



USE OF WORD PROCESSOR POLICY

This Policy is in line with current JCQ regulations (JCQ 2018-2019)

These *Instructions* have been created to enable all centres to administer examinations in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process. Failure to adhere to these *Instructions* could adversely affect candidates, either at a local level within your centre or potentially, in the event of a breach of question paper security, at a national or international level.

They **must** be read in conjunction with the JCQ publication *General Regulations for Approved Centres*, <http://www.jcq.org.uk/exams-office/general-regulations>

Some candidates may benefit from the use of a word processor during some or all of their examinations. In all cases, the use of a word processor must reflect the candidate's normal way of working at Queen Mary's School and be appropriate to the candidate's needs. The use of a word processor cannot simply be granted to a candidate because she now wants to type rather than write in examinations or can work faster on a keyboard, or because she uses a laptop/PC at home.

The use of a laptop/PC must reflect the candidate's normal way of working. For example, a candidate with:

- 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 handwriting

This list is not exhaustive.

The Head of Support for Learning must assess candidates before approval for the use of a word processor can be granted.

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Examination Officer

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Head of Support for Learning

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Extract from Chapter 14

JCQ INSTRUCTIONS FOR CONDUCTING EXAMINATIONS

Word processors (computers, laptops and tablets)

Centres are allowed to provide 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 within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic braille or a tablet.

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 a tablet must be checked before the candidate's examination(s).
- The centre must ensure that the battery is sufficiently charged for the entire duration of the examination.
- The use of a fully charged laptop or tablet will allow a centre to seat a candidate within the main examination hall without the need for separate invigilation and power points.

Candidates must be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01.

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

Each page of the typed script must be numbered, e.g. page 1 of 6.

Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.

Advice:

Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.

A word processor:

- a) must be used as a type-writer, not as a database, although standard formatting software is acceptable;
- b) must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate.

Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data;

- c) must be in good working order at the time of the examination;
- d) must be 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 in another room, a separate invigilator will be required;
- e) must either be 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 examination is over. The candidate must be present to verify that the work printed is his or her own.

Word processed scripts must be attached to any answer booklet which contains some of the answers;

- f) must be used to produce scripts under secure conditions, otherwise they may be refused;
- g) must not be used to perform skills which are being assessed;
- h) must not be connected to an intranet or any other means of communication;
- i) must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- j) must not include graphic packages or computer aided design software unless permission has been given to use these;
- k) 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;
- l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- m) must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

A word processor cover sheet (Form 4) must be:

- a) printed from the JCQ website - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> and
- b) included with the candidate's typed script. Please refer to the relevant awarding body's instructions as different processing arrangements apply.

An awarding body cannot guarantee a word processed script will be processed unless a cover sheet has been included.