



# HAGLEY CATHOLIC HIGH SCHOOL

# WORD PROCESSOR POLICY

**Approved**

March 2018

# Introduction

This document is the Word Processor policy for Hagley Catholic High School

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

## 1 - Principles for using a word processor

Hagley Catholic High School complies with AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:

(AA 4.2.1) Candidates with access to word processors 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 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 is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3) Candidates 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 a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate.

(AA 4.2.4) Candidates are made aware when they will have the use of a word processor for timetabled examinations and controlled assessments/coursework.

(AA 4.2.5) The use of a word processor for candidates 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 (where appropriate); or
- working in small groups for reading and/or writing; or
- literacy support lessons; or
- literacy intervention strategies; and/or
- in internal school tests/examinations
- mock examinations

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.

**Centre specific processes.** Where access arrangements are identified partway through the course, students are assessed/tested and appropriate arrangements are put in place.

## 2 - The use of a word processor

Hagley Catholic High School complies with AA chapter 5 *Access arrangements* available as follows:

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

(AA 5.8.1) Only grants the use of a 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) Only grants 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) Provides access to word processors to candidates in non-assessments components as standard practice unless prohibited by the specification.

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

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 ensures that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script (according to the instructions issued by the individual awarding body)

(AA 5.8.4) 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.

In the Functional Skills English Reading component candidates can have the spell check facility switched on. In the Functional Skills Writing component candidates are not allowed the spell check facility switched on.

## 3 - Word Processor and their programmes

Hagley Catholic High School complies with ICE 8.8 *Word processors* instructions by ensuring:

(ICE 8.8) Word processors are used as a type-writer, not as a database, although standard formatting software is acceptable.

(ICE 8.8) 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.

(ICE 8.8) 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 are in good working order at the time of the examination.

(ICE 8.8) Word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.

(ICE 8.8) Where a candidate using a word processor is accommodated separately, a separate invigilator is used.

(ICE 8.8) 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) Documents are printed after the examination is over.

(ICE 8.8) Candidates are present to verify that the work printed is their own.

(ICE 8.8) Word processed scripts are in/attached to any answer booklet which contains some of the answers. (and according to the instructions issued by the individual awarding body)

(ICE 8.8) 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.

(ICE 8.8) Word processors are not used to perform skills which are being assessed.

(ICE 8.8) Word processors are not connected to an intranet or any other means of communication.

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

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

## **4 - Laptops, Tablets and Word Processors**

Hagley Catholic High School further complies with ICE 8.8 instructions by ensuring:

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

(ICE 8.8) 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) 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) 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 typed script. They are also supervised to ensure that they are solely performing this task and not rereading their answers or amending their work in any way.

(ICE 8.8) Candidates are instructed to appropriately number each page.

(ICE 8.8) Candidates are instructed to use a minimum 12pt font and double spacing.

(ICE 8.8) Invigilators remind candidates to save their work at regular intervals.

(ICE 8.8) Where it is possible to set up 'autosave' onto each laptop/tablet.

(ICE 8.8) 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.

Students with laptops or tablets are not seated within the main examination hall.

## 5 - Accommodating word processors in examinations

The use of word processors are internally accommodated at Hagley Catholic High School in the following manner:

Students requiring word processors are accommodated in smaller exam venues.

**Invigilation arrangements relating to the use of word processors at Hagley Catholic High School include the following:**

Invigilators must remind candidates to save their work at regular intervals, use a minimum of 12 pt font and double spacing in order to assist examiners when marking. Invigilators must also remind candidates to number each page and to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer.

**Other arrangements relating to the use of word processors includes:**

Any technical issues must be reported immediately. Should assistance be required then the invigilator should contact the exam office and the exam office will request assistance from IT Support.

## The Hagley Catholic High School's Statement of Criteria used for Allocation of Word Processors for Examinations

Students may be allocated Word Processors for use in Examinations if they meet one or more of the following criteria:

- i. 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;
- ii. Difficulties with legibility of handwriting;
- iii. Difficulties with speed of handwriting (candidates will also be assessed using a DASH which will be evidenced in JCQ Form 8; they may also be eligible for extra time);
- iv. Long-standing or temporary medical condition or physical impairment that affects the speed and/or the legibility of handwriting (where appropriate medical evidence is requested)

The use of a word processor in examinations must reflect the candidate's normal way of working within Hagley Catholic High School.