

### **WORD PROCESSING POLICY (EXAMINATIONS)**

Some students may benefit from the use of a word processor during some or all of their examinations. For example, 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
- Planning and organisational problems when writing by hand

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 rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

Candidates must not use their school log-in on a school computer for exams. An exam log-in will be set up by the IT technician just before the start of the exam.

Candidates must not use their own computer/laptop for exams.

Word processors will be provided with the spelling and grammar check facility/predictive text disabled (switched off) unless students are eligible for a scribe in which case they can choose to have the spelling and grammar check facility enabled. However, they would lose their SPAG marks.

It is the responsibility of the candidate to ensure that the pages are numbered, that each page has the centre number, candidate number and unit/component code either as a header or footer and that the script is written with a 12pt font and double spacing. It is permissible for the invigilator or a member of staff to set up the document with 12pt font and double spacing prior to the exam commencing.

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

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.

Printing must be carried out after the exam is complete and the candidate must be present to verify that the work printed is his/her own. Alternatively the candidate's work will be saved to an exam memory stick. A student's own memory stick must NEVER be used.

A JCQ word processor cover sheet must be completed and attached to the candidate's script.

Every effort is made to ensure that candidates cannot access spell check, their own drive and the internet during exams. However, if any student is found trying to get around the settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body.