



THE
ADEYFIELD ACADEMY

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Word Processor Policy (Examinations)

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Co-ordinator:	Mr A Hoque

Signed by..... Dawn Mason (Principal)

Signed by..... Kim Bristow (Chair of Governors)

1. Rationale

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

This policy details how The Adeyfield Academy manages and administers the use of word processors (including laptops) in examinations and assessments. The Adeyfield Academy complies with chapters 4 -7 of 'Access Arrangements and Reasonable Adjustment' - *Adjustments for candidates with disabilities and learning difficulties regulations and guidance* (refer to this document for further details).

2. Criteria for considering candidate use of a word processor in examinations

The following types of candidates may benefit from use of a word processor

- a candidate with a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- a candidate with a medical condition;
- a candidate with a physical disability;
- a candidate with a sensory impairment;
- a candidate with planning and organisational problems when writing by hand;
- a candidate with poor or illegible handwriting

3. How use of a word processor is granted

The use of a word processor for candidates may be granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:

- in the classroom (where appropriate); or
- working in small groups for reading and/or writing; or
- literacy intervention strategies; and/or
- in internal school examinations, including mock examinations

The use of a word processor is normally considered and agreed where appropriate at the start of the course, so as to firmly demonstrate a picture of need and normal way of working for a candidate.

An exception may be made if a candidate sustains a temporary injury or impairment or presents with a diagnosis of a disability or an impairment relating to an existing disability arising after the start of the course.

The need for the use of a word processor will be considered on a subject-by-subject basis, based on the methods of assessment and demands on the candidate. Candidates will be made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments.

4. How word processors are used in internal and external examinations

The Adeyfield Academy complies with 'Access Arrangements and Reasonable Adjustments', section 5.8 Word Processors (refer to this document for further details).

- Examination security is maintained using candidate specific 'Exam' accounts and passwords, set up and managed by the Network Manager. This ensures that the candidate does not have access to the internet, intranet or spell/grammar checks (unless this is allowed as part of an approved access arrangement).
- Word processors/laptops used in examinations are cleared of any previously stored data. Portable storage media are not used in examinations.
- Word processors/laptops used in examinations are in good working order at the time of the examination.
- The battery capacity of any laptops used for examinations is checked to ensure that the battery is sufficiently charged for the entire duration of the examination.
- Candidates using word processors in examinations are accommodated in such a way as to ensure that other candidates are not disturbed.
- Where possible, candidates using word processors are accommodated in the main examination venue.
- Template documents with candidate details, correct font and line spacing are used. Candidates are instructed to check these details before beginning their examination.
- Invigilators remind candidates to regularly save their work while completing their examination on a word processor or laptop.
- Documents are printed once the examination has been completed. Candidates are present to verify that the work is their own.
- A Word Processor Cover Sheet is completed when the work has been printed and verified.
- Invigilators check to ensure that any hand-written responses are included along with the candidate's word processed script before these are submitted to the Awarding Body.
- Invigilators used to supervise candidates using laptops are familiar with the centre's procedures.

Appendix 1

The Adeyfield Academy uses the following criteria to award and allocate word processors for examinations

Candidates with access to word processors at The Adeyfield Academy are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at substantial disadvantage as a consequence of persistent and significant difficulties.

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

Awarding word processors

There are also exceptions where a candidate may be **awarded** the use of a word processor in exams where he/she 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.

Exceptions might include where a candidate has, for example:

- 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

Allocating word processors

The Network Manager in liaison with the SENCo and the Exams Officer will allocate appropriate exam-compliant word processors. In exceptional circumstances where the number of appropriate 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 published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with 'Instructions for conducting examinations' booklet.