Word Processor Examinations Policy

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Statement of intent

At **name of school**, we pride ourselves on ensuring education is accessible to all – this extends to assessment practices. We appreciate that some pupils experience limitations which result in them being unable to write to a standard required for exams. In these cases, we permit the use of word processors on specifically designed computers. The use of word processors will be standard practice for all pupils who find handwriting a challenge in their day-to-day education. Each case will be assessed on its own merit.

This policy outlines the school's procedure and standing on the use of word processors in exam conditions. Please note, the term "computer" has been used to refer to all devices which facilitate the use of word processors, e.g. laptops, tablets or desktop computers.

Signed by:

	Headteacher	Date:
	Chair of governors	Date:

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Joint Council for Qualifications (JCQ) (2018) 'Adjustments for candidates with disabilities and learning difficulties'
- JCQ (2018) 'Instructions for conducting examinations'

1.2. This policy operates in conjunction with the following school policies:

- **Assessment Policy**
- **Non-Examination Assessment Policy**
- **Homework Policy**
- **Exam Appeals Policy**
- **ICT Policy**
- **E-safety Policy**

2. Roles and responsibilities

2.1. The **headteacher** will be responsible for:

- The overall implementation of this policy and ensuring it is implemented consistently with the **Assessment Policy**.
- Coordinating with the **SENCO** to accommodate the use of word processors for pupils in need.
- Supporting pupils where necessary and ensuring they have fair access to assessments.
- Accounting for the purchase of computers for use during exams in the school budget.
- Ensuring staff adhere to their duties under the Equality Act 2010.
- Having a firm understanding of the guidance outlined in 1.1 of this policy.
- Training staff on the guidance outlined in 1.1. of this policy.

2.2. The **SENCO** will be responsible for:

- Assessing the ability of pupils who need to use word processors in lessons to access education.
- Identifying pupils who will require assistance during examinations and providing details of this to the **headteacher**.
- Arranging the use of a word processor for exams for pupils in need.

- Ensuring a [coversheet](#) is distributed with every exam paper where a word processor has been used.

- Arranging an accessible space and separate invigilator for pupils who use a word processor during exams.

- Communicating with the **IT technician** to ensure that the computers used do not hold any unauthorised material on them before use.

2.3. The **IT technician** is responsible for:

- Purchasing computers from a reputable source in line with the school's budget, with the approval from the **headteacher**.

- Installing antivirus protection on computers and carrying out essential security checks in line with the **E-safety Policy**.

- Ensuring computers don't have any unauthorised material on them before use, including access to the internet.

- Connecting computers to a printer and enabling autosave on word processors where possible.

- Ensuring computers are fully charged or connected to a charger point prior to exams.

- The day-to-day upkeep of the computers, ensuring they remain in good working order.

2.4. Invigilators are responsible for:

- Supervising exams to ensure pupils who are using a word processor are not liable to misconduct.

- Ensuring pupils using a word processor have written the school's allocated centre number and their candidate number in the header of each answer sheet.

- Ensuring pupils know to number each page of their answer sheets that are written using a word processor.

- Ensuring a cover sheet from the JCQ is secured with each exam paper.

- Ensuring pupils using a word processor write in size **12** with **double line** spacing.

- Supervising the printing of pupils' answer sheets to ensure pupils are not proof reading or amending their paper after the allocated time.

3. Eligible pupils

3.1. The use of word processors is reserved for pupils who have conditions which may impede on their writing ability, these include, but are not limited to, the following:

- A learning difficulty which has a substantial effect on a pupil's writing ability

- A medical condition

- A physical disability

- A sensory impairment

- Planning and organisation problems when writing by hand

- Illegible handwriting

3.2. The use of word processors is a necessity for these pupils to maintain the integrity of their assessment. The use of word processors will not be a privilege given to pupils who prefer typing over writing.

3.3. A pupil's need for a word processor will be assessed by the **SENCO** and **headteacher** on a case-by-case basis.

3.4. Pupils will only be eligible if the use of a word processor is needed as part of their daily learning routine. The only exception to this is where a pupil suffers from an accident, injury or a progressive illness which impedes on their writing ability and is diagnosed once the academic year has commenced.

3.5. If the subject within the curriculum is delivered electronically to all pupils then the use of a word processor may be permitted for all pupils in the exam.

4. Computer usage

4.1. Each computer used for exams will be set-up in line with the conditions outlined in the **E-safety Policy**.

4.2. Users will be denied the use of the internet and any other applications that will give them an unfair advantage over other pupils, e.g. use of a calculator where they have been prohibited by the exam board.

4.3. Any previously stored data will be removed securely prior to the exam.

4.4. The **IT technician** will run security checks on the computer before it is used in an exam, as well as making sure it is fully charged and in good working order. If the computer is not fully charged, the pupil will sit the exam in a room with sufficient access to a charger port, supervised by an invigilator.

4.5. The **IT technician** will disable autocorrect and/or predictive text where applicable – this function will not apply where the pupil requires a scribe or they will not be assessed on their level of spelling, punctuation and grammar.

4.6. Computers will not be used by a third party unless a scribe is permitted.

4.7. Exam conditions will be maintained at all times.

4.8. Use of computers will not interfere with other pupils' exams under any circumstance.

4.9. If a pupil using a word processor is sitting an exam in a room with other pupils, their screen will not be visible and will not cause disruption for the other pupils.

5. Exam paper good practice

5.1.   When completing an exam using word processor, the invigilator will ensure the paper is complete with the following:

- A header containing the centre number, candidate ID number and date of the exam.

- Page numbers in the **bottom-right** of each printed page.

- A cover page downloaded and printed form the JCQ website.

- Text written **Times New Roman**, in size **12pt** and uses **double line** spacing.

5.2.   Pupils will be reminded at **15-minute** intervals to save their work.

5.3.   The use of word processors will be determined on a case-by-case basis. Word processors should only be used as a necessity and where appropriate, e.g. where exam papers require extended answers.

5.4.   Where exam papers require a mixture of short and long answers, the short answers will be written in the assigned answer booklet and the long ones will be written using a word processor. Where the word processor has been used, the pages will be printed and attached to the original answer booklet along with a cover sheet.

5.5.   **25 percent** additional time will be awarded to pupils who have to handwrite some of their answers.

5.6.   Pupils will verify that the printed work is their own before it is submitted to the examiner.

5.7.   Exam papers will be completed in line with specific exam board regulations.

6. Monitoring and review

6.1.   This policy will be reviewed **annually** by the **headteacher** and **SENCO**.

6.2.   Any changes made to this policy will be distributed to all staff and interested parties.

6.3.   The next scheduled review date for this policy is **May 2020**.