EXAMINATIONS LAPTOP AND WORD PROCESSOR POLICY

This policy on the use of word processors and laptops as a normal way of working in the classroom and in examinations and assessments is reviewed and updated in line with the publication of updated JCQ regulations and guidance contained in the publications

be responsible for making sure it is suitably charged and looked after in school. They will also need to discuss arrangements for handing in and filing their work with their teachers.

Appendix:

Specifics relating to word processor use for examinations and assessments as required by the JCQ

Principles for using a word processor

Merchant Taylors' School complies with AA section 4 regulations as follows:

(AA 4.2.1)

Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.

(AA 4.2.2)

The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

Candidates may not require the use of a word processor 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 use of a word processor is agreed/processed at the start of the course or as soon as practicable having firmly established a picture of need and normal way of working. Arrangements are always approved before examinations or assessments.

Candidates are aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 4.2.5)

The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:

In the classroom; or working in small groups for reading and/or writing; or literacy support lessons; or literacy intervention strategies; and/or in internal school tests and mock examinations

The use of a word processor

Merchant Taylors' School complies with AA section 5 as follows:

(AA 5.8.1)

Provides a word processor with the spelling and grammar check facility/predil2/TJETTJETQq0.02.

(AA 5.8.2)

Provides access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

(AA 5.8.3)

Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

Are also aware that examinations 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. Examinations 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)

In all cases, ensures that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.

Ensures in Functional Skills English (Reading and Writing components) the use of a word processor with the spell check facility switched on is permitted for all candidates.

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.

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 school provides word processors to all candidates (AA 5.8.4)

Word processors and their programmes

Merchant Taylor's School complies with ICE instructions by ensuring:

word processors are used as a type-writer, 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

where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff

word processors are in good working order at the time of the examination

word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen

where a candidate using a word processor is accommodated separately, a separate invigilator is used

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

documents are printed after the examination is over

candidates are present to verify that the work printed is their own

word processed scripts are attached to any answer booklet which contains some of the answers

word processors are not used to perform skills which are being assessed

word processors are not connected to an intranet or any other means of communication.

candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor

graphic packages or computer aided design software is not 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 scribe cover sheet attached), 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

Laptops, Tablets and Word Processors

Merchant Taylor's School further complies with ICE instructions by ensuring:

tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'

the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination candidates with fully charged laptops or tablets are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points

candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer

candidates using Notepad or Wordpad software (which do not allow fo]TJ(a)4(ll)-3(ow)-@fo)-64 reW*