



# **Word Processor Use in Examinations**

**2018-19**

## Use of Word processors in exams

According to JCQ information, a word processor cannot simply be granted 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 word processor at home.

The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

## Before exams

A word processor will be granted to a candidate for examinations when:

- a candidate has a report from an educational psychologist that recommends they use a word processor in examinations. However, it is a requirement that these students use a word processor in lessons.
- a candidate joins the Sixth Form with evidence that he/she was entitled to the use of a word processor for examinations at his/her previous school.
- a candidate holds medical evidence of a physical disability or medical condition supporting the use of a word processor.

It is not enough that a student can type faster than they can write. Their writing has to be particularly slow or very difficult to read. So when no recommendation from an educational psychologist exists, but where a teacher has a concern, it is required that:

- the relevant DoS makes a request to Alastair Barnett.
- the request is accompanied by evidence and testimony from the relevant teacher(s) detailing how the student is significantly disadvantaged through slow or illegible handwriting.
- where the student finds it very difficult to plan and organise written work when writing by hand, this is clearly evidenced and that is the student's normal way of working.

The SENCo will immediately inform the Exams Administrator once a student has been identified as qualifying for a word processor in examinations. Ideally this will be done at least 6 weeks before the first mock examinations and/or by Christmas of the examination year.

The SENCo or Exams Administrator will inform the student of the exam-related procedures surrounding the use of word processors in exams before the first examination is taken.

## **During exams**

Only word processors supplied by the school will be allowed to be used in examinations. Students may not use their own laptops for public examinations.

The exams office will inform the IT department of all requirements prior to the date of the examinations.

The IT staff will ensure:

- sufficient word processors are available for the examinations
- the internet/Wi-Fi connection is disabled
- the spellcheck and grammar check is disabled, unless specifically requested otherwise by the exams officer/administrator
- all previous work is wiped from the files prior to the start of an exam
- the battery life/power supply is sufficient to meet the timing of the exam.

Invigilators will be instructed prior to the exams as to the relevant JCQ regulations and the school requirements for supervising examinations for students using a word processor, including:

- seating arrangements
- layout of candidate information on each typed page
- use of answer booklets/question papers with word processors
- printing procedures
- word processor cover sheets
- collation of printed sheets and question/answer papers

## **After exams**

The Exams Officer will check that:

- each word processor cover sheet to make sure the correct typed pages are attached to the correct candidates question/answer paper
- the correct number of typed pages have been included with the question paper/answer booklet before securely sending the work to the exam board as required.