<u>Use of Word Processor Policy</u>

The following policy on the use word processors in examinations and assessments is reviewed and updated annually, according to updated JCQ regulations and guidance contained in the publications **Access Arrangements and Reasonable Adjustments** and **Instruction for conducting examinations**.

At Park High School candidates who require a word processor for their examinations are provided with laptops which comply with JCQ regulations.

Some candidates may benefit from the use of a laptop during some or all of their examinations. For example:

- A medical condition whereby it is uncomfortable and/or painful for them to write for extended periods.
- A physical ability affects their ability to write.
- A sensory impairment.
- Planning and organisation problems when writing by hand.
- A candidate whose handwriting is illegible/incomprehensible.
- A candidate whose handwriting speed is slow and when assessed the student has a handwriting speed standardised score of less than 85.

A word processor will not be granted to a candidate simply because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home. The only exception to this, is where a candidate may need an arrangement put in place due to an injury or impairment at the time of an examination/assessment.

In all cases 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. Candidates must not use their school log in-details for examinations. An examination log in will be set up by the ICT technician prior to the examinations. Candidates will not be allowed to use their own computer/laptop for examinations.

For examinations Park High School will:

- Provide a laptop with spelling and grammar check disabled.
- Only grant a laptop to candidates where it is their normal way of working.
- Ensure that a JCQ word processor cover sheet is completed and attached with each typed script.
- Ensure candidates using a laptop are accommodated separately.
- Ensure documents are printed and candidates are present to verify that the work is their own.

- Ensure laptops are not connected to the internet or any other means of communication and application such as calculator.

The School's preferred word processing software for examinations is ExamWritePad and all desktops used will have this installed with the spell check and grammar check functions disabled. Before examinations, the candidates will be instructed on how to use ExamWritePad. They will have used this in mock examinations. ExamWritePad is fully compliant with the requirements set out by JCQ and meets all criteria required to submit a successful examination entry. Instructions for conducting exams (ICE) *Access Arrangements – section 14.20 – Word processors (computers, laptops and tablets)*

Reference to external documents:

https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration