



# GEORGE ABBOT SCHOOL

<b>Policy Title:</b>	<b>Word Processor Use in Exams</b>	
<b>Author:</b>	<b>Specialist Assessor</b>	
<b>Date of most recent review:</b>		<b>April 2019</b>

The SENCo/Specialist Assessor identifies and approves those students who need to use a word processor in school. Evidence needs to be provided in the form of handwriting samples and/or assessments showing a slow writing speed. This then becomes the student's normal way of working in class, for homework and for assessments.

Students are permitted to use word processors in their written exams when a word processor has been used regularly in their classes and for tests and assessments over an extended period of time. Evidence of regular use is required in the form of examples of work completed on a word processor in lessons, tests or assessments. These may be kept electronically in a student's Exam Access Arrangement (EAA) file and are available for inspection purposes.

Most students use word processors to overcome issues with the legibility and/or speed of their writing or because the quality of their written work improves when they do so. Word processors are never used in exams simply because a student prefers to type his/her answers. Students understand that a word processor must be used regularly for written communication.

Students must either have a laptop issued to them through the SEN department or have permission to bring in a personal laptop from home (ensuring that it is covered by the family's home insurance).

For exam purposes students may only complete their exams on school provided computers and not their own personal hardware. It is essential that students using computers when sitting their exams are done so in accordance with the regulations as set out by the Joint Council for Qualifications (JCQ).

Whilst spell-check and grammar tools are often used in lessons, students who word process for internal tests/assessments and exams will not be permitted to use these tools under JCQ Regulations, unless of course, this has been granted as an approved access arrangement in advance.

Students will be issued with an exam login which will only be activated for the exam itself. The exam login will have no access to the internet. Students will be expected, when using word processors, to use the template provided in their exam login account, to regularly save their work, to print out two copies of their answers and to sign the back of each individual page.

One complete copy of their work will go in an envelope and the student will sign on the seal of this ensuring that their name, exam paper and date are added to the front of this envelope. The other copy will be put with the question paper/answer booklet for the exam board. Students who use word processors must ensure they complete the candidate details on the front of their question paper/answer booklet when instructed to do so.

Students understand that if they do not wish to use a word processor to complete all of their exam questions, they do not need to do so. For example, they may prefer to handwrite the short answers, as permitted by JCQ.

Students with temporary injuries, such as a broken arm, may also benefit from using a word processor, instead of writing.

The Examinations Manager ensures that word processors are appropriately set up for exam purposes and ensures that the relevant procedures are followed before and after the exam. This includes the printing of the students' exam work and completing the JCQ Form 4 which is submitted with the exam paper/answer booklet to the exam board.

Head of Centre: \_\_\_\_\_

Name: MRS KATE CARRIETT