ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

Word Processor Policy (Exams)

Summer 2022

Next Review: Autumn 2023

Resources & Personnel Committee

Contents

Mission Statement

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum delivered in modern facilities, equipping students with the ability to meet the challenges of the 21st Century confidently, and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the school's community which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

We are a fully inclusive, Catholic girls' secondary school meeting high academic standards, promoting spirituality, pastoral care and the Catholic community.

We recognise in all our relationships the dignity and value of each person showing one another mutual acceptance and respect.

'Act justly, love tenderly, walk humbly with your God.'

Policy/Procedure creator: Mrs Jan Hunt

Policy/Procedure created/reviewed: 09/05/2022

Centre Name	St. Anne's Catholic High School for Girls
Centre Number	12534
Date policy first created	27/04/2022
Current policy approved by	Mrs Jo Sanders
Current policy reviewed by	Mrs Jan Hunt
Date of next review	tbc

Key staff involved in the policy

Role	Name
ALS lead/SENCo	Mrs Claudia Vowles
Exams officer	Mrs Jan Hunt
Senior leader(s)	Mrs Jo Sanders
IT manager	Mr Stephen French
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually on the publication of updated JCQ regulations.

References in this policy to **AA** and **ICE** relate to/are directly taken from the JCQ publications **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

Introduction

(updated 2021/22) 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 following principles are applied to access arrangements at St. Anne's Catholic High School for Girls:

- (updated 2021/22) 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)

- (updated 2021/22) 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)

- (updated 2021/22) 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)

- (updated 2021/22) The Additional Learning Support lead/SENCo must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage a candidate. (AA 4.2.1)

- (updated 2021/22) The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustments before his/her first examination. (AA 4.2.7)

Purpose of the policy

(updated 2021/22) This policy details how St. Anne's Catholic High School for Girls complies with AA, chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE, sections 14.20-25 (Word processors (computers, laptops and tablets) 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

St. Anne's Catholic High School for Girls 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 (AA 5.8.1)

- (updated 2021/22) award the use of a word processor to candidates where appropriate to their needs (AA 5.8.4)

  For example, a candidate with:

  - a learning difficulty which has a substantial and long term adverse effect on his/her ability to write legibly

  - a medical condition

  - a physical disability

  - a sensory impairment

  - planning and organisational problems when writing by hand

  - poor handwriting

- 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)

- (update 2021/22) 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)

St. Anne's Catholic High School for Girls will not:

- (updated 2021/22) simply grant the use of a word processor to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home (AA 5.8.4)

Exceptions

The only exceptions to the above where the use of a word processor would 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)

- (updated 2021/22) where the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4) Other centre specific information relating to the use of a word processor:

not applicable

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 a separate room, which maybe the Mary Agnes House, wherever possible.

In compliance with the regulations, St. Anne's Catholic High School for Girls:

- 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)

- if a candidate is using a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off their typed script, he/she is instructed to handwrite their 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 (ICE 14.22)

- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)

- (updated 2021/22) ensures the candidate is reminded to save his/her work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)

- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

St. Anne's Catholic High School for Girls will ensure the word processor (ICE 14.25):

- 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 and is not connected to an intranet or any other means of communication

- 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

St. Anne's Catholic High School for Girls will ensure that any portable storage medium (e.g. a memory stick) used:

(ICE 14.25)

- is provided by the centre

- is cleared of any previously stored data

Printing the script after the exam has ended

St. Anne's Catholic High School for Girls will ensure that:

(ICE 14.25)

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium

- the candidate is present to verify that the work printed is his/her 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)

- 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 (ICE 14.22)

Other centre specific information relating to arrangements at the time of the assessment:

not applicable

STATEMENT

JCQ regulations (**Access Arrangements and Reasonable Adjustments**, section 5.8) state: A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

The criteria used to award and allocate word processors for examinations

St. Anne's Catholic High School for Girls confirms the normal way of working in examinations is:

- candidates handwrite responses on their examination scripts (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 the use of word processors

There are exceptions when St. Anne's Catholic High School for Girls may award a candidate the use of a word processor in examinations where:

- the candidate has a firmly established need

- it reflects the candidate's normal way of working

- by not being awarded a word processor the candidate would be at a substantial disadvantage to other candidates

This may include where a candidate has, for example:

- o a learning difficulty which has a substantial and long term adverse effect on his/her ability to write legibly
- o a medical condition
- o a physical disability
- o a sensory impairment
- o planning and organisational problems when writing by hand
- o poor handwriting

(This list is not exhaustive)

The only exceptions to the above where the use of a word processor may also 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

Other centre specific information relating to awarding the use of a word processor:

Not applicable

Allocating the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be allocated by:

- the IT department in liaison with the ALS lead/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:

- tbc

- tbc

- the security of the exam will be maintained at all times and candidates will be supervised in line with section 7.2 of ICE

Other centre specific information relating to allocating the use of a word processor:

Not applicable

Statement provided by	Mrs Jo Sanders (This also serves as a signature if this document is stored electronically)
Role	Associate Headteacher
Signature	