

Academy@Worden

Word Processor Policy 2016/17

Introduction

This document is the Word Processor policy for Academy@Worden. References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2016/17 and ICE to JCQ Instructions for conducting examinations 2016/17.

1 - Principles for using a word processor

(AA 4.2.1) Candidates with access to word processors at Academy@Worden are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

(AA 4.2.1) The use of word processors at Academy@Worden is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.

(AA 4.2.2) The use of a word processor at Academy@Worden is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3) Candidates at Academy@Worden may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

(AA 4.2.4) The use of a word processor at Academy@Worden is agreed/processed at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

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(AA 4.2.5) The use of a word processor for candidates at Academy@Worden is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:

in the classroom; or working in small groups for reading and/or writing; or literacy support lessons; or literacy intervention strategies; and/or in internal school tests and mock examinations

Centre specific processes.

2 - The use of a word processor

(AA 5.8.1) Academy@Worden provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).

(AA 5.8.1) Academy@Worden only grant the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre.

(AA 5.8.1) Academy@Worden only grant 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).

(AA 5.8.2) Academy@Worden provide access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

(AA 5.8.3) Academy@Worden allow candidates to use a word processor in an examination to type certain questions, i.e those requiring extended writing, and handwrite shorter answers.

Academy@Worden 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 handwrite 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, Academy@Worden ensure that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.

(AA 5.8.4) At Academy@Worden, 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.

(AA 5.8.4) Academy@Worden 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.

Centre specific processes.

3 - Word Processor and their programmes

(ICE 8.8) At Academy@Worden word processors are used as a type-writer, not as a database, although standard formatting software is acceptable.

(ICE 8.8) At Academy@Worden word processors have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick is not permitted for use by a candidate. Where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff.

(ICE 8.8) At Academy@Worden an unauthorised memory stick is not permitted for use by a candidate.

(ICE 8.8) At Academy@Worden, where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff.

(ICE 8.8) Word processors at Academy@Worden are in good working order at the time of the examination.

(ICE 8.8) At Academy@Worden word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.

(ICE 8.8) At Academy@Worden where a candidate using a word processor is accommodated separately, a separate invigilator is used.

(ICE 8.8) At Academy@Worden word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium.

(ICE 8.8) At Academy@Worden documents are printed after the examination is over.

(ICE 8.8) At Academy@Worden candidates are present to verify that the work printed is their own.

(ICE 8.8) At Academy@Worden word processed scripts are attached to any answer booklet which contains some of the answers.

(ICE 8.8) Word processors are used to produce scripts under secure conditions, and if they are not then Academy@Worden are aware that they may be refused by the awarding body.

(ICE 8.8) At Academy@Worden word processors are not used to perform skills which are being assessed.

(ICE 8.8) At Academy@Worden word processors are not connected to an intranet or any other means of communication.

(ICE 8.8) At Academy@Worden candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.

(ICE 8.8) At Academy@Worden graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.

(ICE 8.8) At Academy@Worden predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking.

(ICE 8.8) At Academy@Worden voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.

(ICE 8.8) At Academy@Worden word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Centre specific processes.

4 - Laptops, Tablets and Word Processors

(ICE 8.8) At Academy@Worden the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination.

(ICE 8.8) At Academy@Worden candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.

(ICE 8.8) At Academy@Worden candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script. They are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

(ICE 8.8) At Academy@Worden each page is appropriately numbered.

(ICE 8.8) At Academy@Worden candidates are instructed to use a minimum 12pt font and double spacing.

(ICE 8.8) At Academy@Worden invigilators remind candidates to save their work at regular intervals.

(ICE 8.8) At Academy@Worden candidates granted the use of a word processor are present at the end of the examination when their script is printed off so they can verify that the work printed off is their own.

Centre specific processes.

Invigilators must make sure when pupils login to Wordpad that they use 12pt font and double line spacing before they start their exam. Pupils who require a word processor will be in a separate room and not in the main exam hall. Auto save has not been set up on laptops/word processors and pupils will be told to save their work as they go along.

5 - Accommodating word processors in examinations

The use of word processors are internally accommodated at Academy@Worden in the following manner:

Computer rooms will be used for exams that pupils require a word processor, so it is easily accessible for their work to be printed out and for the pupil to verify. On the occasion where a laptop may be used the pupil will have to save their work in order for them to be able to print off after the exam.

Invigilation arrangements relating to the use of word processors at Academy@Worden include the following:

Invigilators will be present in the separate exam room along with a teaching assistant. The invigilator or teaching assistant will explain to the pupils the JCQ regulations: Candidates must be reminded to ensure that their centre number, candidate number and the unit and

component code appear on each page as a heading. Each page to be numbered appropriately. Candidates should use a minimum of 12 pt font and double spacing in order to assist examiners when marking. Invigilators must remind candidates to save their work at regular intervals.

Other arrangements relating to the use of word processors includes:

When printing the candidates work they must sign to verify their work.