

## **Word Processor Policy**

The use of a word processor in exams and assessments (including NEA) is an available access arrangement where it is the student's normal way of working within the centre.

We allocate laptops to remove barriers for disabled students which prevent them being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

St Clement's High School 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 a student's ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisational problems when writing by hand
- Poor handwriting

The following conditions must be met before permission will be given for a student to use a laptop as their normal way of working in school:

A specific recommendation/evidence has been received from either:

- An educational psychologist, specialist teacher or medical expert
- The SENco

We will only permit the use of a word processor where the integrity of the assessment can be maintained.

We will not grant the use of a word processor where it will compromise the assessment objectives of the specification in question.

We will consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification.

We will consider the needs of the candidate at the start of their course based on evidence gathered that firmly establishes their needs and 'normal way of working' in the

classroom, internal tests/assessments and exams. We will confirm arrangements before the candidate takes an exam or assessment.

We will provide access to word processors to candidates in NEA components as standard practice unless prohibited by the specification.

We will not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write, or can type faster on a keyboard, or because he/she uses a laptop at home.

The only exception to the above where 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 (accompanied by medical evidence), or where a subject within the curriculum is delivered electronically and the centre provides word processors to all.

### **Word processors and their programs**

We will ensure that:

- Word processors are used as a type-writer not a database, although standard formatting software is acceptable
- Word processors have been cleared of any previously stored data, as must any portable medium used
- An unauthorised memory stick is not permitted
- Where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of staff
- Word processors are in good working order at the start 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 present
- Word processors are either connected to a printer so that the script can be printed directly, or have the facility to print from a portable storage medium
- Scripts are printed immediately after the examination is over
- Candidates are present to verify that the work printed is their own
- Word processed scripts are attached to any paper/answer booklet that also contains the candidate's work
- Word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they might 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 exam), spreadsheets etc. when using a word processor
- Graphics packages or computer aided design software is not included on a word processor unless permission has been given
- Predictive text software or an automatic spelling and grammar check is disabled unless the candidate is permitted a scribe or is using voice recognition technology

(the script must have the correct cover sheet attached) or the awarding body's specification permits the use of automatic spelling 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 a candidate's behalf by a third party unless that candidate has permission to use a scribe
- Tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'.
- The battery capacity of all laptops and/or tablets is checked before the examination to ensure there is enough charge for the duration of that examination
- Candidates are seated in the main hall without the need for separate invigilation
- Candidates are reminded that their centre number, candidate number and the unit and component code must appear on each page of their script as a header or footer and that they may need to handwrite these under supervision
- Candidates are reminded that their script must be double spaced with a minimum font size of 12pt and appropriately numbered
- Invigilators will remind candidates to save their work at regular intervals

**The use of word processors is internally accommodated in the following manner:**

- Word processors are 'free-standing' and can be used as and when required in all venues used for exams
- Technicians are available 'on-call'