





Bromley Adult Education College

Word Processor Policy

2023-24

Contents

1. Introduction.....	2
2. Principles for using a word processor	2
3. The use of a word processor (AA section 5.8).....	3
4. Word processors use in examinations	3
5. After the examination	4

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1. 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).

This policy should be read in conjunction with the Exams Policy.

2. 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). The use of a word processor should be provided when it is demonstrated that the quality of a student's language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. If this is the student's normal way of working they may be granted the use of a word processor within the College where there is a significant amount of writing such as English.

There is **no** requirement to carry out an assessment to determine whether a candidate can use a word processor in an examination, and **no online application** to use a word processor needs to be made unless the candidate needs access to the spell check, grammar check or predictive text. If these facilities are required, an application for the use of a scribe must be made. **Where a candidate has a learning difficulty (without an EHCP), access to a spell check will only be approved if the candidate has a below average spelling score with unrecognisable spellings. An application for a scribe based on a Form 8 will need to be made.** If approved, this will allow the candidate to use a word processor with the spell check, grammar check or predictive text enabled.

Bromley Adult Education College will provide the use of a word processor for exams where it reflects the student's normal way of working with the College. Students that would benefit from the use of a word processor where it would significantly improve the quality of their language include, for example, those with (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 problems when writing by hand;
- slow handwriting that would typically qualify for extra time but with the use of a word processor, if this is their normal way of working, would no longer be required.

3. 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 the College. 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.

It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

Students using a word processor at the College, as their normal way of working for extended writing, will have the spelling and grammar check/predictive text disabled.

The use of a word processor at the College 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.

Candidates **must not** use their own word processor in the exam. The college will provide a word processor which has spell check and the internet disabled .

4. 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)

The College ensures that it complies with ICE booklet in relation to the use of word processors.

Candidates must be reminded to ensure that their Centre Number, candidate number and the unit/component code appear on each page as a header or footer.

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.

It is permissible for a candidate using a word processor in an examination to type certain answers i.e. those requiring extended writing, and handwrite shorter answers.

5. After the examination

The candidate's word processed script should be printed and submitted with the question paper.

The college will keep a copy of the electronic script on a memory stick which will be stored securely. This will be kept in the event of the printed copy being lost, when the awarding body may accept an electronic copy. The head of centre will confirm in writing to the awarding body that the electronic copy has been kept securely.