<u>Use of Word Processor Statement in Examinations & Controlled Assessments</u>

The following is the requirements laid down by this centre for candidates who require the use of a word processor in JCQ public examinations & or controlled assessments:

- If a candidate believes they should be using a word processor for their examinations & or controlled assessments they must first speak with the Examination Officer (EO). The use of a laptop will only be granted to a student if it has been assessed as appropriate to their needs and approved by the EO and SLT member.
- If the EO and SLT member confirms that a word processor is acceptable for a candidate to use in their examinations & or controlled assessments they will inform subject leaders and staff by email and this information will be added to the 'Access Arrangements' tracker.
- The EO and SLT member will then add this entitlement to their SIMS Exams profile so it is recorded for public examination seasons. However, please note that the candidate may or may not wish to use the word processor on the day of the examination.
- The subject leader must make sure that the word processor is ready if the candidate wants to use this for their controlled assessment. However please note that the candidate may or may not wish to use the word processor on the day of the controlled assessment.
  - Please note that word processors cannot be used in controlled assessments if prohibited for that unit & or specification.
  - If in doubt, the subject leader must email the EO who will then contact the relevant awarding body by email to ask permission for use of a word processor in that controlled assessment unit.
  - Subject leader needs to contact the EO at least 2 weeks before a controlled assessment is due to take place.
- The Centre requirement & recommendation for candidates regarding use of word processors in examinations and/or controlled assessments is that this is 'their normal way of working within class and will not hinder the candidate in completing the examinations and/or controlled assessments at any time.
- Where possible, students taking any formal examinations, in class tests and assessments will have the opportunity to use a laptop, if one is available.
  - Please note that there may be occasions, particularly during mock examinations and the summer public exam series, where laptops may not be available to other year groups.

This centre follows the 2017-18 JCQ rules from the Access Arrangements regulation book regarding the use of word processors noted below:

(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.
- Only grants the use of a word processor to a candidate if it is appropriate to their needs (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). The above also extends to the use of electronic braillers and tablets.

(AA 5.8.2)
- Provides access to word processors to candidates in non-examination assessments (including controlled assessments or coursework) components as standard practice unless prohibited by the specification.

(AA 5.8.3)
- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and hand write shorter answers.
- Are also aware that 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 hand write 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 included with each candidate's typed script
- 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

Word Processor

- A candidate who cannot write legibly because she has significant learning difficulties asks to use a word processor in her examinations. It is her normal means of producing written work within the centre because her teachers cannot read her writing. She is very proficient in using a word processor. The EO and SLT member allows her to use a word processor in her examinations.

- A candidate does not have a learning difficulty but is a 'messy' writer. Their handwriting is hard to decipher. They request the use of a word processor. This is granted by the EO and SLT member because it reflects their normal way of working within the centre.
- A candidate wishes to use a word processor since this is their normal way of working within the centre. However, the candidate additionally wishes to use the spelling and grammar check facility. Given that they does not meet the published criteria for a scribe, the candidate cannot use the spelling and grammar check facility. The EO and SLT member allows them to use a word processor in line with the regulations as set out in the JCQ 'ICE' booklet.
- A candidate who has significant learning difficulties has quite legible writing. However, they make many omissions and cannot order their ideas correctly. Their written scripts are legible but covered in crossings-out and omission marks. They request a word processor and this is granted by the EO and SLT member. The use of a word processor allows them to correct text, sequence their answers and reflects their normal way of working within the centre.
- A blind candidate asks to use a word processor in their examinations. They also request the use of a screen reader to allow them to 'read' back and check the answers their have typed. These arrangements are permitted when using a word processor in their examinations. However, if the candidate also wants to use predictive text and/or the spelling and grammar check facility they must meet the published criteria for a scribe, with an approved application in place.

Word Processor and 25% extra time

- A candidate has a below average free writing speed when handwriting and qualifies for 25% extra time. However, using a word processor is their normal way of working within the centre. When typing they can produce written work effectively. The EO and SLT member awards the use of a word processor as it removes the barrier presented by their slow handwriting. The EO and SLT member will consider whether 25% extra time is required when writing by hand such as in GCSE Mathematics and Science examinations. The candidate's cognitive processing will need to be assessed as they will require two below average standardised scores or one below average standardised score and one low average standardised score to be awarded 25% extra time.
- A candidate with significant learning difficulties has a below average speed of writing and below average scores in areas of cognitive processing and reading speed. As using a word processor is their normal way of working within the centre, they have been able to improve their typing speed to match the equivalent average writing rate. However, they have persistent and significant difficulties in interpreting questions and formulating thier typed answers. They are given 25% extra time, as well as the use of a word processor, as both arrangements are appropriate to his needs.

Date First Written: May 2018
Updated: September 2021