LIPA SIXTH FORM COLLEGE

Word processor policy for GCSE exams

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Key staff involved in awarding, allocating and maintaining word processors for exams:

Amy Deane, Inclusion Manager

Joanne Beesley, Exams Officer

Adam George & John Kershaw, Technicians

At LIPA Sixth Form College, this policy relates specifically to the use of a word processor in GCSE English Language exams. This policy has been formulated with a view to implementing regulations set out in paragraph 5.8.4 of the JCQ Access Arrangements and reasonable Adjustments booklet and pages 30-31 of the Instructions for conducting examinations booklet 2020-21.

LIPA Sixth Form College allocates word processors to candidates on the basis of this being the candidate's normal way of working within the centre. In-line with the mode of curriculum delivery of theory and writing-based sessions across the college, the English GCSE curriculum is delivered electronically. To facilitate this way of working, LIPA Sixth Form College provides word processors to all candidates during GCSE lessons.

A small number of students prefer to write by hand in classes; these students are, of course, able to do so, and therefore write by hand in exams given that this is their normal way of working.

Students with the following needs may find it particularly beneficial to use a word processor in classes and exams:

- 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;
- students who experience planning and organisational problems when writing by hand;
- students with poor handwriting;

Procedures surrounding use of word processors in exams

The following section details how LIPA Sixth Form College complies with regulations set out in pages 30-31 of the [JCQ 'ICE' booklet](#):

Battery charge on laptops

- ✓ In coordination with the IT technicians, the exams officer will ensure that the **battery capacity of laptops are checked before the candidate's examination(s) to ensure there is sufficient charge** for the entire duration of the examination.

- ✓ The use of a fully-charged laptop or tablet will allow candidates to be seated within the main examination rooms without the need for separate invigilation and power points.

Invigilation

- ✓ Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required.

Before the exam:

- ✓ The candidate is instructed by the invigilator to open a Word document and save it with the following filename format:
  NameSurname_CandidateNumber_date

- ✓ The candidate should be instructed to input the following **information into the header/footer of their electronic script** before the exam begins:

  - ✓ **centre number**
  - ✓ **candidate number**
  - ✓ **unit/component code**

    e.*g. 12345/8001 – 6391/01.*

  - ✓ each **page must be numbered** in the footer
  - ✓ candidates should use **a minimum font size of 12pt**
  - ✓ and **double spacing**

Word processor cover sheet

- ✓ In all cases **when a student uses a word processor, a word processor cover sheet (Form 4) must be completed.**

Saving the work

- ✓ **Invigilators must remind candidates to save their work** at regular intervals.

- ✓ **Alternatively, an IT technician can set up 'autosave' on each laptop**. This will ensure that if there is a complication or technical issue, the candidate's work is not lost.

After the exam: printing

- ✓ If possible, the student's exam script should be **sent by the candidate with support of the invigilator direct to the Admin Printer** in the ground floor administrator's office.

- ✓ The **candidate must then go to the administrator's office accompanied by their invigilator to verify** to the Exams Officer that the work printed is his or her own.

- ✓ **If it is not possible to send the script direct to the Admin printer**, the invigilator must **save the work on an allocated Exams USB storage stick** and pass this into the Admin office for printing.

- ✓ **Word processed scripts must be attached to any answer booklet** which contains some of the answers.

A word processor:

- 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 be connected to an intranet or any other means of communication;

- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc.

- 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 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.

Appendix – add a copy of the word processor cover sheet.