



CHELTONHAM BOURNSIDE SCHOOL

Word Processor Policy

Policy/Procedure creator: Fiona Brown

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| Centre Name | Cheltenham Bournside School |
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| Date policy first created | 12/10/2019 |
| Current policy approved by | Karen Hanley |
| Current policy reviewed by | Peter Beckett |
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Key staff involved in the policy

| Role | Name |
|-----------------------------|--|
| ALS lead/SENCo | Ellen Ashford-Kelleher/Vanessa Weir |
| Exams officer | Fiona Brown |
| Senior leader(s) | Steve Jefferies |
| IT manager | Jonathan Wood |
| Other staff (if applicable) | Karen Hanley, BTEC Quality Nominee; Hannah Ramsey, Exams Assistant |

This policy is reviewed and updated annually on the publication of updated JCQ regulations.

References in this policy to AA and ICE relate to/are directly taken from the JCQ publications **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

Introduction

(updated 2021/22) The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment.

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The following principles are applied to access arrangements at Cheltenham Bourne Side School:

- (updated 2021/22) The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate. (AA 4.2.1)
- (updated 2021/22) Although access arrangements/adjustments are intended to allow access to assessments, they are not granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.2)
- (updated 2021/22) Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. ALS leads/SENCos must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. (AA 4.2.3)
- (updated 2021/22) The Additional Learning Support lead/SENCo must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate. (AA 4.2.1)
- (updated 2021/22) The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustments before their first examination. (AA 4.2.7)

Purpose of the policy

(updated 2021/22) This policy details how Cheltenham Bourne Side School complies with AA, chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE, sections 14.20-25 (Word processors (computers, laptops and tablets) when awarding and allocating a candidate the use of word processor in examinations.

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

The use of a word processor

Cheltenham Bourne Side School will:

- allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled (switched off) where it is their normal way of working within the centre (AA 5.8.1)
- (updated 2021/22) award the use of a word processor to a candidate where appropriate to their needs (AA 5.8.4)

For example, a candidate with:

- a learning difficulty which has a substantial and long term adverse effect on his/her ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisational problems when writing by hand
- poor handwriting

- only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)
- (update 2021/22) process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)
- provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

Cheltenham Bourne Side School will not:

- (updated 2021/22) simply grant the use of a word processor to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home (AA 5.8.4)

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 (AA 4.2.4)
- (updated 2021/22) where the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

Other centre specific information relating to the use of a word processor:

Not Applicable

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

A candidate using a word processor is accommodated as follows:

- Usually, a candidate who is using a word processor will be in the main exam venue with the main cohort. • Where other Access Arrangements exist, they may be seated in a separate room to the main cohort.

In compliance with the regulations, Cheltenham Bourne Side School:

- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding body's specification says otherwise (ICE 14.20)
- An external battery charger will be available to all students using a word processor.
- ensures the candidate is reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (ICE 14.22)
- if a candidate is using a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off their typed script, they are instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)
- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- (updated 2021/22) ensures the candidate is reminded to save their work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/table to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

Cheltenham Bourne Side School will ensure the word processor (ICE 14.25):

- is only used in a way that ensures a candidate's script is produced under secure conditions
- ensure the word processor is not used to perform skills which are being assessed
- ensure the word processor is not connected to an intranet or any other means of communication
- 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

Cheltenham Bourne Side School will ensure that any portable storage medium (e.g. a memory stick) used:

(ICE 14.25)

- is provided by the centre
- is cleared of any previously stored data

Printing the script after the exam has ended

Cheltenham Bourne Side School will ensure that:

(ICE 14.25)

- there is the facility nearby or in the exam room to print from the laptop or a portable storage medium.
- the candidate is present to verify that the work printed is their own
- a word processed script is attached to any answer booklet which contains some of the answers
- where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions)
- All students using a word processor must be present for the printing of their work and check each page has a suitable header and that all their work has been printed. They must stay with a member of the Exams Team until this has happened.

Other centre specific information relating to arrangements at the time of the assessment:

Not applicable

Statement

JCQ regulations (**Access Arrangements and Reasonable Adjustments**, section 5.8) state: A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

The criteria used to award and allocate word processors for examinations

Cheltenham Bourne Side School confirms the normal way of working in examinations is:

- candidates handwrite responses on their examination scripts (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 the use of word processors

There are exceptions when Cheltenham Bourne Side School may award a candidate the use of a word processor in examinations where:

- the candidate has a firmly established need
- it reflects the candidate's normal way of working
- by not being awarded a word processor the candidate would be at a substantial disadvantage to other candidates

This may include where a candidate has, for example:

- a learning difficulty which has a substantial and long term adverse effect on his/her ability to write legibly
 - a medical condition
 - a physical disability
 - a sensory impairment
- planning and organisational problems when writing by hand
- poor handwriting

(This list is not exhaustive)

The only exceptions to the above where the use of a word processor may also be considered for a candidate would be:

- on a temporary basis as a consequence of a temporary injury at the time of the assessment
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Other centre specific information relating to awarding the use of a word processor:

- The SEND Lead Practitioner informs students face to face and discusses how using technology will work as part of their normal way of working in class and for assessments.
- Parents are informed via a letter sent home.
- Teachers are emailed and the Student's name is added to an Access Arrangement Exam list which is on Public Documents for all staff to access. Their arrangements are also added to Classcharts.

Allocating the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be allocated by:

- the Exams Department in liaison with the SENCo and the IT department.

In exceptional circumstances where the number of compliant word processors may be insufficient for the cohort of candidates approved to use them in an

exam session:

- the cohort will be split into two groups
- one group will sit the exam earlier than or later than the awarding body's published start time
- the security of the exam will be maintained at all times and candidates will be supervised in line with section 7.2 of ICE

Other centre specific information relating to allocating the use of a word processor:

This policy refers to all GCEs, GCSEs, BTECs, Cambridge Nationals or Cambridge Techs, Functional Skills and any other public examinations our students are entered into.

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| Statement provided by | Fiona Brown (This also serves as a signature if this document is stored electronically) |
| Role | Senior Examinations Officer |
| Signature | |