

Word Processor Policy

- Exams

For the attention of: All Staff
Produced by: Group Exams Manager
Approved by: SLT
Date of publication: January 2025
Date of next review: January 2026





Vision, Purpose & Values

Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

Our Values

Excellence: A culture of creativity, high expectations, ambition and aspiration

Respect: Showing fairness, courtesy and mutual respect to each other and our environment

Integrity: Honesty, openness and trust at the heart of College life

Diversity: Celebrating diversity and inclusivity as a key to our success

Contents

Word Processor Policy – Exams	1
Key Staff Involved in the Policy	4
1. Introduction	4
2. Purpose of the Policy	5
3. The Use of a Word Processor	5
4. Arrangements at the Time of the Assessment for the Use of a Word Processor	6
5. The Criteria The Windsor Forest Colleges Group Uses to Award and Allocate Word Processors for Examinations	9

Key Staff Involved in the Policy

Role	Name(s)
AP Safeguarding	Laura Peters (FE), Naomi Bailey (SF)
AP Safeguarding line manager (Senior Leader)	Anne Entwistle
Head of Centre	Gillian May
Exams Staff	Fatima Rana, Kofil Chowdhury, Simmi Pawar, Kiran Basra, Karan Sidhar, Claire Burt, Amanda Flemington, Harriet Wigmore-Welsh, Roberto Cura, Jalisa Ogundelu, Isra Khan
ALS Managers	Emma De Goede (FE), Allison Hiskett (SF) and Debbie Garcia (SF)

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy to AA and ICE relate to/are directly taken from the [Access Arrangements and Reasonable Adjustments 2023-2024](#) and [Instructions for Conducting Examinations 2023-2024](#) publications.

1. Introduction

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.

(AA 4.2.1)

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 due to persistent and significant difficulties.

(AA 4.2.2)

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.

(AA 4.2.3)

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. SENCOs must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. (See the second example below.)

2. Purpose of the Policy

This policy details how The Windsor Forest Colleges Group complies with AA chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE (sections 14.20-27) 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.

3. The Use of a Word Processor

The Centre will

- 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 (AA 5.8.1)
- award the use of a word processor to a candidate if it is appropriate to their needs

Needs may include:

- a learning difficulty which has a substantial and long-term adverse effect on his/her ability to write legibly
 - a medical condition
 - a physical disability
 - a sensory impairment;
 - planning and organisational problems when writing by hand
 - poor handwriting (AA 5.8.4)
- only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
 - not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)

- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)
- process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)
- provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

3.1. The centre will not

- simply grant the use of a word processor to a candidate because he/she wants to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home (AA 5.8.4).

3.2. Exceptions

- The only exception to the above where the use of a word processor would be considered for a candidate would be
 - in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course (AA 4.2.4)
 - where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

4. Arrangements at the Time of the Assessment for the Use of a Word Processor

A candidate using a word processor is often accommodated in a computer room but on occasions may be in the main room using a laptop.

To comply with ICE, the centre

- provides a word processor with the spelling and grammar check /predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise (ICE 14.20)
- (where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of the word processor before the

candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21)

- ensures the candidate is reminded to ensure that his/her centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (ICE 14.22)
- If a candidate is using the software application Notepad or WordPad these do not allow for the insertion of a header or footer. In such circumstances 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.
- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23).
- ensures the candidate is reminded to save his/her work at regular intervals. (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- instruct the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking (ICE 14.24)

(ICE 14.25)

The Centre will ensure the word processor

- is in good working order at the time of the exam
- Is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is used as a typewriter, not as a database, although standard formatting software is acceptable and is not connected to an intranet or any other means of communication
- is cleared of any previously stored data
- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the internet, social media sites, spreadsheets etc.
- does not include graphic packages or computer aided design software unless permission has been given to use these

- does 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
- does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Portable storage medium
(ICE 14.25)

The Centre will ensure that any portable storage medium (e.g. a memory stick) used

- is provided by the Centre
- is cleared of any previously stored data

Printing the script after the exam is over
(ICE 14.25)

The Centre will ensure

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is his or her own
- a word-processed script is attached to any answer booklet which contains some of the answers
- a word processor cover sheet (Form 4) is completed and included with the candidate's typed script (according to the relevant awarding body's instructions)

5. The Criteria The Windsor Forest Colleges Group Uses to Award and Allocate Word Processors for Examinations

The 'normal way of working' for exam candidates, as directed by the head of Centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

The use of word processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Needs might include where a candidate has, for example:

- 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
- poor handwriting

The only exception to the above where the use of a word processor may be considered for a candidate would be

- On a temporary basis as a consequence of a temporary injury at the time of the assessment
- where a subject within the curriculum is delivered electronically and the Centre provides word processors to all candidates

Arrangements for the use of word processors at the time of the assessment

There are specific login credentials set which are to be used for exam word processors. This login enables the internet to be blocked along with any other unauthorised software. By default, spell check is disabled, and a template is available set with font Arial pt 12, double line spacing, page numbers, appropriate header and instructions to Students on how to complete header and save work regularly. The logins are connected to local printers as well as the network printers. Exams Officers will remove the files from the exam logins and store them in a secure location until after deadline for ROMM (Removal of Materials from Memory) has passed and will

delete work from the exams secure drive to ensure no work remains saved between exams.