OAKLANDS CATHOLIC SCHOOL

AND

SIXTH FORM COLLEGE

With delegated responsibility from the

Edith Stein Catholic Academy Trust

USE OF WORD PROCESSORS IN EXAMINATIONS POLICY

APPROVED BY SENIOR LEADERSHIP TEAM	**SEPTEMBER 2021**
SCRUTINISED BY SENIOR LEADERSHIP TEAM	**SEPTEMBER 2021**
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MEMBER OF STAFF RESPONSIBLE	Deputy Head
STATUTORY / NON-STATUTORY	JCQ Requirement

Community   Unity   Opportunity

Policy Amendments

Version Date	Section / Page	Amendments
September 2021		No amendments required

1.0 Criteria

1.1 A word processor cannot be granted to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home.

1.2 The use of a word processor MUST reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

1.3 Referrals for laptop use must be made to the SENCO by subject teachers on the form available in the learning support directory – referral forms. This form must be accompanied by evidence of need.

1.4 This list helps to identify candidates who would benefit from the use of a word processor, although it is not exhaustive;

- A learning difficulty which has a substantial and long term adverse effect on the ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisation problems when writing by hand
- Poor handwriting

2.0 Examination Specifications

2.1 A word processor or desktop computer will be provided with the spelling and grammar checkers and predictive text facility switched off. Word or Wordpad is the software installed on word processors used for examination purposes.

2.2 The device must have been cleared of any previously stored data, as must any portable storage medium used.

2.3 The device must be in good working order at the time of the examination;

2.4 The candidate must be 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 in another room, a separate invigilator will be required;

2.5 The device must be used to produce scripts under secure conditions, otherwise they may be refused;

2.6 The device must not be used to perform skills which are being assessed;

2.7 The device must not be connected to an intranet or any other means of communication;

2.8 The device must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;

2.9 The device must not include graphic packages or computer aided design software unless permission has been given to use these;

2.10 The device must 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;

2.11   The device must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;

2.12   The device must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

2.13   Candidates may use their answer booklet in addition to the word processor if they wish to do so.

2.14   A candidate does not need to use word processing for all exams, e.g. they may opt use for high literacy subjects only. However, the provision must be agreed with the SENCO during practice exams and no changes can be made once we enter the formal GCSE and GCE exam period.

2.15   Candidates must not use their school log-in on a school computer for exams. The invigilator and IT team will have specific exams log-in details and are responsible for setting up each unit.

2.16   Candidates are responsible for ensuring that the pages are **numbered**, that each page has the **centre number, candidate number and unit/component code** as either a header or a footer. Candidates using WordPad will not be able to insert headers and footers and so, if necessary, may handwrite their details as a header or footer. The candidate **must** be supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

2.17   All text must be written with a 12-point font and there is double spacing.

2.18   **All answers must be clearly numbered to match the question paper**.

2.19   Candidates must save their work at regular intervals. The invigilator is not responsible for loss of work if a student fails to save their work regularly.

2.20   It is the candidates' responsibility to report any faulty equipment e.g. sticking space bar, to the invigilator. Issues cannot be dealt with after the exam if this has not been reported and logged by the invigilator.

2.21   Every effort is made to ensure that candidates cannot access spell check, their own drive and the internet during exams. However, if any student is found trying to get around the settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body.

2.22   The device must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium (memory stick). This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;

2.23   A Joint Council of Qualifications (JCQ) word processor cover sheet must be completed and attached to the candidate's script.