

Word Processor Policy for Examinations

Stroud High School

Contents

PURPOSE.....	3
1. Key Personnel	3
2. Exam Access Arrangements.....	3
3. Access Arrangements: Word Processing.....	3
4. Reasons Students May be Granted the use of a Word Processor in Exams	3
5. Evidencing a Student’s Need	4
6. Use of Word Processor in Formal Examinations	4
APPENDIX.....	5
THE SENIOR LEADERSHIP STATEMENT REQUIRED BY JCQ	5
The Use of Word Processors	5

PURPOSE

The aim of this policy is to outline Stroud High School's (the 'School') approach to the use of word processors in examinations.

This policy is for all staff, students, parents/carers and Trustees.

This policy enables the School to work within the Joint Council for Qualifications (JCQ) regulations.

Access Arrangements and Reasonable Adjustments are implemented in line with the JCQ regulations. This policy will be reviewed annually and updated as appropriate in line with any changes made to the JCQ regulations.

1. Key Personnel

- Headteacher (Head of Centre): Mr Mark McShane
- Assistant Headteacher with responsibility for Exams: Mr Peter John
- Special Educational Needs and Disabilities Coordinator (SENDCO): Mrs Sally Easton
- Exams Officer: Mrs Louisa Townsend

2. Exam Access Arrangements

- Some students may be eligible for reasonable adjustments in order to successfully access GCSE and A-Level exams – this is known as access arrangements.
- We adhere to the Joint Council for Qualifications (JCQ) regulations and guidance for access arrangements and reasonable adjustment.
- Being on the SEND register does not automatically qualify a student for exam access arrangements.

3. Access Arrangements: Word Processing

- Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).
- It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.
- When identifying students' needs for exams, it is important to get an accurate picture of need and evidence of 'normal way of working' over time.
- If exam access arrangements are identified as an appropriate reasonable adjustment, these arrangements will be replicated as closely as possible in all School tests and assessments such as end of year exams.
- A student's 'normal way of working' must be evidenced in the School environment; within the classroom, as well during assessments and exams. Students cannot simply request to type their exams just because this is what they do at home.

4. Reasons Students May be Granted the use of a Word Processor in Exams

Use of a word processor will be considered for candidates 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
- planning and organisational problems when writing by hand
- poor handwriting

This list is not exhaustive and student's needs are considered on an individual basis.

5. Evidencing a Student's Need

- In most cases, students looking to use a word processor in timed exams and assessments will need to complete a speed of typing test to ensure they will not be either advantaged or disadvantaged based on their typing ability.
- When a learning difficulty or organisational difficulty is identified, a School support plan and/or teacher recommendations will be required.
- When a student is identified as having poor or illegible handwriting, teacher recommendations and examples of handwritten work evidencing this will be collected.
- When the need is a medical or physical need, a letter from a relevant professional will be required.
- The SENDCo is responsible for making the final decision about whether or not a student is eligible and has enough evidence to award the use of a word processor in exams.

6. Use of Word Processor in Formal Examinations

- Examinations will be conducted as outlined in the JCQ regulations for examinations.
- The Exams Officer is responsible for ensuring laptops are available for students who have been granted use of a word processor and that the word processor guidance within the JCQ regulations has been followed.
- Students must ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer and that pages are numbered. Candidates should use a minimum of font size 12.
- Students are reminded to save their work regularly throughout exams.
- **The Senior Leadership Statement required by JCQ is provided below as an appendix to this policy document.**

APPENDIX

THE SENIOR LEADERSHIP STATEMENT REQUIRED BY JCQ

The 'normal way of working' for exam candidates, as directed by the Head of Centre, is that candidates handwrite their exams. 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.

The Use of Word Processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Needs might include where a candidate has, for example:

1. a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly
2. a medical condition
3. a physical disability
4. a sensory impairment
5. planning and organisational problems when writing by hand
6. poor handwriting

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

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

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENDCo and the Exams Officer. In exceptional circumstances where the number of appropriate 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 JCQ regulations.

Date of Policy:	May 2023
Reviewed:	May 2025, May 2026
Next Review:	May 2027
Monitored by:	Student Learning Committee and SENDCo