

Teign School

Word Processor Procedure 2026/27

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

Approved/reviewed by:	Lucie Wagner
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Contents

Introduction	Page 3
Principles for using a word processor	Page 3
The use of a word processor	Page 3
Word processors and their programmes	Page 4
Laptops, Tablets and Word Processors	Page 5
Accommodating word processors in examinations	Page 6

Introduction

- This policy on the use of word processors in examinations and assessments is reviewed and updated annually, in the autumn term, following 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* (updated March 2026) and references to 'ICE' relate to JCQ *Instructions for Conducting Examinations 2025–26*.
- This policy has been approved by a member of the Senior Leadership Team and is available for inspection in accordance with JCQ requirements.

Principles for Using a Word Processor

- Teign School complies with the JCQ regulation that a word processor cannot simply be granted to a candidate because they wish to type rather than write in examinations, can work faster on a keyboard, or use 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)

- Teign School provides a word processor with the spelling and grammar check facility and predictive text disabled (switched off). The use of a word processor is only granted to a candidate where it reflects the candidate's normal way of working within the centre.
- For example, the quality of language may significantly improve as a result of using a word processor due to difficulties 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 is 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, for example those requiring extended writing, and handwrite shorter answers.
- Examinations which contain a significant amount of writing, as well as those that place a greater demand on organising thoughts and planning extended answers, are those where candidates will frequently need to type.
- Examinations which require shorter or more simplistic answers are often easier to complete by handwriting within the answer booklet. The candidate therefore avoids the difficulty of visually tracking between the question paper and screen.

(AA 5.8.4)

Word Processor Procedure

- In all cases, Teign School ensures that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed examination script.
- 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.
- Teign School does not grant the use of a word processor simply because a candidate prefers to type rather than write, works faster on a keyboard, or uses a laptop at home.

Candidates Who May Benefit from the Use of a Word Processor

- Candidates who may benefit from the use of a word processor include 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;
- a sensory impairment;
- planning and organisational difficulties when writing by hand;
- persistent and/or substantially illegible handwriting which significantly impacts legibility, speed, organisation or access to assessment;
- a temporary injury or impairment which affects the candidate's ability to write by hand.

Word Processors and Their Programmes

- Teign School complies with ICE 14.25 instructions by ensuring that:
- word processors are used as typewriters and not as databases, although standard formatting software is acceptable;
- word processors are cleared of any previously stored data, as must any portable storage medium used;
- unauthorised memory sticks are not permitted for use by candidates;
- where required, candidates are provided with a memory stick cleared of any previously stored data by a nominated member of centre staff;
- word processors are in good working order at the time of the examination;
- word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen;
- where candidates using word processors are accommodated separately, appropriate invigilation arrangements are put in place in accordance with JCQ ICE regulations;
- word processors are either connected to a printer so that scripts can be printed after the examination, or have the facility to print from a portable storage medium;
- candidates are present when scripts are printed to verify that the work printed is their own;
- word processed scripts are attached to any answer booklet which contains handwritten answers;
- word processors are used to produce scripts under secure conditions;
- word processors are not used to perform skills which are being assessed;

- word processors are not connected to an intranet or any other means of communication;
- candidates are not given access to other applications such as calculators (where prohibited in the examination), spreadsheets or other unauthorised software;
- graphic packages or computer-aided design software are not included on a word processor unless permission has been granted for their use;
- predictive text software and automatic spelling and grammar checking facilities are disabled unless the candidate has approval for a scribe or speech recognition arrangement (the script must have a scribe cover sheet attached), or the awarding body's specification explicitly permits their use;
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software;
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Word Processor Cover Sheets

In line with ICE 14.25 instructions, a word processor cover sheet (Form 4) will be printed from the JCQ website:

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

- included with the candidate's typed script.
- Teign School refers to the relevant awarding body's instructions, as different processing arrangements may apply.
- A cover sheet is included to enable the word processed script to be processed correctly.

Laptops, Tablets and Word Processors

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

- word processors (for example computers, laptops, tablets and braille) are provided with spelling and grammar check and predictive text disabled where this reflects the candidate's normal way of working within the centre, unless an awarding body's specification states otherwise;
- where the curriculum is delivered electronically and the centre provides word processors to all candidates, appropriate arrangements are maintained in examinations.

ICE 14.21

- Tablets are designed to run for extended periods once fully charged and are intended to be freestanding.
- The battery capacity of all laptops and tablets used in examinations is checked before the examination to ensure sufficient charge for the entire duration of the examination.

- Candidates with fully charged laptops or tablets may therefore be seated within the main examination venue without the need for separate invigilation or access to power points.

ICE 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, for example:
12345/8001 – 6391/01
- Candidates using Notepad or WordPad software, which do not allow headers or footers, are instructed to handwrite their details once the examination has finished and the script has been printed.
- Candidates are supervised to ensure they are only performing this task and are not re-reading or amending their answers.
- Each page must be appropriately numbered, for example page 1 of 6.
- Candidates are instructed to use a minimum 12pt font and double spacing in order to assist examiners when marking.

ICE 14.24

- Invigilators remind candidates to save their work at regular intervals.
- Alternatively, an IT technician may set up autosave on laptops or tablets to minimise the risk of work being lost in the event of technical difficulties.
- Candidates granted the use of a word processor are present at the end of the examination when their script is printed so they can verify that the work printed is their own.

Accommodating Word Processors in Examinations

- The use of word processors is internally accommodated in the following manner:
- word processors are freestanding and can be used as required in all examination venues;
- technicians are available on-call should technical support be required.
- Invigilation arrangements relating to the use of word processors include the following:
- invigilators receive regular training regarding the use of word processors;
- eight or more students requiring word processors are seated in a separate computer room;
- details regarding the requirements of students using a word processor are identified on seating plans.