

Ethos Academy Trust

Word processor policy and statement

2024 - 2025

1	Summary	This policy details the use of word processors In examinations within Ethos College.			
2	Responsible person	Head of Centre / SENDCo			
3	Accountable ELT member	Mandeep Bains			
4	Applies to	Ethos College			
5	Trustees and/or individuals who have overseen development of this policy	N/A			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Mandeep Bains			
8	Ratifying committee(s) and date of final approval	Head Teacher			
9	Version Number	1.3			
10	Available on	Every	Y	Trust Website Academy Website Staff Portal	N N N
11	Related documents (if applicable)				
12	Disseminated to	Entire College			
13	Date of implementation (when shared)				
14	Date of next formal review	November 2025			
15	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
10/10/2024	1.3	No Changes	

Contents

Section	Description	Page
1.	Key staff Involved In awarding and allocation word processors for exams	3
2.	Introduction	3
3.	Purpose of the policy	4
4.	The use of a word processor	4
5.	Exceptions	5
6.	Arrangements at the time of assessment for the use of a word processor	5

Appendices

Appendix	Description	Page
A.	The criteria used by Ethos College to award and allocate word processors for examinations	7

1. Key staff involved in awarding and allocating word processors for exams

Role	Name(s)
Head of Centre	Mandeep Bains
SENDCo	Lindsey Ellis
Exams officer	David Connon
IT manager	IT provider (Alamo)

2. Introduction

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment. The purpose of an access arrangement/reasonable adjustment 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.

The following principles are applied to access arrangements at Ethos College:

- ▶ The purpose of an access arrangement/ reasonable adjustment 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. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate. (AA 4.2.1)
- ▶ The SENDCo must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate. (AA 4.2.1)
- ▶ 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 4.2.2)
- ▶ Candidates may not require the same access arrangements/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 on a subject-by-subject basis. (AA 4.2.3)
- ▶ The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustments before their first examination. (AA 4.2.7)

3. Purpose of the policy

This policy details how Ethos College complies with AA (chapter 4) (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE, sections 14.20-25 (Word processors (computers, laptops and tablets) when awarding and allocating a candidate the use of a word processor in examinations

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

4. The use of a word processor

Ethos College will:

- ▶ allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled (switched off) 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
For example, a candidate with:
 - a learning difficulty which has a substantial and long-term adverse effect on their them 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 a practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination 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)

Ethos College will not:

- ▶ simply grant the use of a word processor to a candidate because he/she/they now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she/they use a laptop at home.

5. Exceptions

The only exceptions 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 the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

6. Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor may be accommodated in a different room to the main cohort. There may be several candidates in one room if they are all using word processors. This is at the Centre's discretion.

In compliance with the regulations Ethos College

- ▶ provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding body's specification says otherwise (ICE 14.20)
- ▶ seats the candidate close to a socket (or provides an extension lead)
- ▶ ensures the candidate is 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 (ICE 14.22)
- ▶ 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 their work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/tablet)
- ▶ instructs the candidate to use a minimum of 12pt font and double spacing in order to make marking easier for examiners (ICE 14.24)

(ICE 14.25)

Ethos College will ensure the word processor

- ▶ is only used in a way that ensures a candidate's script is produced under secure conditions
- ▶ is not used to perform skills which are being assessed
- ▶ is not connected to an intranet or any other means of communication
- ▶ 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), 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)

Ethos College 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)

Ethos College 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 their own. The candidate will be asked to sign each page of the printed document
- ▶ a word-processed script is attached to any answer booklet which contains some of the answers
- ▶ where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions)
- ▶ We 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 securely. The head of centre would be required to confirm this in writing to the awarding body (ICE 14.27)

Appendix A

The criteria used by Ethos College to award and allocate word processors for examinations

A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations." [\[AA 5.8\]](#)

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

Appropriate exam-compliant word processors will be provided by IT staff in liaison with the SENDCo and the exams officer. In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body's published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

Statement produced by: **Mandeep Bains (Head of Centre)** Statement date: October 2024