



Word processor policy (exams)

2020/21

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Anesta McCullagh

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Approved/reviewed by	
ENLUTC Board	
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Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
SENCo	Nigel Bradford
Exams officer	Crystal Tang
SLT member(s)	Anesta McCullagh, Natalie Oxborough, Nigel Bradford, Ian Bates, Claire Reet, Jen Vincent, Jo Wilby
IT manager	Primary Support

Contents

Key staff involved in awarding and allocating word processors for exams	2
Introduction.....	3
Principles for using a word processor	3
The use of a word processor	4
Word processors and their programmes	4
Laptops and Word Processors	5
Accommodating word processors in examinations	5

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

References in this policy to AA and ICE relate to/are directly taken from [the Access Arrangements and Reasonable Adjustments 2020-2021](#) and [Instructions for Conducting Examinations 2020-2021](#) publications.

Introduction

The use of a word processor in exams and assessments is an available access arrangement.

(AA 4.2.1)

Principles for using a word processor

Engineering UTC Northern Lincolnshire complies with AA section 4 regulations as follows:

(AA 4.2.1)

- Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates and candidates whose handwriting presents difficulties which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a candidate with handwriting difficulties.

(AA 4.2.2)

- ▶ The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

- ▶ Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

(AA 4.2.4)

- ▶ The use of a word processor is agreed/processed at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework.
- ▶ Candidates are aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 4.2.5)

- ▶ The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:
 - ▶ in the classroom; or
 - ▶ working in small groups for reading and/or writing; or
 - ▶ literacy support lessons; or
 - ▶ literacy intervention strategies; and/or
 - ▶ in internal tests and mock examinations

The use of a word processor

Engineering UTC Northern Lincolnshire complies with AA section 5 as follows:

(AA 5.8.1)

- ▶ Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off).
- ▶ Only grants the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre.
- ▶ Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand) (AA 5.8.2)
- ▶ Provides access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification. (AA 5.8.3)
- ▶ Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.
- ▶ Are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen.

(AA 5.8.4)

- In all cases, ensures that a word processor cover sheet (Form 4) **Appendix 1** is completed and attached to each candidate's typed script.
- Ensures in Functional Skills English (Reading and Writing components) the use of a word processor with the spell check facility switched on is permitted for all candidates.
- Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

Word processors and their programmes

Engineering UTC Northern Lincolnshire complies with ICE 8.8 instructions by ensuring:

- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors have been cleared of any previously stored data, as must any portable storage medium used
- an unauthorised memory stick is not permitted for use by a candidate
- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by the Exams Officer, centre IT technician or nominated invigilator.
- word processors are in good working order at the time of the examination
- word processors are 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 is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over

- candidates are present to verify that the work printed is their own
- word processed scripts are attached to any answer booklet which contains some of the answers
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication.
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Laptops and Word Processors

Engineering UTC Northern Lincolnshire further complies with ICE 8.8 instructions by ensuring:

- the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination or a mains lead attached with a suitable point for connection.
- candidates with fully charged laptops or tablets are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points
- candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page.
- candidates using Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way □ each page is appropriately numbered.
- candidates are instructed to use a minimum 12pt font and double spacing
- invigilators remind candidates to save their work at regular intervals
- candidates granted the use of a word processor are present at the end of the examination when their script is printed off so they can verify that the work printed off is their own.

Accommodating word processors in examinations

The use of word processors are internally accommodated in the following manner:

- ▶ Although candidates could choose to remain in the main exam room with their word processor, they often choose to be invigilated in a classroom where any technical problem can be sorted out quickly.
- ▶ The candidates will be allocated a room and the IT technician or the invigilator will take the word processor to the room and make sure that it is working correctly when the candidate arrive.

Invigilation arrangements relating to the use of word processors include the following:

- ▶ The invigilator will remind the candidate to save their work onto a removable storage device and ask the candidate to accompany them to the IT technician or the Exams Officer to print the work and insert their name and candidate number. Alternatively, where the candidate is using a computer, the candidate will save work to a secure area. The script will then be put inside the normal answer book along with the Word Processor form, which is signed by the invigilator and Exams Officer and taken by the Technician, Invigilator or Exams Officer to the main exam room to be collated with the other scripts for despatch. An instruction sheet has been made to advise candidates on how to follow the rules with their laptops

Other arrangements relating to the use of word processors/tablets:

- ▶ It is the candidate's responsibility to make sure that they have a working word processor and that they save their work and check that it is their work that is printed to be despatched. The candidates should follow the invigilator/IT technician to the place of printing and check that their script has their name on. If there is not a word processor provided when it had previously been agreed by the SENDCO then they should request to speak to the Exams Officer at the beginning of the exam who will arrange it.
- ▶ If a candidate has difficulties with the normal equipment or it isn't their normal way of working, e.g. uses a tablet for their lessons, the IT Technician will adapt a similar tablet to ensure it provides no advantage over a laptop in line with the JCQ Access Arrangement guidance, ICE 8.8.

Notes on the completion of the Word Processor cover sheet

Centre:

- **Examination scripts:** the form **must** be completed and securely attached to the front of the script, which **must** be sent to the awarding body/examiner in the normal way.
- The script **must** be produced in accordance with the regulations in **Chapter 8, section 8.8, of the JCQ publication *Instructions for conducting examinations*. Failure to comply may constitute malpractice which could lead to the disqualification of the candidate.**
- The information required in the boxes on the form **must** be correct and complete.
- In the box marked **Comments** please indicate whether any problems were experienced with the production of the script which should be drawn to the attention of the examiner.
- The form **must** be signed by the invigilator and countersigned by the Head of Centre/Examinations Officer in order for the script to be accepted.

Appendix 1 Word Processor cover sheet

JCQ/WP Form 4

Please read the attached notes before completing this form.

Examination series	
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Centre No	
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Candidate No		Candidate name	
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<i>Examination for which a word processor was used</i>			
Awarding body	Specification title	Specification entry code	Unit/ component

Comments (if appropriate):

Some questions were answered in the answer booklet which is attached to this form. (Please select the appropriate response)

Number of typed pages produced by the candidate	
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The above named candidate produced their work during the examination in accordance with **section 8.8** of the JCQ publication *Instructions for conducting examinations*.

Invigilator	Date	
Name (Please print)		
Signature		
Head of Centre/Exams Officer	Date	
Name (Please print)		

Signature		
<i>To be completed by the examiner</i>		
	I have read the word processor cover sheet.	
	I have marked the script in accordance with the instructions given.	
Comments (if appropriate) for awarding body attention		
Examiner/Moderator		Date
Name (Please print)		
Signature		

Instructions for Invigilators and Students Exam Laptop/computer

This is an exam laptop/computer for candidates who are Word Processing their Answers

- You need an exam paper to read the questions from, fill in your Name etc. on this.
- If an answer needs lines drawing or has boxes to tick they are to be done in the answer booklet in the usual manner
- When you are typing your answers onto the laptop/computer remember to include the Question number so the person marking the question knows which one it is.

Getting Started

- If using a laptop, make sure you are close to a socket and the laptop is plugged in during your exam.
- You will need a USB stick inserted to save your work onto – alternatively, you will be instructed of where the securely save your work on the system
- Switch on the laptop/computer as soon as possible, it takes a while to get logged in.
- Enter the username and password details you have been given
- Follow any additional instructions on the screen
- Insert the USB stick, if applicable
- At the bottom of the screen select WordPad.
- On the home tab change the Line Spacing to 2pt.
- You will need to put your **Full Name, Candidate Number and Centre Number** at the top of the page.
- Under this you will need to write the **Name of the Exam** and the **Exam Code**.
- Save the document to the USB stick and call the file **Your Name** and the **Name of the exam**.
Alternatively, you will be instructed of where to save your file, securely, on the UTC network Begin your exam when the invigilator tells you to start.
- Remember to keep saving your work throughout the exam.

Finishing the Exam

- Once the exam is finished save your work onto the USB stick/network again.
- If using a USB, please click the **Safely Remove Hardware** Icon in the bottom right corner, you may need to click the **'Hidden Icon'** until you see the **Safely Remove Hardware**.
- Switch the laptop/computer off and put the laptop away (if applicable), making sure you keep hold of the USB Stick (if applicable).
- With the invigilator, take the Laptop and USB stick (if applicable) and go to the IT Technician to print your exam off
- You must stay with the Officer whilst your exam is printing and once it has you must write your **Full Name, Candidate Number and Centre Number** on the top of every page that is printed.