

Word Processor Policy 2015/16 Introduction

This document is the Word Processor policy for Oasis Academy Lister Park

References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2015/16 and ICE to JCQ Instructions for conducting examinations 2015/16 .

1 - Principles for using a word processor

(AA 4.2.1) Candidates with access to word processors at Oasis Academy Lister Park 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.

(AA 4.2.1) The use of word processors at Oasis Academy Lister Park 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 at Oasis Academy Lister Park is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3) Candidates at Oasis Academy Lister Park 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 at Oasis Academy Lister Park is agreed/processed at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 4.2.4) Candidates at Oasis Academy Lister Park 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 at Oasis Academy Lister Park 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

Areas to consider/confirm.

Centre specific processes.

2 - The use of a word processor

(AA 5.8.1) Oasis Academy Lister Park provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).

(AA 5.8.1) Oasis Academy Lister Park only grant 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.

(AA 5.8.1) Oasis Academy Lister Park only grant 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).

(AA 5.8.2) Oasis Academy Lister Park provide access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

(AA 5.8.4) Oasis Academy Lister Park 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.

Areas to consider/confirm.

(AA 5.8.3) Oasis Academy Lister Park to confirm that they allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

Oasis Academy Lister Park also has to confirm that they are 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) Oasis Academy Lister Park to confirm that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.

(AA 5.8.4) Oasis Academy Lister Park to confirm that 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.

Centre specific processes.

No scripts are printed for exams - only for controlled assessments - all forms completed for these specific to each exam / board.

3 - Word Processor and their programmes

(ICE 8.8) At Oasis Academy Lister Park word processors are used as a type-writer, not as a database, although standard formatting software is acceptable.

(ICE 8.8) At Oasis Academy Lister Park 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.

(ICE 8.8) At Oasis Academy Lister Park an unauthorised memory stick is not permitted for use by a candidate.

(ICE 8.8) At Oasis Academy Lister Park, 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.

(ICE 8.8) Word processors at Oasis Academy Lister Park are in good working order at the time of the examination.

(ICE 8.8) At Oasis Academy Lister Park word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.

(ICE 8.8) At Oasis Academy Lister Park where a candidate using a word processor is accommodated separately, a separate invigilator is used.

(ICE 8.8) At Oasis Academy Lister Park 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.

(ICE 8.8) At Oasis Academy Lister Park candidates are present to verify that the work printed is their own.

(ICE 8.8) Word processors are used to produce scripts under secure conditions, and if they are not then Oasis Academy Lister

Park are aware that they may be refused by the awarding body.

(ICE 8.8) At Oasis Academy Lister Park word processors are not used to perform skills which are being assessed.

(ICE 8.8) At Oasis Academy Lister Park word processors are not connected to an intranet or any other means of communication.

(ICE 8.8) At Oasis Academy Lister Park candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.

(ICE 8.8) At Oasis Academy Lister Park graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.

(ICE 8.8) At Oasis Academy Lister Park 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.

(ICE 8.8) At Oasis Academy Lister Park voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.

(ICE 8.8) At Oasis Academy Lister Park word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Areas to consider/confirm.

(ICE 8.8) Oasis Academy Lister Park to confirm that documents are printed after the examination is over.

(ICE 8.8) Oasis Academy Lister Park to confirm word processed scripts are attached to any answer booklet which contains some of the answers.

Centre specific processes.

We don't use word-processors in exams - only for course-work or on-line exams that don't need print-outs

4 - Laptops, Tablets and Word Processors

(ICE 8.8) At Oasis Academy Lister Park 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.

Areas to consider/confirm

(ICE 8.8) Oasis Academy Lister Park to confirm that tablets used during examinations/assessments designed to run for a long period of time once fully charged and are 'free-standing'.

(ICE 8.8) Oasis Academy Lister Park to confirm that candidates with fully charged laptops or tablets given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points.

(ICE 8.8) Oasis Academy Lister Park to confirm that candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer.

(ICE 8.8) Oasis Academy Lister Park to confirm that candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script, and that they are supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

(ICE 8.8) Oasis Academy Lister Park to confirm that each page is appropriately numbered.

(ICE 8.8) Oasis Academy Lister Park to confirm that candidates are instructed to use a minimum 12pt font and double spacing.

(ICE 8.8) Oasis Academy Lister Park to confirm that invigilators remind candidates to save their work at regular intervals.

(ICE 8.8) Oasis Academy Lister Park to confirm that it is possible to set up 'autosave' onto each laptop/tablet.

(ICE 8.8) Oasis Academy Lister Park to confirm that candidates are granted the use of a word processor present at the end of the examination when their script is printed off so they can verify that the work printed off is their own.

Centre specific processes.

No documents are word-processed in exams as explained above.

5 - Accommodating word processors in examinations

The use of word processors are internally accommodated at Oasis Academy Lister Park in the following manner:

S24 has a manned room for on-line testing with invigilators present at all times - procedures are exemplary - e.g. BTEC on-line tests / ECDL tests / IFS tests

Invigilation arrangements relating to the use of word processors at Oasis Academy Lister Park include the following:

Sharon Oxtenby and Duncan Brown are trained to invigilate for any on-line tests and can manage problems without the need for ICT help - they are always available if there are any problems.

Other arrangements relating to the use of word processors includes:

Used for controlled assessments as appropriate with exam user accounts requested from ICT technicians.