Kibworth Mead Academy Word Processor Policy 2024-25

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Word Processor Policy

Purpose:

To ensure that all those preparing students for their exams are fully conversant with the regulations around the allocation of a word processor to a student for their exams.

The 'normal way of working' for exam candidates at Kibworth Mead Academy is that candidates write their exams unless a word processor has been awarded as part of an access arrangement by the SENCO.

There are a number of reasons why a student would be allowed to use a word processor in a public examination. Prior to a decision upon this being made the school would assess the needs of the individual student with the SENCO.

Reasons for consideration of using a word processor in a public exam may include: -

- The student has a medical condition or physical condition where the use of a word processor makes the examination more accessible and alleviates any potential pain which may occur through handwriting
- The student has a sensory impairment and use of a word processor makes the examination more accessible
- A student whose handwriting is illegible
- The student has a condition which means that they experience planning or organisational problems when writing by hand and the use of a word processor aids access to the examination paper.
- The granting of a word processor must always be in line with the current JCQ Access Arrangements and Reasonable Adjustments (JCQ AA 5.8) and JCQ Instructions for Conducting Examinations
- The use of a word processor is only granted if it reflects the support given to the student as their **'normal way of working'**, which is defined as support: in the class and/or in internal school tests and mock examinations
- The use of a word processor should place the student on a level playground with other students, neither advantaging or disadvantaging the student
- 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

The use of a word processor:

- Kibworth Mead Academy will provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).
- The use of a word processor to a candidate will only be granted if it is their normal way of working within the school.
- The use of a word processor will only be granted to a student 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).
- Kibworth Mead Academy will not grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a word processor at home.

- The candidate must be proficient in word processing so it's an appropriate arrangement and does not place a candidate at a disadvantage.
- Work must be completed in a minimum of 12pt font, double spacing. All pages must have the centre number, candidate name, candidate number, unit/component code along with a page number.

The laptops used for exams are:

- Used purely for exams during the exam periods and kept in the IT locked room.
- Have been cleared of any previously stored data before being given to a candidate to start their exam.
- Are in good working order at the time of the examination.
- Have had the spell check facility disabled and run only Exam Writepad software.
- 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, etc.
- Candidates are accommodated in such a way that other students are not disturbed and cannot read the screen.

Printing the script after the exam

- Documents are printed after the examination is overseen by an invigilator. The students are present to verify that the work printed is their own.
- If a candidate omits to insert the required header or footer, he/she is instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.
- The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions).
- The centre may retain electronic copies of word processed scripts as the electronic copy of a word processed script may be accepted by an awarding body where the printed copy has been lost. 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.

Notifying students and staff

- Students granted a word processor for exams will also be allocated a word processor for use in their lessons by the IT department.
- The SENCo advises staff which students are permitted the use of a word processor for exams.

The criteria Kibworth Mead Academy uses to award and allocate word processors for examinations:

Kibworth Mead Academy's statement to meet the requirement, as outlined in the JCQ Access Arrangements guidance.

The **'normal way of working'** for exam candidates, as directed by the Headteacher, is that candidates handwrite their exams. Exceptions to this are where a candidate may have an approved access arrangement in place, for example the use of a word processor. The process by which access to a word processor will be awarded is as follows:

Teaching staff at Kibworth Mead Academy identify students who use a word processor as their normal way of working during the first term of the academic year academic year.

At the end of each academic year student needs are assessed and evaluated and if a student's needs have changed these will be identified and the need met with the provision of a word processor.

During the first term of the academic year access arrangements applications are processed and that will include the use of a word processor.

Word processors provided for exams are used only for exams and have blank memories prior to the examination.

Granting a word processor

Word processors are granted for exams where the candidate has a firmly established need, and it reflects the candidate's normal way of working plus if not granted the candidate would be at a substantial disadvantage.

Established need includes 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
- illegible handwriting

Allocating word processors

Exam-compliant word processors are allocated by IT on the day of the exam.