HITCHIN BOYS SCHOOL

Examinations – Word Processor Policy

Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.

The policy was last reviewed and agreed by the Governing Body on 23/06/2022
It is due for review in 24 months from the above date.

Signature _____   Date _____

      Head Teacher

Signature _____   Date _____

      Chair of Governors

Contents

The use of a word processor

The centre will
- award the use of a word processor to a candidate if it is appropriate to their needs Needs may include
    - 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
    - illegible handwriting that is not a result of a lack of hand writing practice
- only permit the use of a word processor where the integrity of the assessment can be maintained
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification
- consider the needs of the candidate at the start of the candidate's course leading to a qualification based on evidence gathered that firmly establishes the candidate's needs and 'normal way of working' in the classroom, internal tests/exams, mock exams etc. and confirm arrangements in place before the candidate takes an exam or assessment
- provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification

The centre will not
- grant the use of a word processor to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop or Chromebook most of the time

Exceptions

The only exceptions to the above, where the use of a word processor would be considered for a candidate would be
- 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

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

In compliance with the regulations the centre
- will provide a word processor with the spelling and grammar check facility/predictive text disabled
- will ensure all laptops will be connected a power supply at all times
- will ensure that each candidate is reminded to complete their centre number, candidate number and the unit/component code which will then appear on each page as a header
- will ensure that each candidate understands that each page of the typed script must be numbered, e.g., page 1 of 6
- ensures the candidate is reminded to save his/her work at regular intervals
- ensures that each candidate uses a minimum of 12pt font and double spacing in order to assist examiners when marking

The centre will ensure the word processor

- is only used in a way that ensures a candidate's script is produced under secure conditions
- 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

Portable storage medium

The centre will ensure that any portable storage medium (e.g., a memory stick) used
- is provided by the centre
- is cleared of any previously stored data

Printing the script after the exam is over

The centre will ensure
- each candidate's work is printed from their USB stick
- the candidate is present to verify that the work printed is their own and is complete
- a word-processed script is attached to the answer booklet (if applicable)

Time scales within the centre

- At the start of each school year the SENDCo will endeavour to inform the Examinations Officer of any candidate requiring a word processor in Years 10 to 13 inclusive

- Prior to any examinations taking place the SENDCo will give the Examinations Officer at least 4 working weeks' notice of any additional candidates requiring the use of a word processor

- Candidates may not transfer to using a word processor in the middle of any exam season

- The only exceptions to these will be as a result of a physical injury being incurred by the candidate.