

Exams - Word Processor Policy 2018/2019

1.0 The Cumberland School Mission Statement

As a school we are determined to improve the life chances of every one of our students. Determination and resilience are essential qualities for our students if they are to achieve their potential. Our curriculum, both in the classroom and outside of it, ensures that students are given opportunities to challenge themselves and develop confidence, independence and resilience.

Cumberland is ambitious as a school and we want all of our students to be ambitious for themselves and their community. We encourage all students to understand their responsibilities to each other, the school and the wider community. Pride, respect and high aspirations are valued and developed so that Cumberland is a safe place to take risks and grow.

The Cumberland School is above all a learning community. We believe that all students and staff have the right to flourish and we recognise that hard work, challenge and collaboration are vital to ensure exciting and effective teaching and learning in the classroom. We are an outward facing school, collaborating with other schools, colleges and business. We believe there is much we can and must learn from each other.

2.0 Policy links to school mission, aims and values

All of the work of The Cumberland School is intended to support the delivery of our mission statement in full.

This policy on the use of word processors in examinations and assessments is reviewed and updated annually after the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

Candidates who require a word processor for their examinations will be provided with laptops which comply with JCQ regulations. "Centers are allowed to 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 the Centre and is appropriate to their needs."

3.0 Purpose of the policy

This policy details how The Cumberland School manages and administers the use of word processors in external examinations and assessments.

4.0 Reasons for using a Word Processor

- The use of word processors is allowed in order to remove barriers for candidates who would otherwise be placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- The use of word processors is permitted only if the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.

- The use of a word processor is not granted where it will compromise the assessment objectives of the specification.
- 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 on candidates, the use of a word processor can be considered on a subject-by-subject basis.
- The use of a word processor should be considered and agreed where appropriate 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, including non-examination assessments.
- 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:
 - in the classroom; or
 - working in small groups for reading and/or writing; or
 - literacy support lessons; or
 - in internal school tests and mock 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 an exam or assessment.
- Particular types of candidates may benefit from using 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
 - planning and organisational problems when writing by hand
 - poor handwriting

(This list is not exhaustive)

- Candidates must show proficiency in the use of a word processor before using it for examinations, except in the case of temporary injury or impairment at the time of the examination. Candidates will be assessed by the SEND team in order to ensure the candidate is not being disadvantaged by using the word processor.

5.0 The use of a word processor in mock exams

The Cumberland School will:

- Provide a word processor for mock exams with the spelling and grammar check facility/predictive text disabled (switched off).
- Only grant the use of a word processor to a candidate where it is their normal way of working within the centre.
- Only grant 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).
- Provide access to word processors to candidates in non-examination assessments (including controlled assessments or coursework) as standard practice unless prohibited by the specification.
- **will not grant access to a word processor to a candidate simply because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home.**

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 as the candidate avoids the difficulty of visually tracking between the question paper and screen.

6.0 Word processors

- Word processors are used as a typewriter, 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.
- The examinations office will provide memory sticks to the Invigilators during written examinations if required.
- Unauthorised memory sticks are not to be used by candidates.
- 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.
- Documents are printed after the examination is over by the examinations officer.
- Word processed scripts are inserted in any answer booklet which contains some of the answers.
- 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.
- Predictive text software or an automatic spelling and grammar check is disabled.
- 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.

7.0 At the end of the examination

- The Exams office may provide the Invigilator with a memory stick in order to transfer the work.
- Documents are printed in the exams office, by the exam officer with the invigilator present.
- Laptop cover sheets are completed as required.
- The laptop and memory stick are cleared of all work before the next use.

8.0 Accommodating word processors in examinations

- Candidates using laptops are usually accommodated in the Library or Gym.
- Laptops are set up in advance in the examination room.
- Where necessary additional space/extra desk will be provided if required (e.g. candidate with broken arm or wrist; candidate with enlarged examination paper)

9.0 Invigilation arrangements relating to the use of word processors

- Invigilators will remind candidates to insert their details on each page – i.e. Name, Candidate Number, Centre Number and the examination unit/component code.
- In the unlikely event of a technical fault invigilators will assist or summon help. A spare word processor will be provided in the exam room or nearby in case of emergency.
- Invigilators will need to record stop times for a laptop candidate in the case of a technical fault and to adjust the candidate's finish time in such instances; candidates should be clearly informed of the revised finish time.

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