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THE BISHOP FRASER TRUST
A CHURCH OF ENGLAND MULTI ACADEMY TRUST

Word Processor Policy

LET YOUR LIGHT SHINE
LUCEAT LUX VESTRA

BURY CE
HIGH SCHOOL

"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." Matthew 5:16

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Policy development

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Member of staff responsible for the Policy	Jill Clarke
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1. INTRODUCTION

This policy is reviewed and updated annually on the publication of updated JCQ regulations. References in this policy to AA and ICE relate to/are directly taken from the JCQ publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

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

- The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- The following principles are applied to access arrangements at Bury Church of England High School:
- 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 as a consequence 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)
- Although access arrangements/adjustments are intended to allow access to assessments, they are not granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.2)
- Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. ALS leads/SENCos must consider the need for access arrangements/reasonable adjustments on a subject-bysubject basis. (AA 4.2.3)
- The Additional Learning Support lead/SENCo must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage a candidate. (AA 4.2.1)
- The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustments before his/her first examination. (AA 4.2.7)

2. PURPOSE OF THE POLICY

This policy details how Bury Church of England High School complies with AA, chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE, sections 14.20-27 Word processors (computers, laptops and tablets) when awarding and allocating a candidate the use of word processor in examinations.

3. CRITERIA FOR GRANTING A WORD PROCESSOR

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

The criteria Bury Church of England High School uses to award and allocate word processors for examinations and assessments The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams unless there are exceptions.

A candidate may be awarded the use of a word processor in examinations where:

- the candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology
- the candidate has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates

Bury Church of England High School will:

- allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text disabled (switched off) where it is their normal way of working within the centre (AA 5.8.1)
- award the use of a word processor to candidates where appropriate to their needs (AA 5.8.4)

For example, a candidate with:

- a learning difficulty which has a substantial and long-term adverse effect on his/her 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.

Bury Church of England High School will:

- 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 the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

Bury Church of England High School will not:

- simply grant the use of a word processor to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home (AA 5.8.4)

Additionally, the use of a word processor would be considered for a candidate:

- 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 the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

In compliance with the regulations, Bury Church of England High School:

- provides 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)
- 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, where a candidate is to be seated with the main cohort without the use of a power point (ICE 14.21)
- ensures the candidate is reminded to ensure that the 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)
- if a candidate is using a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off their typed script, he/she is instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way (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 his/her work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/tablet 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)

Bury Church of England High School 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 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, although standard formatting software is acceptable
- 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), e-mail, the Internet, social media sites, spreadsheets, Artificial Intelligence (AI)
- 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 computer reading (text to speech) software unless the candidate has permission to use a computer reader
- 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

4. PORTABLE STORAGE MEDIUM

Bury Church of England High School will ensure that any portable storage medium (e.g. a memory stick) used (ICE 14.25):

- is provided by the centre
- is cleared of any previously stored data

5. PRINTING THE SCRIPT AFTER THE EXAM HAS ENDED

Bury Church of England High School will ensure (ICE 14.25):

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is his/her own
- a word processed script is attached to any answer booklet which contains some of the answers where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions) (ICE 14.26)
- if a candidate omits to insert the required header or footer, he/she is instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)
- an extra copy of each script will be printed and kept securely at the centre until the end of the exam series. Only the EO and SLT member will have access to the storage.

6. ALLOCATING WORD PROCESSORS AT THE TIME OF THE ASSESSMENT

Appropriate exam-compliant word processors will be allocated by:

- the IT department in liaison with the ALS lead/SENCo and the exams officer

In exceptional circumstances where the number of compliant word processors may be insufficient for the cohort of candidates approved to use them in an exam session:

- the cohort will be split into two groups
- one group will sit the exam earlier than or later than the awarding body's published start time
- the security of the exam will be maintained at all times and candidates will be supervised in line with section 7.2 of ICE

- **EQUALITY IMPACT ASSESSMENT (EIA)**

Name of person completing the EIA:	
Role of person completing the EIA:	
Date EIA completed:	

Policy or Process Information	
Name of policy or process:	Word Processor Policy
Purpose and intended aim of the policy or process (use policy or trip/event name)	Review of policy to ensure it's compliant with legislation and includes relevant information.
Name of person responsible for the ratification of policy or process and its review:	Governors Curriculum & Standards Committee

Protected Characteristic	Negative Impact Identified	Explanation Of Impact Analysis and Any Concessions Made
Age:	x	Policy relevant to pupils of all ages
Disability:	x	We are committed to serving our faith and school community and recognise the multi-cultural, multi faith and changing nature of society. There will be no discrimination against any individual or group regardless of faith, disability, ethnicity, gender, sexuality, political or financial status. All pupils will be provided with equal opportunities.
Sex:	x	
Gender reassignment: **S.7 Equality Act 2010. Where a person is proposing, is undergoing or has undergone, a process (or part of) for the purpose of reassigning the person's sex. No longer a requirement to be under medical supervision.**	x	
Ethnicity:	x	
Religion or belief:	x	
Sexual orientation:	x	
Socio economic status	x	
Marriage or civil partnership:		
Pregnancy and maternity:		
Carers/caring responsibilities		
Other factors to be considered, e.g contract type, grade		

Date EIA recommended to responsible body with proposed policy or plans (e.g. EV lead, HT, LGB) **Please note : ratification will occur at the same time a trip is approved or policy is adopted.**	