

Word Processor Policy

for internal centre assessments and external qualifications

This policy details how The Netherhall School and Oakes College complies with regulations when awarding and allocating a candidate the use of word processor in examinations.

The school/college will provide a word processor with the spelling & grammar check facility facilities and predictive text disabled to a candidate where it is their normal way of working within the centre **and** is appropriate to their needs.

The SENDCo will consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. Word processors are most commonly used when the exam or assessment is predominantly made up of essays or long-answer formats. Word processors are less common when exams are predominantly made up of short answers and are seldom used for mathematics exams.

Wider access arrangements guidance is detailed in a separate AA exam policy. With regard to the use of word processors, it is important to note that, **if** a writing speed score is used for the purpose of securing extra time, a word processor may not also be used.

For approved students the use of word processors in controlled assessment or coursework components will be considered standard practice unless prohibited by the specification.

It is permissible for a candidate using a word processor in an examination to type some questions, i.e. those requiring extended writing, and handwrite shorter answers. Access arrangements for the use of a scribe should always be processed at the start of the course.

Underlying need

Arrangements must be approved before any examination or assessment takes place. A word processor cannot simply be granted to a candidate because they want to type rather than write in examinations or can work faster on a keyboard, or because they use a laptop at home. The provision of a word processor is put in place to address an underlying difficulty such as: a medical condition, physical disability, sensory impairment, a slow handwriting speed *, planning & organisational difficulties and, in extreme cases, poor legibility.

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Normal way of working

The use of a word processor must also reflect the candidate's normal way of working within the centre. The arrangement(s) put in place must reflect the support given to the candidate in the centre

- in the classroom

- working in small groups for reading and/or writing
- in internal school tests and mock examinations.

This is commonly referred to as 'normal way of working'.

For candidates with learning difficulties this is typically the background information recorded with Section A of Form 8.

Procedure for using a word processor

Word processors are kept in the Exams Office and issued to students at the time of their controlled assessments. During an exam, the candidate should be reminded to save their work at regular intervals and to include **on each page**:

- Centre Number, Candidate number, Unit/Component Code as a **header**
- Page number as a **footer**, using the format page 1 of 5, page 2 of 5 etc...

At the end of the exam the candidate is accompanied to the exams office where the script is printed off. The candidate is responsible for checking all their work has been printed correctly and signs each sheet. A cover sheet is completed where appropriate and the script attached to the paper and sent to the Awarding Body.

Temporary word processor arrangement

Candidates may be entitled to the use of a word processor in an external exam in the event of an injury to their writing arm during, or in the lead up to, the exam series. This would only be a temporary arrangement. In responding to cases of injury close to an examination series, each would be assessed individually before a judgement was made with regard to allocating a laptop or a scribe as the most reasonable adjustment.