Ringwood School

Use of Word Processors in Examinations

Policy Name	The use of Word Processors in Examinations
Policy Category	
Policy Number & Version	September 2023
Replacing/Updating	Policy on the use of Word Processors in Examinations September 2022
Author	Exams Officer
Statutory, regulatory and/or contractual considerations	JCQ Access Arrangements and Reasonable Adjustments (AARA) JCQ Instructions for Conducting Exams (ICE)
Authorised By	Senior Leadership Team
Authorisation date	September 2023

Parsonage Barn Lane Ringwood Hampshire BH24 1SE T: 01425 475000
E: reception@ringwood.hants.sch.uk www.ringwood.hants.sch.uk
Registered in England and Wales Registration Number: 7552519

Purpose:

Ringwood School will correctly follow and ensure that JCQ regulations and guidance are correctly applied in determining the use of word processors in examinations/assessments at this centre.

At Ringwood School the following provisions will be made:

Accommodating word processors in examinations

- Examination rooms will be pre booked where printers have been checked prior to the examination

- Word processors will be accommodated ensuring the minimum amount of space of 1.25m is provided between candidates. If the minimum space is not available alternate machines will be used

Printing out at the end of examinations

- Invigilators are responsible for collecting and distributing printed pages to candidates
- It is the responsibility of the candidate to check all their candidate details are printed on each page

Other arrangements

- Laptops may be used as an alternative in classrooms if ICT rooms are inaccessible
- Data from memory sticks will be stored securely until the post results period has been completed in the autumn following each exam series

JCQ Guidance

Key extracts from JCQ named guidance are set out below. These have been used in formulating this policy to ensure Ringwood School operates in compliance with the national framework and provide further practical details for the implementation of this policy:

Adjustments for candidates with disabilities and learning difficulties

Access Arrangements and Reasonable Adjustments

Instructions doc Conducting Examinations

Principally, a word processor cannot simply be granted to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home.

The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

Ringwood School may wish to set out the particular types of candidates which it considers would benefit from the use of a word processor. For example, a candidate with:

- 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;
- poor handwriting;
- planning and organisational problems when writing by hand.

This list is not exhaustive.

Managing the needs of candidates and principles for centres

Page 17 4.2 Principles for centres

4.2.1 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 due to persistent and significant difficulties.

The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

4.2.2 Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question

4.2.3 **Candidates may not require the same access arrangements in each specification.** Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCOs must consider the need for access arrangements on a subject by subject basis

4.2.4 **Access arrangements should always be processed at the start of the course.** Candidates will then know what is available and have the access arrangement(s) in place for examinations and

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controlled assessments/coursework. Arrangements **must** be approved before an examination or assessment.

Where the use of a word processor in examinations/assessments meets JCQ criteria, the exams centre will:

- 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 Ringwood school and is appropriate to their needs (RAG 5.8.1)
- Acknowledge that controlled assessment or coursework can normally be completed on word processors unless prohibited by the specification (RAG 5.8.2)
- Permit a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers (RAG 5.8.2)

Ringwood School will ensure that *JCQ instructions for conducting examinations (ICE)* are strictly adhered to, in that:

Page 32 14.20 Word processors(computers, laptops and tablets)

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 and is appropriate to their needs**, unless an awarding body's specification says otherwise**. For example, where the curriculum is delivered electronically <u>and the centre provides word processors to all candidates.</u> This also includes an electronic brailler or a tablet.**

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

The battery capacity of a laptop or a tablet **must** be checked before the candidate's examination(s). **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 a centre to seat a candidate within the main examination hall without the need for separate invigilation and power points.

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 such circumstances once the candidate has completed the

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examination, and printed off their typed script, they should be advised to 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.

Each page of typed script **must be numbered,** e.g. page 1 of 6, candidates should use a minimum of12pt font and double spacing in order to assist examiners when marking

Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up "autosave" on each laptop/tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.

A word processor:

- **must** be used as a type-writer, not as a database, although standard formatting software is acceptable;
- **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**.
- Where required, the centre **must** provide a memory stick to the candidate, which is cleared of any previously stored data;
- **must** be in good working order at the time of the examination;
- **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 separately, a separate invigilator will be required**;
- **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 may be done after the examination is over, not in the extra time. The candidate **must** be present to verify that the work printed is their own. **Word processed scripts must be attached to any answer booklet which contains some of the answers**;
- **must** be used to produce scripts under secure conditions, otherwise they may be refused;
- **must not** be used to perform skills which are being assessed;
- **must not** be connected to an intranet or any other means of communication;
- **must not** give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- **must not** include graphic packages or computer aided design software unless permission has been given to use these;
- **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 voice activated software (the script must have a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking**;
- **must not** include speech-recognition software **unless the candidate has permission to use a scribe or relevant software**;
- **must not** be used on the candidate's behalf by a third party **unless the candidate has permission to use a scribe**.

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

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Monitoring arrangements

This policy will be reviewed by the SENCo every year following JCQ updates. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

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