



**Ripon Grammar School**

## **Word Processor Policy**

### **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 him/her 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.

Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

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. The SENCO must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.

The SENCO must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate.

The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) before their first examination.

### **Purpose of the policy**

This policy details how Ripon Grammar School complies with the JCQ Access Arrangements and Reasonable Adjustments and Instructions for Conducting Examinations documents, when awarding and allocating a candidate the use of word processor in examinations.

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

## **The use of a word processor**

The 'normal way of working' for exam candidates, as directed by the Headteacher, 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.

## **Awarding word processors**

There are 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 would be at a substantial disadvantage to other candidates.

This may include 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
- poor handwriting

The only exception to the above 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

Ripon Grammar School will

- allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled (switched off) where it is their normal way of working within the centre
- 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
- provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification

Ripon Grammar School will not

- simply grant the use of a word processor to a candidate because they now want to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home.
- the request for a use of a word processor by a candidate (or their parent/carer) would not necessarily result in them being allocated a word processor.

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

A candidate using a word processor is accommodated either in the main examination room or in a smaller room dependant on the requirements of the candidate.

In compliance with the regulations Ripon Grammar School:

- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise
- 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
- ensures the candidate is reminded to save their work at regular intervals, (or where possible, an IT technician will set up 'autosave' on each laptop to ensure that if there is a complication or technical issue, the candidate's work is not lost)

Ripon Grammar 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 not connected to an intranet or any other means of communication
- 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), spreadsheets etc.
- 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 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**

Ripon Grammar School will ensure that any portable storage medium (e.g. a memory stick) used

- is provided by the centre
- a separate named memory stick is provided for each candidate

- the memory stick is stored securely in the Exams Office safe during the examination season and up to the post results service deadline.

### **Printing the script after the exam is over**

- at the completion of the examination the candidate with the word processor will be escorted to the Exams Office by an invigilator.
- the Exams Officer will download the candidate's work on to their specific memory stick, and insert a header containing the candidate number, centre number, unit code and page number
- print off the candidate's work
- the candidate is present and will sign each page to verify that the work printed is their own
- a word-processed script is attached to any answer booklet which contains some of the answers
- where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions)