Clifton High School
co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Public Examinations – Use of a Word Processor
Date policy updated	01.10.2020
Date policy to be reviewed	01.03.2021
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A shaded area denotes a regulation to which all schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies and Documents

Public Examinations – Main Policy
 – Appeals
 – Contingency Plan
 – Non-Examination Assessments
 – Emergency Evacuation/Lockdown
 – Taking Examinations at Clifton High School

References to AA relate to JCQ 'Access Arrangements and Reasonable Adjustments' and ICE to JCQ 'Instructions for Conducting Examinations'.

1 - Principles for using a word processor

(AA 5.8)

- Candidates with access to word processors at Clifton High School are allowed to do so in order to remove barriers for disabled* candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question
- Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis
- The use of a word processor is agreed/processed at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework
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- The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support: in the classroom; or working in small groups for reading and/or writing; or literacy support lessons; or literacy intervention strategies; and/or in internal school tests and mock examinations

*The Equality Act 2010 defines disability as 'limitations going beyond the normal differences in ability which may exist among people'.

2 - The use of a word processor
(AA 5.8)
- Clifton High School provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) except where the access arrangement allows for it to be enabled.
- The use of a word processor will only be granted to a candidate where it is their normal way of working within the School.
- The School will only grant the use of a word processor to a candidate if it is appropriate to their needs. (For example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand).
- Candidates may use word processors in controlled assessments or coursework components as standard practice unless prohibited by the specification.
- Candidates are allowed to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers. Clifton High School is also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen.
- Awarding bodies may require that a word processing cover sheet is completed and attached to a candidate's typed script.
- A candidate is not simply granted the use of a word processor to because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home.

3 - Word Processor and their programmes
(ICE 14.25)
- Word processors are used as a type-writer, not as a database, although standard formatting software is acceptable.
- They have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick is not permitted for use by a candidate. Where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by examinations staff.
- Word processors are in good working order at the time of the examination.
- They are accommodated in such a way that other candidates are not disturbed and cannot read the screen.
- Where a candidate using a word processor is accommodated separately, a separate invigilator is used.
- Word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium.
- Documents are printed after the examination is over.
- Candidates are present to verify that the work printed is their own.
- Word processed scripts are attached to any answer booklet which contains some of the answers.
- Word processors are used to produce scripts under secure conditions, and if they are not then the School is aware that they may be refused by the awarding body.
- Word processors are not used to perform skills which are being assessed.
- They are not connected to an intranet or any other means of communication.
- Candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.
- Graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.

- At Clifton High School predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking.
- Voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.
- Word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

4 - Computers, Tablets and Word Processors

Mains electricity will be available for all word processors, however the battery capacity of all laptops and/or tablets is sufficient for the entire duration of the examination.

Candidates with laptops or tablets are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points.

Candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer. (Where these cannot be added during the examination, due to the limitations of the software, they will be added afterwards under the supervision of the invigilator and/or examinations staff).

Each page is appropriately numbered.

Candidates are instructed to use a minimum 12pt font and double spacing.

Invigilators remind candidates to save their work at regular intervals.

'Autosave' is set on each laptop/tablet.

Candidates granted the use of a word processor are present at the end of the examination when their script is printed off so they can verify that the work printed off is their own.

The School confirms that tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing' or are positioned such that they can be plugged in.

5 - Accommodating word processors in examinations

The use of word processors are internally accommodated in the following manner

- At the back of the Gym so candidates can sit with the main examination cohort and in other rooms where necessary
- Word processors are also available in all of the examination rooms used for candidates with access arrangements

The use of word processors is invigilated in the same way as any other examination with the exception of reminders to save at regular intervals and the candidate will not be released until the script has been printed and signed as a genuine copy.

Candidates may not use their own computers for examinations.

Useful websites can be found in the Clifton High School website
https://www.cliftonhigh.co.uk/academic/public-examinations