



Ancora House School

Word Processor Policy

Introduction

This Policy is designed to set out our schools protocol when issuing word processors to candidates for all examinations, in line with the JCQ Guidelines: “Centres are allowed to provide a word processor (e.g. laptop, computer) 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. This also includes an electronic braille or a tablet.

Use of Word Processor

The purpose of using the word processor is to ensure young people with a long term need or temporary injury are not at a disadvantage to other candidates whilst sitting the examination. Word processors will be granted on a subject by subject basis, where appropriate. A word processor will be allocated to the candidate if it is within their normal way of working and they have a historical need or long term impairment. In the event that a candidate has suffered recent injury or illness which has an impact on their ability to write, a word processor may be allocated in these circumstances also.

Particular types of candidates may benefit from using a word processor, for example a candidate 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 problems when writing by hand
- Poor handwriting

(This list is not exhaustive)

It is our policy that candidates must show proficiency in the use of a word processor before using it for examinations, except in the case of temporary injury or impairment at the time of the examination.

The centre will ensure that: the word processor will be used as a type writer and not a database, and will not have access to any internet, intranet or software that would aid the candidate in the exam, the word processor will be cleared of previously stored data. The word processor will be in good



working order at the time of the examination and the candidate may be accommodated in a separate room to ensure no disruption to other candidates.

The centre will ensure that the word processor does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking. The centre will ensure the word processor does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software and that it is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe. If the candidate has permission to use a scribe a word processor may be used as an alternative, word processors can be used with spelling and grammar check enabled (in subjects where spelling and grammar is not being assessed) as long as this is stated on the scribe cover sheet, the candidate will not receive marks for spelling and grammar in this instance. Alternatively the spelling and grammar can be disabled on the laptop/tablet and the candidate can dictate the punctuation, they will then receive marks for punctuation and grammar.

Ancora House School predominantly has transferred candidates sitting exams at the centre rather than students that have been entered by the school. If use of a word processor is stated on the JCQ Transfer of Candidacy form by the entering centre for a transferred candidate, Ancora House School will acquire the relevant information/history of need and evidence in relation to this, so that the candidate's needs are met, all relevant documentation will be retained for inspection.

After the exam

After the candidate has finished their exam, they will be provided with a blank memory stick where their work will be saved onto. The candidate with the invigilator and the laptop/memory stick will then come to the school office for the exams officer to securely print the candidate's work, the candidate will sign to confirm that this is their work. The candidate's name, centre number, candidate number and paper number/title will be set as a header to ensure this is displayed on each page of the candidate's work. A word processor cover sheet (Form 4) will be printed and included with all candidate's scripts. If a candidate uses notepad or WordPad, where the header function is not available, the candidate may write all relevant information on the top of each page, after the examination has finished, under the supervision of the invigilator.

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