LIPA Sixth Form College

GCSE word processor policy

Date: March 2023

Review Date:  August 2024

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

Amy Deane, Assistant Principal – Inclusion (SENDCO)

Joanne Beesley, Exams Officer

Steven Mitchell, IT Technician

At LIPA Sixth Form College, this policy relates specifically to the use of a word processor in GCSE English Language lessons and exams. This policy has been formulated with a view to implementing regulations set out in section 5.8.4 of the JCQ Access Arrangements and Reasonable Adjustments policy and pages 32 of the Instructions for Conducting Exams Booklet.

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 all GCSE lessons.

Occasionally, students prefer to write by hand in classes; these students are, of course, able to do so, and therefore would be able to 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 (not an exhaustive list):

* 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 the [JCQ ‘ICE’ booklet](https://www.jcq.org.uk/wp-content/uploads/2020/10/ICE_20-21_FINAL.pdf):

Where possible, exams will take place in a room with fixed desktop computers or close to a power source in order to minimise the risk of low battery charge being an issue on laptop computers.

Battery charge on laptops

* In coordination with the IT technicians, the exams officer will ensure that the **battery capacity of laptops is 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:

*Name Surname Candidate Number 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.** The exams officer will ensure this form is in the invigilation pack for all English exams.

Saving the work

* **Invigilators must remind candidates to save their work** at regular intervals.
* **Wherever possible, 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 with the attached form 4 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 connected to an intranet or any other means of communication.
* 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.

**Please also refer to the 2023/24 JCQ word processor cover sheet (form 4) alongside this policy.**