



Exams Word Processor Policy

Approved by Governors: July 2023

Review Period: Yearly

Review by: October 2024

Contents

1. Introduction
2. Purpose of the policy
3. The use of a word processor
4. Word processors and their programmes
5. Laptops and tablets
6. Accommodating word processors in examinations
7. Appendix 1 - The criteria The Rural Enterprise Academy uses to award and allocate word processors for examinations

1. 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 2022-2023* and 'ICE' to JCQ *Instructions for conducting examinations 2023*.

2. 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.

3. The use of a word processor

The Rural Enterprise Academy complies with AA chapter 5 *Access arrangements and adjustments guidance and regulations*:

(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 normal way of working within the centre.

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. (This also extends to the use of electronic brailers and tablets).

(AA 5.8.2)

The use of a 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.

NB 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 as the candidate avoids the difficulty of visually tracking between the question paper and computer screen.

(AA 5.8.4)

For the regulations on the use of word processors in written examinations, please see the JCQ publication *Instructions for conducting examinations* (commonly known as the JCQ 'ICE' booklet):

https://www.jcq.org.uk/wp-content/uploads/2022/08/ICE_22-23_FINAL.pdf

The only exceptions to the above would be 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.

4. Word processors and their programmes

The Rural Enterprise Academy complies with ICE 8.8 *Word processors* instructions by ensuring:

- Word processors are used as a type-writer, not as a database, although standard formatting software is acceptable 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.
- Word processors are in good working order at the time of the examination.
- Word processors are 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 separately, a separate invigilator is used
- 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.

- Documents are printed after the examination is over.
- Candidates are present to verify that the work printed is their own.
- Word processed scripts are inserted in/attached to any answer booklet which contains some of the

answers (and according to instructions issued by the individual awarding body).

- Word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body.
- Word processors are not used to perform skills which are being assessed.
- Word processors are not connected to an intranet or any other means of communication.
- Candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.
- Graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.
- 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 completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking.
- Voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.
- Word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

5. Laptops and tablets

The Rural Enterprise Academy further complies with ICE Section 14 instructions by ensuring:

- 14.22 - Candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.
- 14.23 – Each page of the typed script must be numbered e.g page 1 of 6.
- 14.24 – Invigilators must remind candidates to save their work at regular intervals.

6. Accommodating word processors in examinations

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

- In the main exam room
- Small rooms, and for those needing readers and scribes

7. Appendix 1

The criteria The Rural Enterprise Academy uses to award and allocate word processors for examinations

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

Awarding word processors

There are also exceptions where a candidate may be **awarded** the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates. Exceptions might include where a candidate has, for example:

- 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
- poor handwriting

Statement produced by: **Suzie Lingard**

Statement date: June 2023

Head of Centre

Examinations' officer

.....

.....

Date

.....