| | |
|---|---|
| | **ST ALBANS GIRLS' SCHOOL** |
| **Word Processing Procedure** | |
| **GB sub-committee: Curriculum, Assessment & Standards Committee** | |
| **Co-ordinator: Mrs M Maddison** | |
| **Last Reviewed: Autumn 2023** | **Next Review: Autumn 2024** |
| | |
| **Signed by:**<br>**Margaret Chapman**<br>***Head Teacher*** | **Signed by:**<br>**Claire Barnard**<br>***Chair of Governors*** |

| | |
|---|---|
| **1. RATIONALE** | |
| **1.1** | The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment to ensure that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of a persistent and significant difficulty<br><br>This procedure explains the actions taken to ensure inclusion for all students who require a word processor.<br><br>The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet. |
| **2. AIMS** | |
| **2.1** | St Albans Girls' School will ensure that students who have exam access needs are able to sit their exams with the main cohort of students unless there is specific medical evidence specifying that alternative accommodation is necessary.<br><br>The SENCo ensures that the proposed access arrangement does not disadvantage or advantage a candidate. |
| **3. PROCEDURES** | |
| **3.1** | Candidates with access to word processors at St Albans Girls' School are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at substantial disadvantage as a consequence of persistent and significant difficulties. |
| **3.2** | The use of word processors at St Albans Girls' School 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. |
| **3.3** | The use of a word processor at St Albans Girls' School is not granted where it will compromise the assessment objectives of the specification in question. |
| **3.4** | Candidates at St Albans Girls' School 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. |
| **3.5** | The use of a word processor at St Albans Girls' School is normally considered and agreed/processed at the start of the course provided the centre has firmly established a picture of need and normal way for working for a candidate. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework. |
| **3.6** | The use of a word processor for candidates at St Albans Girls' School is only granted if it reflects the support given to the candidates as their 'normal way of working', which is defined as support.<br><br>● In the classroom; or<br>● Working in small groups for reading and/or writing; or<br>● Literacy support lessons; or<br>● Literacy intervention strategies; and/or<br>● Internal school tests and mock examinations<br><br>The only exceptions to the above where the use of a word processor would be considered for a candidate, would be:<br>● in the event of a temporary injury or impairment, or a diagnosis of a disability after the<br>● start of a course where a subject within the curriculum is delivered electronically and laptops are provided to all candidates<br><br>"A word processor cannot simply be granted to a candidate because s/he now wants to type rather than write in examinations or can work faster on a keyboard, or because s/he uses a laptop at home" ( JCQ Access Arrangements and Reasonable Adjustments 2023 - 2024, 5.8) |
| **3.7** | **The following procedures are in place at St Albans Girls' School:**<br>A word processor with the spelling and grammar check facility/predictive text disabled is provided to a candidate where it is their normal way of working within the centre. |
| **3.8** | A word processor is provided 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). |
| **3.9** | Access to word processors is provided to candidates in non-examined assessments or coursework components as standard practice unless prohibited by the specification. |
| **3.10** | Candidates are able to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and hand write shorter answers.<br>St Albans Girls' School are 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. |
| **3.11** | A word processor cover sheet JCQ Form 4 is completed and attached to each candidate's typed script where required by the examination board. |
| **3.12** | In Functional Skills English (Reading and Writing components) the use of a word processor with the spell check facility switched on is permitted for all candidates. |
| **3.13** | The use of a word processor is not granted 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 laptop at home. |
| **3.14** | **At St Albans Girls' School:**<br>Word processors are used as a type-writer, not as a database although standard formatting software is acceptable. |
| **3.15** | Laptops have been cleared of any previously stored data. All data is cleared from 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 a nominated member of centre staff. |
| **3.16** | Word processors are in good working order at the time of the examination. |
| **3.17** | Word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen. |
| **3.18** | Candidates are reminded to save their work at regular intervals |
| **3.19** | At St Albans Girls' School word processors have the facility to print from a portable storage medium. |
| **3.20** | Candidates are escorted by an invigilator to the Examination Officer to print their work. Candidates are asked to verify that the work printed is their own, each page is numbered and initialled by the candidate in the presence of the Examination Officer. |
| **3.21** | Scripts and the JCQ Form 4 are inserted into the Awarding Body examination answer booklets where required by the examination board. |
| **3.22** | Graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these. |
| **3.23** | 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 scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking. |
| **3.24** | Word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe. |
| **3.25** | Candidates have the opportunity to practise using school laptops, including in classroom assessments, before their first examination. |
| **4. MONITORING** | |

| | |
|---|---|
| **4.1** | At St Albans Girls' School candidates with fully charged laptops are seated in the Dance Studio adjacent to the main examination hall. Laptops are fully charged before the examination but are also connected to a power source during the examination. |
| **4.2** | Candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer. |
| **4.3** | Candidates using Word software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details in a header or footer once they have finished the examination and printed off their typed script. They are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way. Candidates are asked to paginate and sign each page of their script. |
| **4.4** | At St Albans Girls' School invigilators remind candidates to save their work at regular intervals. Students are given instructions prior to exams. They save their work on 2 memory sticks. Once the document has been printed, memory sticks are cleared and the laptop can be switched off. |
| **4.5** | St Albans Girls' School will retain electronic copies of word-processed scripts in secure files which can be made available to an awarding body where the printed copy has been lost. (JCQ ICE 2023 -2024 14.27). |
| **4.6** | Candidates are instructed to use a minimum 12pt font and double spacing. |
| **4.7** | This procedure will be reviewed every year by the Curriculum, Assessments and Standards Committee. |
| **4.8** | St Albans Girls' School monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance. |

**Appendix 1**

**SLT Statement**

The criteria St Albans Girls' School uses to award and allocate word processors for examinations.

Candidates with access to word processors at St Albans Girls' School are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at substantial disadvantage as a consequence of persistent and significant difficulties.

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where he/she has a firmly established need. It reflects the candidate's normal way of working and by not being awarded a word processor the candidate would be at a substantial disadvantage to other candidates.

Needs might include where a candidate has, for example: -

- A learning difficulty which as 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
- Poor handwriting

A further exception to the 'normal way of working' where the use of a word processor may be considered for a candidate would be:

- on a temporary basis as a consequence of a temporary injury at the time of the assessment
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

**Allocating Word Processors**

Appropriate exam-compliant word processors will be allocated by the Exam Department in liaison with the SENCO and IT Department.

**Updated 28/11/2023**