



Word Processor in Examinations Policy

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

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1. Introduction

This policy on the use of word processors, which includes computers, laptops and tablets, in examinations and assessment is reviewed and updated in conjunction with the Joint Council for Qualifications (JCQ) regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments (AA) and Instructions for Conducting Examinations (ICE). There is no requirement to process an application using Access Arrangements Online (AAO) or to record the use of the arrangement. No evidence is needed to support the arrangement.

This policy should be read in conjunction with the Examination Policy.

2. Principles for using a word processor

The purpose of an access arrangement 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. Students at Albemarle have access to the use of a word processor when it is demonstrated that the quality of their language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. If this is the student's normal way of working at Albemarle they may be granted the use of a word processor within the College where there is a significant amount of writing such as English, History and Politics.

Students Albemarle may consider would benefit from the use of a word processor where it would significantly improve the quality of their language include, for example, those with slow handwriting that would typically qualify for extra time but with the use of a word processor, if this is their normal way of working, would no longer be required.

3. The use of a word processor

The use of a word processor in examinations cannot be granted to a candidate simply because they would rather type than write in examinations, or because they can work faster on a keyboard, or that they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working at the College. Candidates may not require the use of a word processor in all subjects, as their methods of assessments may vary.

Unless specifically approved, students do not typically use a laptop for subjects that predominantly involve tasks such as problem-solving or deciphering graphs and images, for example in:

Biology

Chemistry

Computer Science

Further Mathematics

Mathematics

Physics

Science (for iGCSE)

For all other written examinations, students with access arrangements are expected to use laptops throughout. They are not permitted to pick and choose when they will use a laptop (e.g., they cannot choose to use a laptop for History but not for Politics). To clarify, with the exception of the subjects listed above, students must use a laptop for all of their subjects in examinations or none at all.

Students generally enter Albemarle at the start of year 11 and year 12. The College will build a picture of need of students during their first year at the College to establish their normal way of working, such as the use of a word processor for extended writing during lessons, small group work, examinations and mocks, for example. The use of a word processor in non-examination assessment components (for example controlled assessments or coursework components) will be considered standard practice unless it is prohibited by the specification.

Students using a word processor at Albemarle as their normal way of

working for extended writing will have the spelling and grammar check/predictive text disabled.

The use of a word processor at Albemarle does not allow the student to have extra time. An application for extra time can be applied for if it is judged that the candidate's persistent and significant difficulties meet the published criteria for extra time, and an approved application has been made.

4. Word processors use in examinations

The College will provide laptops for use in examinations to students who have been given approval to use a word processor. These students will be given time to access and practise on examination laptops prior to their exams to help ensure they are familiar with the devices and how they work.

It is essential that the integrity of the examination is maintained whilst at the same time providing access to assessments for disabled candidates. The use of a word processor cannot be granted where it will compromise the assessment objectives of the specification in question.

The College ensures that it complies with the JCQ's ICE in relation to the use of word processors, see Appendix A below.

14.20 Centres can provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic braille or a tablet.

14.21 Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'.

The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination.

The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main examination hall without the need for separate invigilation and power points.

14.22 Candidates must be 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.

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

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. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that the candidate's work is not lost if there is a complication or technical issue.

To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.

14.25 A word processor:

a) must be used as a typewriter, not as a database, although standard formatting software is acceptable;

b) must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. When needed, the centre must provide a memory stick, which is

cleared of any previously stored data, to the candidate;

c) must be in good working order at the time of the examination;

d) must be 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 in another room, a separate invigilator will be required;

e) must either be connected to a printer so that a script can be printed off, or have

the facility to print from a portable storage medium. This must be done after the

examination is over. The candidate must be present to verify that the work

printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;

f) must be used to produce scripts under secure conditions, otherwise they may be refused;

g) must not be used to perform skills which are being assessed;

h) must not give the candidate access to other applications such as a calculator

(where prohibited in the examination), email, the Internet, social media sites,

spreadsheets;

i) must not include graphic packages or computer aided design software unless

permission has been given to use these;

j) must 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;

k) must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader;

l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;

m) must not include AI tools;

n) must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

14.26 An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions.

14.27 Centres may retain electronic copies of word-processed scripts. The electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body.