

POLICY

Wirral Grammar School for Boys



Policy	Use of a Word Processor for Examinations and N.E.A. Controlled Assessments/ Coursework
Responsible Manager	Examinations Manager
Approval Date	December 2023
Review Date	December 2024
Approved by	Headteacher

Introduction

References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2021/2022 and ICE to JCQ Instructions for conducting examinations 2021/2022

1. Principles for using a word processor at Wirral Grammar School for Boys

- Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates 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 disabled candidate.
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.
- 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.
- The use of a word processor is agreed/processed at the start of the course.
- Candidates are aware that they will have the use of a word processor for examinations and controlled assessments/coursework.
- 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 school tests and mock examinations

2. The use of a Word Processor

- Wirral Grammar School for Boys provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off); unless a candidate's condition dictates otherwise.



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- The School only grants the use of a word processor to a candidate where it is their normal way of working within the centre.
- The School only grants the use of a word processor to a candidate if it is appropriate to their needs. (For example, the quality of a language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand).
- The School provides access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.
- The School allows candidates to use a word processor in an examination to type certain questions, i.e., those requiring extended writing and handwrite shorter answers.
- The School is aware that examinations which have a significant amount of writing, as well as those that place a greater demand on 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.
- In all cases, the School will ensure that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.

Wirral Grammar School for Boys does not simply grant the use of a word processor to a candidate because he prefers to type rather than write or can work faster on a keyboard, or because he uses a laptop at home.

3. Word Processors and their programmes

Word processors are used as a typewriter, not as a database, although standard formatting software is acceptable. Word processors are cleared of any previously stored data, as are all 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 a nominated member of centre staff.

Word processors are in good working order at the time of the examination and 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 the script can be printed off or have facility to print from a portable storage medium and documents are printed after the examination is over.

Candidates are present to verify that the work printed is their own and word-processed scripts are attached to any answer booklet which contains some of the candidate's answers. Word processors are used to produce scripts under secure conditions, and if they are not then the School is aware that they may be refused by the awarding body. Word processors are not used to perform skills which are being assessed and are not connected to an intranet or any means of electronic 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



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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.

4. Laptops, Tablets and Word Processors

- Candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer. This may be handwritten by the candidate at the end of the examination (whilst fully supervised).
- Candidates must ensure 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.
- It is possible to set up 'auto save' onto each laptop/tablet.
- The School does not use Notepad or WordPad software (which do not allow for the insertion of a header or footer).

5. Invigilation arrangements relating to the use of word processors

These are accommodated in the following manner:

Invigilators:

- Remind candidates to save work regularly
- Remind candidates to insert name, candidate number, and centre number, unit/component number in header and page number in footer.
- Ensure candidates are present when their work is saved and printed.
- If accommodated in a room on their own, a separate invigilator is provided.

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Appendix 1 Word Processor Cover Sheet

JCQ/WP
Form 4

Please read the attached notes before completing this form

Examination Series

Centre No

Candidate No

Candidate Name

Examination for which a word processor was used

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)

Yes No

Number of typed pages produced by the candidate

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

To be completed by the examiner

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<input type="checkbox"/> I have read the word processor cover sheet <input type="checkbox"/> 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		

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 a 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 office in order for the script to be accepted.