputy Headteacher
Reviewed: November 2020	Maureen Rothery, Examinations Officer / Steve Bridgman, Deputy Headteacher
Reviewed: December 2022	Maureen Rothery, Examinations Officer / Steve Bridgman, Deputy Headteacher
Reviewed: December 2024	Maureen Rothery, Examinations Officer / Steve Bridgman, Deputy Headteacher

Introduction

The JCQ (Joint Council for Qualifications) strongly recommends that every examination centre has a policy on the use of word processors which it can articulate to parents/carers.

Principally, that a word processor cannot simply be granted to a candidate because he/she wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

Conditions which may be eligible

Candidates that the school consider may benefit from the use of a word processor are those with:

- A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly (substantial meaning 'more than minor or trivial' and long term meaning 'the impairment has existed for at least 12 months').
- A medical condition (requiring a letter from a health professional).
- A physical disability.
- A sensory impairment.
- Planning and organisation problems when writing by hand (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). NB Students may be tested to determine this.
- Poor handwriting (which contains a measured percentage of illegible words).

This list is not exhaustive and the final decision about a candidate's eligibility will be made by the Specialist Teacher and Exam Officer, in line with the JCQ guidelines, and evidence of their normal way of working.

Normal way of working

Although there is not a requirement to process an application using Access Arrangements online for a word processor, 'the use of a word processor must reflect the candidate's normal way of working within the centre'. This is for all students including those with learning difficulties and EHCPs.

Normal way of working at St Benedict's School is recorded by staff throughout KS3 and KS4 and includes the arrangement(s) put in place to support the candidate in, for example:

- The classroom (where appropriate).
- Small working groups for reading and/or writing.
- Literacy lessons.
- Intervention sessions.
- Internal school tests/examinations.
- Mock examinations.

As with all Access Arrangements, the policy in school is that the arrangement must reflect the student's normal way of working. If the arrangement is not used regularly or effectively, then it is not the normal way of working, and the Specialist Teacher/Exam Officer may consider withdrawing the arrangement.

The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment.

Exam Information

St Benedict's School has a small number of 'exam laptops which have the spelling and grammar check facility/predictive text disabled (switched off). These are provided to candidate in KS4 exams where it is their 'normal way of working' within the centre.

Appendix – Instructions for conducting examinations (ICE)

8.8 Word processors

Centres are allowed to provide a word processor (e.g. laptop, computer) **with the spelling and grammar check/predictive text disabled** to a candidate **where it is their normal way of working within the centre**, unless an awarding body's specification says otherwise. **This also includes an electronic brailler or a tablet.**

A word processor:

- **Must** be used as a typewriter, 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 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.

A word processor cover sheet (Form 4) must be:

- Printed from the JCQ website – http://www.jcq.org.uk/exams-office/ice---instructions -for-conducting-examinations and

- **Included with the candidate's typed script.** Please refer to the relevant awarding body's instructions as different processing arrangements apply.

An awarding body cannot guarantee a word processed script will be processed unless a cover sheet has been included.

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 generally required shorter answers are often easier to handwrite witin the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen. It is therefore 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.

See Appendix for specific instructions regarding word processors in exams.

Review

This policy is reviewed bi-annually by Examinations Officer / SLT member with responsibility for Examinations in line with the school self-evaluation process.

Workload Impact Assessment Checklist

- The school will produce an annual directed time calendar to monitor workload and working hours.
- This policy is consistent with teachers' contractual entitlements.
- This policy and its related procedures were introduced following full and proper consultation.
- This policy has specific regard in relation to workload impact; it has not added additional hours of working and does not duplicate any other existing policies.
- This policy has a two-year shelf life.
- This policy will not result in any additional meetings / activities.
- All staff have had proper training and support to ensure they are able to carry out the contents of this policy without additional burden.