



ST EDMUND'S COLLEGE

Policy for the Use of Word Processor/Lap-top in Public Examinations and Controlled Assessments.

This policy details how the College complies with Access Arrangements and Reasonable Adjustments 2024-2025 Chapter 4 (Managing the needs of candidates and principles for centres Adjustments for candidates with disabilities and learning difficulties, (section 5.8) Word processor, and Instructions for Conducting Examinations 2024-2025 (sections 14.20-27) when awarding and allocating a candidate the use of word processor in examinations.

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage because of persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate. (AA 4.2.1)

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

Candidates at St Edmund's College, who have a genuine need and would be disadvantaged by completing their Public Examinations or Controlled Assessments by any means other than using a word processor, will be allowed to do so if it is ***their normal way of working*** (AA 5.8.1)

The College will:

- award the use of a word processor as an access arrangement to a candidate if it is appropriate to their needs, as assessed by the SENCo. (AA 4.2.1)
- allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled (switched off) where it is their normal way of working within the centre (AA 5.8.1)
- only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)

- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)
- process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)
- provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

The College will not

- simply grant the use of a word processor 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 (AA 5.8.4)

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

- in the event of 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 (AA 4.2.4)
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

For Public Examinations and Controlled Assessments, the candidate will use a word processor and a memory stick provided by the Examinations Office. Candidates may **NOT** use their own word processor or memory stick for examinations. The laptops provided by the Examinations Office run on the Microsoft operating system, students and parents must be aware of this; the College is unable to support other operating systems on students' personal devices which they may use at home or in lessons.

In compliance with the regulations the College will:

- ensure that the candidate has had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustments before their first examination. (AA 4.2.7)
- provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding body's specification says otherwise (ICE 14.20)
- (where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21)
- ensures the candidate is 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 (ICE 14.22)
- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- ensures the candidate is reminded to save their work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24) instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

The College will ensure the word processor (ICE 14.25):

- is only used in a way that ensures a candidate's script is produced under secure conditions

- is not used to perform skills which are being assessed
- is not connected to an intranet or any other means of communication
- is in good working order at the time of the exam
- is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is used as a typewriter, not as a database, and is not connected to an intranet or any other means of communication
- is cleared of any previously stored data
- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc.
- does not include graphic packages or computer aided design software unless permission has been given to use these
- does 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
- does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Candidates must save all work onto a memory stick at the end of the Examination or Controlled Assessment. They will also be advised to save their work at regular intervals throughout the Examination or Controlled Assessment onto the memory stick.

Printing the script at the end of the Examination or Controlled Assessment (ICE 14.25);

The centre will ensure:

- the word processor and memory stick will be taken to the Examinations Office by a nominated person (usually the invigilator) so that a script can be printed off.
- the candidate is present to verify that the work printed is his or their own
- the printed copy of the work will be given to the Teacher if it is a Controlled Assessment or sent, by the Examinations Officer, to the marker if it is a Public Examination.
- where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions) (ICE 14.22)
- The work must then be deleted from the memory stick
- If the memory stick has been used for a Controlled Assessment, it will be stored securely in the Examinations Office and re-used in the next session. Once the Controlled Assessment has been completed, the memory stick will be cleared

Frequency of review: Annually

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Next review date: Michaelmas 2026