

**HEATHFIELD  
COMMUNITY  
SCHOOL**



**EXAMINATION  
WORD PROCESSOR POLICY**

**Reviewed : March 2018**

# Word Processor Policy 2017/18

## Introduction

This document is the Word Processor Policy for Heathfield Community School.

References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2015/16 and ICE to JCQ instructions for conducting examinations 2017/18.

### **1.) Principles for using a Word Processor**

(AA 4.2.1) Candidates with access to word processors at Heathfield Community School 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.

(AA 4.2.1) The use of word processors at Heathfield Community School 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 Heathfield Community School is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3) Candidates at Heathfield Community School 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.

(AA 4.2.4) The use of word processor at Heathfield Community School 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.

(AA 4.2.4) Candidates at Heathfield Community School are aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 4.2.5) The use of a word processor for candidates at Heathfield Community School 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 in lessons; or
- Literacy intervention strategies; and/or
- In internal school tests and mock examinations.

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## 2.) The use of a Word Processor

(AA 5.8.1) Heathfield Community School provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).

(AA 5.8.1) Heathfield Community School only grant the use of word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre.

(AA 5.8.1) Heathfield Community School only grant 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 5.8.2) Heathfield Community School provide access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

(AA 5.8.3) Heathfield Community School allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

Heathfield Community School 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, Heathfield Community School ensure that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.

(AA 5.8.4) At Heathfield Community School, in Functional Skills English (Reading and Writing components) the use of a word processor with the spell check facility switched on is permitted for all candidates.

(AA 5.8.4) Heathfield Community School 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.

**Areas to consider/confirm.**  
**Centre specific processes.**

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### **3.) Word Processor and their programmes**

(ICE 8.8) At Heathfield Community School word processors are used as a typewriter, not as a database, although standard formatting software is acceptable.

(ICE 8.8) At Heathfield Community School word processors 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.

(ICE 8.8) At Heathfield Community School an unauthorised memory stick is not permitted for use by a candidate.

(ICE 8.8) At Heathfield Community School, 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.

(ICE 8.8) Word processors at Heathfield Community School are in good working order at the time of the examination.

(ICE 8.8) At Heathfield Community School word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.

(ICE 8.8) At Heathfield Community School where a candidate using a word processor is accommodated separately, a separate invigilator is used.

(ICE 8.8) At Heathfield Community School word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium.

(ICE 8.8) At Heathfield Community School documents are printed after the examination is over.

(ICE 8.8) At Heathfield Community School candidates are present to verify that the work printed is their own.

(ICE 8.8) At Heathfield Community School word processed scripts are attached to any answer booklet which contains some of the answers.

(ICE 8.8) Word processors are used to produce scripts under secure conditions and if they are then Heathfield Community School are aware that they may be refused by the awarding body.

(ICE 8.8) At Heathfield Community School word processors are not used to perform skills which are being assessed.

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(ICE 8.8) At Heathfield Community School word processors are not connected to an intranet or any other means of communication.

(ICE 8.8) At Heathfield Community School candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.

(ICE 8.8) At Heathfield Community School graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.

(ICE 8.8) At Heathfield Community School 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.

(ICE 8.8) At Heathfield Community School voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.

(ICE 8.8) At Heathfield Community School word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

**Areas to consider/confirm.  
Centre specific processes.**

#### **4.) Laptops, Tablets and Word Processors**

(ICE 8.8) At Heathfield Community School the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination.

(ICE 8.8) At Heathfield Community School candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.

(ICE 8.8) A Heathfield Community School 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 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.

(ICE 8.8) At Heathfield Community School each page is appropriately numbered.

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(ICE 8.8) At Heathfield Community School candidates are instructed to use a minimum 12pt font and double spacing.

(ICE 8.8) At Heathfield Community School invigilators remind candidates to save their work at regular intervals.

(ICE 8.8) At Heathfield Community School it is possible to set up 'autosave' onto each laptop/tablet.

(ICE 8.8) At Heathfield Community School 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.

**Areas to consider/confirm**

(ICE 8.8) Heathfield Community School to confirm that tablets used during examinations/assessments designed to run for a long period of time once fully charged and are 'free-standing.'

(ICE 8.8) Heathfield Community School to confirm that candidates with fully charged laptops or tablets given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points.

**Centre specific processes.**

**5.) Accommodating word processors in examinations**

**The use of word processors are internally accommodated at Heathfield Community School in the following manner :**

Students using word processors are accommodated in a designated room set aside for the purpose.

**Invigilation arrangements relating to the use of word processors at Heathfield Community School in the following manner :**

Two members of staff are present in the room where word processors are used.