

## Access Arrangements: Word Processing Policy

This Policy is in addition to the Exam Access Arrangements Policy and Procedures, and follows the guidelines set out by the JCQ.

Use of a Word Processor will be considered for candidates 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
- Poor handwriting - making their writing illegible or incomprehensible to anyone unfamiliar with it
- Planning and organisational problems

In all cases the use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

The use of a word processor will not be granted to a candidate because he/she prefers to type, works faster on a keyboard, or because they use a laptop/PC at home.

The SENCo/Access Arrangements' Assessor will make arrangements for candidates that request to word process examinations if:

1. The candidate has a medical, physical or sensory disability that requires the use of a word processor. A supporting letter or report will be supplied as appropriate.
2. The SENCo/Access Arrangements' Assessor has made an assessment based on handwriting speed and legibility. Writing speed should be clearly below average and/or handwriting illegible.

3. The Senco/Access Arrangements' Assessor has made an assessment based on planning and organisational problems when writing by hand. This may be supported by teacher evidence.
4. The candidate has been given the provision to word process examinations in their previous school and there is evidence (1 to 3 above) that such a facility is still appropriate.
5. A teacher has provided evidence of illegible handwriting.

### **Procedure for Examinations where a WP is used**

Candidates will be provided with a login and will have been logged into the computer before the start of the examination.

The candidates will have the spell/grammar check disabled and use Wordpad.

Access to spell check is determined by the SENCo/Access Arrangements' Assessor on assessment of the candidate's spelling, and is an access arrangement granted in the place of a scribe.

Every effort is made to ensure that candidates, who do not have access to Word, cannot access spell check, their own drive or the internet during exams. However if a candidate is found trying to get around the settings, this will be interpreted by the college as malpractice and will be reported to the Awarding Body.

Candidates must not use their own computer/lap-top for exams, but may use a College supplied laptop, with specialised software installed, that has been agreed in advance by the Exam Officer and the SENCo/Access Arrangements' Assessor

Candidates are responsible for frequently saving their work during the exam time.

It is the responsibility of the candidate to ensure that the printed pages are numbered, that each page has the centre number, candidate number and unit/component code as a header or footer and that the script is written with a minimum of 12 pt font with 1.5 spacing.

At the end of the exam, the candidate will print off two copies of their work and it is their responsibility to check that all the pages have printed. They will

sign the last page, indicating that they are happy that all the printed copies are complete, and hand both copies to the invigilator, who will insert one into the exam paper, and give the other to the Exams Officer in case of loss of the original

The completed Word Processing cover sheet or the Scribe cover sheet (from JCQ) should be completed by the invigilator and attached to the front of the work, secured with a treasury tag.

The invigilator will then take the exam paper work to the Exam's Officer or representative. The complete papers can then be sent to the examination board in the usual way, abiding by JCQ rules.