HOLY TRINITY COLLEGE

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**Word Processor Policy**

**College Mission Statement**

**“Holy Trinity College is a Catholic Maintained school committed to high quality educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment”**

**Promoting: Inspiration, Innovation, Excellence**

**(Revised: September 2022)**

**Word Processor Policy**

**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 for a word processor using Access Arrangements Online (AAO) or to record the use of the arrangement. No evidence is needed to support the arrangement for inspection purposes (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 Holy Trinity College 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 Holy Trinity College 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, History etc.

Students at Holy Trinity College 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 Holy Trinity College and removes the barrier requirement for extra time due to the slow handwriting.

This list is not exhaustive

This policy therefore details how Holy Trinity College complies with AARA Chapter 4 and Chapter 5.8 – word processor, when awarding and allocating a candidate the use of word processor in his/ her exams.

**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 Holy Trinity 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.

Holy Trinity College will build a picture of need of students during Years 8, 9 and 10 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 Holy Trinity College as their normal way of working for extended writing will have the spelling and grammar check/predictive text disabled (AA 5.8.1) 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 Holy Trinity 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.

**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.

Candidates must be reminded to ensure that their Centre Number (5230278), 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 by ICT Support at Holy Trinity College.

**Holy Trinity College complies with ICE page 32 instructions by ensuring that a Word Processor:**

* Must be used as a type-writer, not as a database, although standard formatting software is acceptable
* Must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data
* Must be in good working order at the time of the examination
* Must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor/netbook is accommodated separately, a separate invigilator will be required
* Must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This may be done after the examination is over, not in the extra time. The candidate should be present to verify that the work printed is their own work. Word processed scripts must be attached to the answer booklets which contain some of the answers
* Must be connected to the mains electricity
* Must be used to produce scripts under secure conditions, otherwise may be refused
* Each page of the typed script must be numbered eg Page 1 of 6.
* Must not be used to perform skills which are being assessed
* Must not be connected to an intranet or any other means of communication
* Must not give the candidate access to other applications such as calculators, email, the Internet, social media sites, spreadsheets etc
* Must not include graphic packages or computer aided design software unless permission has been given to use these
* Must 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 voice activated software (the script must have a scribe cover sheet attached), or the awarding body’s specification permits the use of automatic spell checking
* Must not include computer reading ( text to speech) software unless the candidate has permission to use a computer reader
* Must not include voice-activated software unless the candidate has permission to use a scribe or relevant software
* Must not be used on the candidate’s behalf by a third party unless the candidate has permission to use a scribe.

Pupils using computers / word processors for internal and external examinations must be given full training to ensure that the information that is required by the exam boards appears on the work that is sent to the examiner.

Holy Trinity College may retain electronic copies of word-processed scripts. The electronic copy of a word-processed script may be retained by an awarding body where the printed copy has been lost. However, the Holy Trinity College would need to demonstrate to the awarding body that the file has been kept securely. The Head of Centre would be required to confirm this in writing to the awarding body.

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Signed ……………………………………………(Chairman of Board of Governors) Signed …………………………………………….(Principal)

Date ……………………………………..

**Next Review Date: September 2023**