	Policy Name: Word Processor Policy
	Owner: Senior Deputy Head
	Review Date: October 2024 Next Review: October 2025
	Policy revised annually or as regulations or review demands.

Introduction

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment. The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The following principles are applied to access arrangements at Mayfield School:
- The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate. (AA 4.2.1)
- Although access arrangements/adjustments are intended to allow access to assessments, they are not granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.2)
- Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. ALS leads/SENCos must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. (AA 4.2.3)
- The SENCo must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage a candidate. (AA 4.2.1)
- The candidate must have had appropriate opportunities to practice using the access arrangement(s) /reasonable adjustments in internal school tests, mock examinations and examinations. (AA 4.2.7)

Purpose of the policy

This policy details how Mayfield School complies with JCQ AA (Access Arrangements and Reasonable Adjustments, September 2024 to August 2025) chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE, sections 14.20-27 (Word processors (computers, laptops and tablets) when awarding and allocating a candidate the use of word processor with spelling and grammar check facility/predictive text disabled.

The criteria Mayfield School uses to award and allocate word processors for examinations and assessments

Mayfield values good handwriting and imposes high standards of presentation of work. Although in recent years some teachers are delivering the curriculum electronically, the expectation is that most students will continue to handwrite for their examinations.

Word processors will not be granted to a candidate simply because they want to type, they work faster using a keyboard or they use a laptop at home.

Word processors will only be granted to those students who would be placed at a significant disadvantage as a consequence of their persistent and significant difficulties if they had to handwrite and who meet at least one of the following criteria:

- The candidate has a specific learning difficulty/disability (such as dyslexia, dyspraxia, ASD etc.) which has a substantial and long-term adverse effect on their ability to write coherently and the use of a word processor is both appropriate to their needs and reflects their normal way of working;
- The candidate's speed of handwriting is below average, and the use of word processor is appropriate to their needs and reflects their normal way of working;
- The candidate has a physical difficulty/ medical condition (such as hypermobility / juvenile arthritis etc.) and the use of a word processor is both appropriate to their needs and reflects their normal way of working;
- The candidate has a sensory impairment (such as a vision impairment) and the use of a word processor is both appropriate to their needs and reflects their normal way of working;
- The candidate has very poor handwriting and would lose marks due to the examiner finding their answers illegible and the use of word processor reflects their normal way of working;
- The candidate has a specific learning difficulty/disability and significant planning and organisational problems when writing by hand, the quality of language significantly improves as a result of using a word processor and the use of a word processor reflects their normal way of working;
- The candidate has a history of learning difficulties which necessitate learning support lessons and who has discussed the use of a word processor with the SENCo prior to the Year 10 or Year 12 whole school summer term exams, and where the use of a word processor is appropriate to their needs and reflects their normal way of working;
- Subject teachers have reported to the SENCo that the candidate is not able to reflect their knowledge when handwriting and sufficient evidence is presented to the SENCo to demonstrate the discrepancy between handwritten and typed work either prior to or immediately after the Year 10 or Year 12 whole school summer term exams.

The use of a word processor must be considered and agreed by the SENCo on a subject-to-subject basis.

The only exception to the above where the use of a word processor may be considered for a candidate would be:
- in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course (AA 4.2.4)
- where the curriculum for a specific qualification is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

Arrangements at the time of the assessment for the use of a word processor
A candidate must not use their own word processor in an exam. To comply with regulations Mayfield School will:
- allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text disabled (switched off) where it is their normal way of working within the centre (AA 5.8.1)
- award the use of a word processor to candidates where appropriate to their needs (AA 5.8.4)
- only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)
- process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)
- provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

Mayfield School will not:
- simply grant the use of a word processor to a candidate because she now wants to type rather than write in examinations or can work faster on a keyboard, or because she uses a laptop at home (AA 5.8.4)

Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor is accommodated as follows:
- In the main examination room, or a smaller room where the logistical requirements of the word processor can be met, depending on the number of candidates.

In compliance with the regulations, Mayfield School:
- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding body's specification says otherwise (ICE 14.20)
- (where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21)
- ensures the candidate is reminded to ensure that the centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (ICE 14.22). Pupils will complete the full form on the opening page of the laptop document to ensure this information is included.
- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23). Pupils will complete the full form on the opening page of the laptop document to ensure this information is included.
- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24). Pupils will complete the full form on the opening page of the laptop document to ensure this information is included.
- Makes the candidate aware that their work will be automatically saved at regular intervals throughout the examination.

Mayfield School will ensure the word processor:
- is only used in a way that ensures a candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- is in good working order at the time of the exam
- is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is used as a typewriter, not as a database, although standard formatting software is acceptable
- is cleared of any previously stored data
- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), e-mail, the Internet, social media sites, spreadsheets
- does not include graphic packages or computer aided design software unless permission has been given to use these
- does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking
- does not include computer reading (text to speech) software unless the candidate has permission to use a computer reader
- does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Portable storage medium

Mayfield School will ensure that any portable storage medium (e.g. a memory stick) used:
- is provided by the centre
- is cleared of any previously stored data

Printing the script after the exam has ended

At the end of the exam, the invigilation team will instruct the candidate to export their document to docx. The script will then be printed by the Examination Officer and the candidate will be present to sign and verify that the printed work is their own.

A copy of the script will be saved as a secure file on our school system in case it needs to be verified at a later point by the candidate or the exam board. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body (ICE 14.27).

Allocating word processors at the time of the assessment

Appropriate exam-compliant word processors will be allocated by:

- the IT department in liaison with the SENCo and the exams officer

In exceptional circumstances where the number of compliant 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 awarding body's published start time
- the security of the exam will be maintained at all times and candidates will be supervised in line with section 7.2 of ICE.