



Teign School

Word Processor Procedure 2025/26

This procedure is reviewed annually to ensure compliance with current regulations.

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Date approved:	6 May 2025
Next review date:	May 2026

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Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, in the autumn term, on the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2019-2020 and 'ICE' to JCQ Instructions for conducting examinations 2019-2020.

Principles for using a word processor

Teign School complies with the AA regulation 'that a word processor cannot simply be granted 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. The use of a word processor must reflect the candidate's normal way of working within the centre.'

The use of a word processor

Teign School complies with AA section 5.8 regulations as follows:

- **(AA 5.8.1)** Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off). Only grants the use of a word processor to a candidate where it is their normal way of working within the centre. 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. (This also extends to the use of electronic brailers and tablets.)
- **(AA 5.8.2)** The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.
- **(AA 5.8.3)** It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers. 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.
- **(AA 5.8.4)** In all cases, ensures that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed examination script. Ensures 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. Does not simply 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 laptop at home.
- Candidates who may benefit from the use of a word processor, are those with:
 - a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly;
 - a medical condition;
 - a physical disability;

- o a sensory impairment;
- o planning and organisational problems when writing by hand;
- o poor handwriting.

Word processors and their programmes

Teign School complies with **ICE 14.25** instructions by ensuring:

- a. word processors are used as a type-writer, not as a database, although standard formatting software is acceptable;
- b. word processors have been cleared of any previously stored data, as must 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;
- c. word processors are in good working order at the time of the examination;
- d. word processors are 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 separately, a separate invigilator is used;
- e. word processors 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. 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;
- f. word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body;
- g. word processors are not used to perform skills which are being assessed;
- h. word processors are not connected to an intranet or any other means of communication;
- i. candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- j. graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these;
- k. 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 a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking;
- l. voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software;
- m. word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

In line with ICE 14.25 instructions a word processor cover sheet (Form 4) will be:

- a. printed from the JCQ website - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> and
- b. included with the candidate's typed script. We refer to the relevant awarding body's instructions as different processing arrangements apply.

We include a cover sheet to enable the word processed script to be processed.

Laptops, Tablets and Word Processors

Teign School complies with ICE 14.20 to 14.24 instructions by ensuring:

- Word processors (e.g. computer, laptop, tablet, braille) are provided with the spelling and grammar check/predictive text disabled to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates;
- **14.21** -Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'freestanding'. The battery capacity of all laptops used and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination. We ensure that the battery is sufficiently charged for the entire duration of the examination. Candidates with fully charged laptops or tablets are given the opportunity to be seated within the theatre without the need for separate invigilation and power points.
- **14.22** - Candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer, e.g. 12345/8001 – 6391/01. Candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script. Candidates 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. Each page is appropriately numbered, e.g. page 1 of 6. Candidates are instructed to use a minimum 12pt font and double spacing.
- **14.24-** Invigilators remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This way, if there is a complication or technical issue, the candidate's work is not lost. Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.
- Candidates granted the use of a word processor are present at the end of the examination when their script is printed off so they can verify that the work printed off is their own.

Accommodating word processors in examinations

The use of word processors are internally accommodated in the following manner: word processors are 'free-standing' and can be used as and when required in all venues used for exams.

Technicians are available 'on-call' should the need arise for technical support.

Invigilation arrangements relating to the use of word processors include the following:

- Invigilators receive regular training regarding the use of word processors;
- 8 or more students requiring word processors are seated in a separate computer room;
- Details regarding the requirements of students using a word processor are detailed on the seating plans.