



The Fernwood School

High Achievement with Care & Discipline for All"

Examination Word Processor Policy

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Senior Leader i/c Examinations and the Exams Officer

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Key staff involved in awarding and allocating word processors for examinations

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Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications [Access Arrangements and Reasonable Adjustments](#) and [Instructions for conducting examinations](#).

References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments* and ICE to JCQ *Instructions for conducting examinations*.

Purpose of the policy

This policy details how the centre manages and administers the use of word processors (including laptops and tablets) in exams and assessments. The Fernwood School complies with AA chapter 4 *Managing the needs of candidates and principles for centres*.

Principles for using a word processor

(AA 4.2.1)

- ✿ 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. The integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.

(AA 4.2.2)

- ✿ Although access arrangements/adjustments are intended to allow access to assessments they cannot be granted where it will compromise the assessment objectives of the specification in question. For example, the use of a practical assistant WILL NOT normally be allowed when practical skills are being tested.

(AA 4.2.3)

- ✿ Candidates may not require the same access arrangement/adjustments in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.



(AA 4.2.4)

- ✿ The access arrangements/adjustments should be processed and agreed at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate.

(AA 4.2.5)

- ✿ The arrangement put in place must reflect the support given to the candidate as their 'normal way of working', which is defined as support:
 - ✿ In the classroom (where appropriate); or
 - ✿ Working in small groups for reading and/or writing; or
 - ✿ Literacy support lessons; or
 - ✿ Literacy intervention strategies; and/or
 - ✿ In internal school tests/exams
 - ✿ Mock exams

The only exceptions to the above would be 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.

The use of a word processor

The Fernwood School complies with AA chapter 5 *Access arrangements available* as follows:

(AA 5.8.1)

- ✿ Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off).
- ✿ Only grants the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre.
- ✿ Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand).

(The above also extends to the use of electronic brailers and tablets)



(AA 5.8.2)

- ✿ Provides access to word processors to candidates in non-exam assessment components as standard practice unless prohibited by the specification.

(AA 5.8.3)

- ✿ Allows candidates to use a word processor in an exam to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.
- ✿ Are also aware that exams which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Exams which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen.

(AA 5.8.4)

- ✿ For the regulations on the use of a word processor a cover sheet (Form 4) is completed and included with each candidate's typed script (according to the instructions issued by the individual awarding body).
- ✿ Does not simply grant the use of a word processor 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.

Word processors and their programmes

The Fernwood School complies with ICE 14.20 *Word processors (computers, laptops and tablets)* where a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working.

(ICE 14.21)

- ✿ Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free standing'. The battery capacity of a laptop or tablet must be checked before the candidate starts their exam.

ICE 14.22)

- ✿ Candidates must be reminded to ensure that their centre number, candidate number and unit/component code appear on each page as a header or footer. Laptops are labelled with these instructions when opened. Candidate should use a minimum Font 12 and double line spacing.



ICE 14.23)

- Each page must be numbered.

ICE 14.24)

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

(ICE 14.25)

- Word processors are used as a typewriter, not as a database, although standard formatting software is acceptable.
- Word processors have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick is not permitted for use by a candidate. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate.
- Word processors are in good working order at the time of the exam.
- Word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen. When a candidate using a word processor is accommodated in another room, a separate invigilator will be required.
- Word processors are either connected to a printer so that a script can be printed off or have the facility to print from a portable storage medium. This must be done after the exam is over. **The candidate must be present to verify that the work printed is their own.** Word processed scripts must be attached to any answer booklet which contains some of the answers.
- Word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body.
- Word processors must not be used to perform skills which are being assessed.
- Candidates must not be given access to other applications such as a calculator (where prohibited in the exam), email, the internet, social media sites or spreadsheets.
- Graphic packages or computer aided design software must not be included on a word processor unless permission has been given to use these.
- Predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking.
- Voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.
- Word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.



Accommodating word processors in exams

Candidates using word processors (including laptops or tablets) are internally accommodated in the following manner:

- ✿ Candidates are allocated one of the exam word processors, these are specifically used for exams only and comply with JCQ regulations. Candidates using word processors are always allocated in one of the small AA rooms.

Invigilation arrangements relating to the use of word processors include the following:

- ✿ The Invigilators in the AA room are fully up to date with the process for candidate using word processors. Once the exam is complete, they notify the Exams Officer who in turn will print out their work and bring to the AA room. The candidate must be present to verify that the work printed is their own.



Appendix 1

The criteria The Fernwood School uses to award and allocate word processors for exams.

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.

Awarding word processors

There are also exceptions where a candidate may be **awarded** 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 compared to other candidates.

Exceptions 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 or exceptionally slow speed of handwriting

Allocating word processors

Appropriate exam-compliant word processors will be **allocated** by the Exams Officer and SENCO.

Statement produced by: **The Fernwood School SENCO**