



Word Processor Policy 2019/2020

For review by the Principal, annually
Approved by SLT

Date of last review: September 2019

Date of next review: September 2020

Introduction

This policy on the use of word processors in examinations and assessment is reviewed and updated annually, early in the autumn term, on the publication of the updated JCQ regulations and guidance contained in the publications 'Access Arrangements and Reasonable Adjustments' (AA) and 'Instructions for conducting Examinations' (ICE).

There is no requirement to process an application using Access Arrangements Online (AAO) or to record the use of the arrangement. No evidence is needed to support the arrangement (AA 5.8)

Principles for using a word processor

The purpose of an access arrangement 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 (AA section 4.2.1)

Students at IKB Academy have access to the use of a word processor when it is demonstrated that the quality of their language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. This is the student's normal way of working at IKB and they may be granted the use of a word processor within the school where there is a significant amount of writing, such as English, Product Design, and History.

Students at IKB Academy are identified as having significant improvement in the quality of their language due to, for example, (AA 5.8.4)

- 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
- Poor handwriting
- Slow handwriting that qualifies for extra time where the use of a word processor is their normal way of working within IKB Academy and removes the barrier requirement for extra time due to the slow handwriting

The use of a word processor (AA section 5.8)

The use of a word processor in examinations cannot be granted to a candidate simply because they would rather type than write in examinations, or because they can work faster

on a keyboard, or that they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working at IKB. Candidates may not require the use of a word processor in all subjects, as their methods of assessments may vary (AA 4.2.3). The use of a word processor will be considered on a subject-by-subject basis.

Students generally enter IKB Academy at the start of year 10 and year 12. IKB Academy will build a picture of need of students during their first year at the school to establish their normal way of working, such as the use of a word processor for extended writing during lessons, small group work, examinations and mocks for example.

The use of a word processor in non-examination assessment components (for example controlled assessments or coursework components) will be considered standard practice unless it is prohibited by the specification.

Students using a word processor at IKB Academy as their normal way of working for extended writing will have the spelling and grammar check/predictive text disabled unless they have had additional testing that indicates that the student has met the published criteria for a scribe, and an approved application has been made.

The use of a word processor at IKB Academy does not allow the student to have extra time. An application for extra time can be applied for if it is judged that the candidate's persistent and significant difficulties in interpreting questions and formulating their typed answers meet the published criteria for extra time, and an approved application has been made.

Word processors use in examinations

It is essential that the integrity of the examination is maintained whilst at the same time providing access to assessments for disabled candidates. (AA 4.2.1) The use of a word processor cannot be granted where it will compromise the assessment objectives of the specification in question (AA 4.2.2)

Where a candidate has used a word processor in an examination, a word processor cover sheet (Form 4) must be completed and included with the candidate's typed script. This is available from the JCQ website. If the candidate has been permitted a scribe then a scribe cover sheet (Form 2) must be completed.

IKB Academy ensures that it complies with ICE 1 September to 31 August 2018, section 8.8 (page 25) relating to the use of word processors.

Candidates must be reminded to ensure that their Centre Number (50734), candidate number and the unit/component code appear on each page as a header or footer: (e.g. 12345/8001 – 6391/01)

The candidate must number each page appropriately.

Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.

Invigilators must remind candidates to save their work at regular intervals in addition to the 'autosave' set up on each laptop where possible by ICT Support at Wellsway School.

Signed

A handwritten signature in black ink, appearing to be 'D. Wilkinson', written in a cursive style with a long horizontal flourish at the end.

D. Wilkinson, Principal, IKB Academy