WORD PROCESSOR POLICY

Role	
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Overview

This policy is reviewed and updated annually on the publication of updated Cambridge International Examinations (CIE) and the Joint Council for Qualifications (JCQ) regulations and guidance on access arrangements and instructions for conducting exams. References in this policy to Access Arrangements (AA) and International Cambridge Examinations (ICE) relate to/are directly taken from the Access Arrangements and Reasonable Adjustments 2023-2024, Instructions for conducting examinations 2023-2024 publications and the Cambridge Handbook 2024: regulations and guidance for administering Cambridge international exams.

Purpose of the policy

In addition to the Access Arrangements Policy, this policy details how Sherborne Senior School and Sherborne Qatar School for Girls comply with AA chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE (sections 14.25 - 14.27), Cambridge Handbook (1.3.5.15) when awarding and allocating a candidate the use of word processor in examinations. The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

Access Arrangements

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment. (AA 4.2, CIE 1.3). The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed

at a substantial disadvantage as a consequence of persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate. Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question. Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENDCOs must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. The SENDCo must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate. The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) before their first examination.

Criteria for allocation of a word processor
At Sherborne Qatar we allocate a word processor to pupils who meet the JCQ and CIE criteria listed namely:
• a learning difficulty that affects their ability to write
• a physical disability
• a health condition
• visual impairment
• a cognitive disability
• illegible handwriting.

This will be the candidate's usual way of working within school and will be evidenced.

Use of a Word Processor

Cambridge International Exams (CIE)
Sherborne Senior School and Sherborne Qatar School for Girls complies with the CIE regulations detailed below:

1.3.5.15 Word processor
A word processor is a typewriter, electronic typewriter or word-processing software on a computer or tablet. A word processor cannot be used by a candidate just because: they want to type rather than write in exams; they work faster on a keyboard. Candidates who may need a word processor are those with:
• a learning difficulty that affects their ability to write
• a physical disability
• a health condition
• visual impairment
• a cognitive disability
• illegible handwriting
• they use a word processor at home.

There are two different types of word processor:
- word processor with spellcheck (this is not allowed in syllabuses testing spelling, punctuation and grammar);
- word processor without spellcheck.

A word processor with spellcheck may be used, except for syllabuses testing spelling, punctuation and grammar. In these syllabuses, the spellcheck is turned off. Candidates can usually produce coursework using a word processor if the syllabus allows this. When marking internally assessed coursework, you must give credit in line with the assessment criteria in the syllabus. You cannot give the candidate credit if they cannot show certain skills because they have used a word processor. CIE may ask for coursework produced on a computer so that a moderator can inspect it. Award marks are awarded based on the achievement the candidate has shown. To make sure mark schemes are applied fairly, you may be asked to supply extra information about how the candidate wrote their answers.

Before a syllabus for a candidate is chosen who uses a word processor, it must be considered whether the candidate can fully meet the assessment objectives. Some syllabuses test skills (for example, drawing by hand) that the candidate cannot show if they use a word processor. Contact CIE as early as possible if you are not sure.

A word processor must be used as a typewriter, not as a database, although standard formatting software is acceptable. Word processors must not have grammar check, predictive typing, phonetic conversion from English, or thesaurus features enabled in any assessment unless we have approved this. They must not give the candidate access to other applications such as calculators or spreadsheets.

They must not include graphics packages or computer-aided design software unless CIE have allowed this. A candidate may use a combination of both word processing and handwriting during the exam. In language syllabuses, keyboard shortcut software is allowed. A keyboard containing specific language keys is acceptable. A candidate who is allowed to have a scribe (see section 1.3.5.10) may use the spell check in syllabuses which do not test spelling, punctuation and grammar or quality of written work. They cannot use any other functions, such as the thesaurus, grammar check or predictive text. If you want to use a specific piece of software for a candidate, you must ask for CIE permission first.

CIE will decide whether we will be able to assess the candidate fairly in each subject. They may ask for independent advice about computers and software to decide which are suitable.

The word processor must not be connected to the centre's network, the internet, or any other means of communication.

You must be sure that any word processor used in an exam is clear of any stored data. The word processor must be in good working order and must be connected to mains electricity, not run on a battery. It must also be connected to a printer so a script can be printed.

Printing may be done after the exam, but the candidate must make sure the work printed is their own. The candidate should save their work regularly, using autosave if this is available. If the work has been saved onto a USB stick for printing, check that you can retrieve the work before you delete it.

If a candidate uses a word processor you must make sure the other candidates are not disturbed and cannot read the screen. If the candidate using the word processor is in a separate room, they will need a separate invigilator. See section 1.3.8.

Scripts must be double spaced and in font size 10 to 14. The candidate must include the following on each page of their work:
- centre number
- candidate number
- candidate name
- date of exam
- syllabus and component
- number of pages in the script, for example, '1 of 7', '2 of 7' etc.

Word-processed scripts must be attached to the relevant answer booklet or question paper (if other candidates are answering directly on the question paper) using treasury tags or string.

Word processors must not include voice-activated software unless the candidate has our permission to use a scribe and/or relevant software.

A third party must not use a word processor for the candidate unless they have our permission to use a scribe, and where the syllabus allows this.

You must attach an Access Arrangements Cover Sheet (Exam Day – Form 4) to each script where a word processor has been used.

ICE may need to contact you about your candidate's word-processed script. Save them securely at the end of each exam and store them securely until the end of the enquiry about results period.

Joint Council for Qualifications (JCQ) Regulations
Sherborne Senior School and Sherborne Qatar School for Girls complies with the JCQ regulations detailed below:

- 5.7.5 Where the centre has approval for the use of a scribe and where it reflects the candidate's normal way of working within the centre, as appropriate to his/her needs, the candidate may alternatively use:
    - o a word processor with the spelling and grammar check switched on: **or**
    - o a word processor with the predictive text / spelling and grammar check switched on.

  Form 8 must show a below average spelling accuracy standardised score (a standard score of 84 or less) with unrecognisable spellings. The arrangement will not be permitted in Modern Foreign Language Specifications. The candidate will not have access to parks awarded for spelling, punctuation and grammar.
- 5.8.1 Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre. 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. (This also extends to the use of electronic braillers and tablets.)
- 5.8.2 The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.
- 5.8.3 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. NB 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 as the candidate avoids the difficulty of visually tracking between the question paper and computer screen.
- 5.8.4 For the regulations on the use of word processors in written examinations, please see the JCQ publication Instructions for conducting examinations (commonly known as the JCQ 'ICE' booklet):
  http://www.jcq.org.uk/exams-office/ice---instructions-for-conductingexaminations

International Cambridge Examinations (ICE) Guidance
Sherborne Senior School and Sherborne Qatar School for Girls complies with the ICE regulations detailed below:

(Section 14.20) Word processors (computers, laptops and tablets)
- (Section 14.20) Centres can provide a word processor (e.g. computer, laptop or tablet), 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. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic brailler or a tablet.

- (Section 14.21) Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'. The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination. The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main examination hall without the need for separate invigilation and power points.
- (Section 14.22) 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:** e.g. 12345/8001 – 6391/01. If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.
- (Section 14.23) **Each page of the typed script must be numbered, e.g. page 1 of 6.**
- (Section 14.24) Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost.
- To make marking easier for examiners, candidates should use a **minimum font size of 12pt and double spacing.**

(Section 14.25) A word processor:
- must be used as a typewriter, 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. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate
- 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 is accommodated in another room, 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 must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers
- must be used to produce scripts under secure conditions, otherwise they may be refused
- must not be used to perform skills which are being assessed
- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the Internet, social media sites, spreadsheets

- 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 speech recognition technology (a scribe cover sheet must be completed), 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 speech recognition technology 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.
- (Section 14.26) An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions.
- (Section 14.27) Centres may retain electronic copies of word-processed scripts. The electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the file has been kept secure.

Accommodating Word Processors in Examinations

The use of word processors are internally accommodated in the following way:
- Candidates are included in the allocation within the main examination site, and issued with a school laptop to support the process
- The invigilator will advise the candidate to insert their name and candidate number prior to the examination starting. The Exam Officer will remind the candidate to save their work onto a removable storage device (USB drive) which will allow the printing of the document by the Exam Officer. The candidate will then confirm this is their work that has been printed, and the script will then be put inside the normal answer book along with the Word Processor form (only for Cambridge) and collated with the other scripts for dispatch.

Other arrangements relating to the use of word processors/tablets:
- It is the school's responsibility to make sure that they have a working word processor and that they save their work and check that it is their work that is printed to be despatched. If there is not a word processor provided when it had previously been agreed by the SENDCo then they should request to speak to the Exams Officer at the beginning of the exam who will arrange it.
- The script must be produced in accordance with the regulations in Chapter 8, section 8.8, of the JCQ publication Instructions for conducting examinations. Failure to comply may constitute malpractice which could lead to the disqualification of the candidate.
- The information required in the boxes on the form must be correct and complete.

- In the box marked Comments please indicate whether any problems were experienced with the production of the script which should be drawn to the attention of the examiner.