Word Processor Policy
2018 - 2019

This policy is reviewed annually by the Director of Learning Support, Examination Officer, Director of IT and Director of Studies to ensure compliance with current regulations.

Introduction

The purpose of this policy is to outline how the King's School manages and administers the use of word processors in examinations. The policy has been written in accordance with JCQ regulations which are published annually in September. Full details of examination access arrangements can be found in the JCQ publication 'Access Arrangements and Reasonable Adjustments'.

Principles for using a Word Processor

- Under the guidelines issued by JCQ "*Centres are allowed to provide a word processor with spelling and grammar check facility disabled to a candidate where it is their normal way of working within the centre and is appropriate to their needs*".
- Candidates may not require the use of a word processor in each specification, as subjects and their methods of assessment may vary, leading to different demands. The need for the use of a word processor is considered on a subject-by-subject basis.
- Requests for a candidate to word processes in exams must be submitted by each Head of Department to the Director of Learning Support using a standard school form which identifies the persistent and significant difficulties the candidate is having which supports the case for the candidate to word process.
- The Director of Learning Support will hold, update and distribute a 'Word Processing Register' which lists the subject specific information provided by the Heads of Department.
- The 'Word Processing Register' will be used by the Examinations Officer, Director of Studies and Heads of Department to plan arrangements in both internal and external exams.
- Particular types of candidate who may benefit from using a word processor include a candidate with:
    o A learning difficulty
    o A medical condition
    o A physical disability
    o A sensory impairment
    o Planning and organisational problems when writing by hand
    o Poor handwriting

A word processor will not be granted to a candidate simply because he or she prefers to type rather than write or can work faster on a keyboard or because he or she uses a laptop at home.

- The use of a word processor in exams can only be granted if it reflects the candidate's '*normal way of working*', which includes in the classroom, mock examinations, tests and homework tasks.
- The provision of a word processor does not, in itself, entitle candidates to extra time in examinations.
- The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of the exam.

Guidance for candidates

- Word processors used in both internal and external examinations will be provided by the school and the IT team are responsible for ensuring that they are in good working order.
- In external exams, candidates will be sitting in a separate room to the main examination room with separate invigilation organised by the Examinations Officer.
- The Examinations Officer will prepare a personalised sheet for each candidate advising them of the start and finish time of their exam.
- Each candidate will be logged on and off by a representative from the school IT team. Candidates will not be permitted to use their normal school login during examinations.
- A restricted login for each candidate will be provided by the IT team which denies access to the internet, spell and grammar check and predictive text. This will be set up for each candidate before he or she enters the exam room.
- The software candidates will use in all exams is called 'Exam Wordpad'. Font size will be set to 12 points with double spacing. Font size, font type and screen colour can be changed by the candidate by clicking on 'Screen Options' at the top of the screen.
- Work will automatically be saved every 60 seconds through an 'auto save' function on the software programme.
- At the end of the examination session, candidates will be supported by the invigilation team to print their work and advised not to turn off or log off the word processor.
- The print screen will prompt candidates for:
  - Name
  - Candidate Number
  - Exam Paper (i.e. subject)
  - External exam centre number 40317
- Candidates are permitted to both type and handwrite throughout the exam but must ensure that question numbers are clearly labelled throughout.
- Word processed scripts will be inserted in the normal answer booklet.
- The normal Question/Answer booklet must be fully completed by the candidate with personal details (name, candidate number, exam etc… AND SIGNED IF REQUIRED).
- Candidates must be present while their work is being printed off and verify that the work is their own by signing each page.

Guidance for invigilators

- The invigilator team will have had appropriate invigilator training run by the King's School.
- All invigilators will have read the 'Word Processing Policy' in full.
- The invigilator team will be aware of which candidates in the word processing room have access to extra time.

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- The Examinations Officer will prepare a personalised sheet for each candidate advising them of the start and finish time of their exam and the invigilator will ensure that each candidate has this sheet on his/her desk.
- At the end of the examination period, the invigilation team will advise the candidates to leave their work open on the screen and not to turn off or log off the word processor.
- At the end of the examination period the invigilator will inform the candidates to print their work and assist them with this.
- The invigilator will advise the candidates to fill the front cover of the question/answer booklet in by hand and submit this with their printed work.
- The invigilator will ask the candidates to verify the printed work is their own by asking them to sign each page.
- For external exams, the invigilator will sign and complete a JCQ Form 4 and ensure that this attached to the exam script before returning the papers to the Examination Officer.
- The invigilator will assist or summon help from the IT team in the case of a technical fault.