



**Ormiston
RIVERS
Academy**

WORD PROCESSOR POLICY (Exams) 2025/26

This policy is reviewed annually to ensure compliance with current regulations

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Approved/Reviewed By	
Date Approved	
Date of Next Review	September 2026

This policy is reviewed and updated annually following the publication of updated JCQ regulations and guidance relating to access arrangements and the conduct of examinations. References within this policy to AA and ICE relate to/are directly taken from the *Access Arrangements and Reasonable Adjustments 2025-2026* and *Instructions for Conducting Examinations 2025-2026* publications.

Introduction

The use of a word processor in examinations and assessments is an approved access arrangement/reasonable adjustment under JCQ regulations. Its purpose is to remove barriers to assessment for candidates with persistent and significant difficulties, whilst maintaining the integrity and security of the assessment process.

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained whilst, at the same time, providing access to assessments for a disabled candidate.

A centre must make decisions on appropriate access arrangements for its candidates. Although professionals from external agencies may provide advice, the final decision regarding access arrangements rests with the centre. External professionals may not have a detailed understanding of the candidate's normal way of working within the centre or how their difficulties impact them within the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on JCQ regulations.

Although access arrangements/reasonable adjustments are intended to facilitate access to assessments, they must not compromise the assessment objectives of the specification in question.

Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and methods of assessment may vary, leading to different demands on the candidate. SENCos (or equivalent roles) must therefore consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.

The SENCo, or equivalent role, must ensure that any approved access arrangement/reasonable adjustment does not unfairly disadvantage or advantage the candidate.

The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustment(s) before their first examination.

Purpose of the Policy

This policy details how Ormiston Rivers Academy complies with JCQ AA Chapter 4 (Managing the needs of candidates and principles for centres), Section 5.8 (Word Processor), and ICE Sections 14.20–14.27 when awarding and allocating the use of a word processor in examinations.

The term *word processor* refers to the use of a computer, laptop or tablet.

Criteria for Awarding the Use of a Word Processor

Awarding the Use of a Word Processor

A candidate may be awarded the use of a word processor in examinations where:

- the candidate has an approved access arrangement in place, for example the use of a scribe or speech recognition technology
- the candidate has a firmly established need, and where the use of a word processor reflects their normal way of working within the centre
- not awarding the use of a word processor would place the candidate at a substantial disadvantage when compared with other candidates

The centre will:

- allocate the use of a word processor with the spelling, grammar check and predictive text facilities disabled where this reflects the candidate's normal way of working within the centre
- award the use of a word processor where appropriate to the candidate's needs

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 difficulties when writing by hand
- significantly impaired or illegible handwriting

The centre will:

- only permit the use of a word processor where this does not compromise the integrity of the assessment
- not grant the use of a word processor where it would compromise the assessment objectives of the specification in question
- consider, on a subject-by-subject basis, whether the candidate requires the use of a word processor
- process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable after the need has been established, ensuring arrangements are approved before an examination or assessment takes place
- provide the use of word processors for non-examination assessment components as standard practice unless prohibited by the specification

The centre will not:

- grant the use of a word processor solely because a candidate wishes to type rather than handwrite responses
- grant the use of a word processor because a candidate can work faster using a keyboard
- grant the use of a word processor because a candidate uses a laptop or computer at home

Additionally, the use of a word processor may be considered:

- in the event of a temporary injury or impairment
- following the diagnosis of a disability or manifestation of an impairment arising after the start of the course (AA 4.2.4)
- where the curriculum is delivered electronically and the centre provides word processors to all candidates

Arrangements for the Use of a Word Processor During Assessments

A candidate using a word processor may be accommodated within the main examination room, a smaller separate room, or alongside other candidates with similar access arrangements.

In compliance with JCQ regulations, the centre:

- provides a word processor with spelling, grammar check and predictive text disabled unless an awarding body specification states otherwise
- checks the battery capacity of the word processor before the examination where the device is not connected to a mains power source
- ensures the candidate includes their centre number, candidate number and unit/component code on each page as a header or footer (e.g. 12345/8001 – 6391/01)
- ensures that where software such as Notepad or WordPad is used and headers/footers cannot be inserted electronically, the candidate handwrites the required details after printing under supervision
- ensures each page of the typed script is numbered correctly, for example "Page 1 of 6"
- reminds candidates to save their work regularly throughout the examination
- ensures, where possible, that autosave functions are enabled to minimise the risk of work being lost
- instructs candidates to use a minimum 12pt font and double spacing to support accessibility for examiners

Technical support staff may assist with setting up equipment before the examination begins but must not have access to candidate responses during the examination.

Requirements for Word Processors

The centre will ensure that the word processor:

- is only used in a way that ensures the candidate's script is produced under secure examination conditions
- is not used to perform skills which are being assessed
- is in good working order at the time of the examination
- is positioned so that other candidates cannot view the screen
- does not disturb other candidates
- is used solely as a typewriter and not as a database, although standard formatting software is permitted
- is cleared of any previously stored data
- is disconnected from the internet and any internal network drives during the examination

- does not allow access to unauthorised applications such as calculators (where prohibited), e-mail, the internet, social media platforms or spreadsheets
- does not include graphic packages or CAD software unless specifically permitted
- does not have predictive text, automatic spelling or grammar checking enabled unless permitted by JCQ regulations or awarding body specifications
- does not include computer reading software unless the candidate has permission to use a computer reader
- does not include speech recognition technology unless the candidate has permission to use a scribe and the appropriate cover sheet is completed
- is not operated by a third party unless the candidate has permission to use a scribe

Printing the Script After the Examination

The centre will ensure that:

- the word processor is connected to a printer so that scripts can be printed immediately after the examination
- the candidate is present to verify that the printed work is their own
- any typed script is securely attached to any answer booklet containing handwritten responses
- where a candidate has omitted a required header or footer, they handwrite the details under supervision without amending or reviewing their responses
- printing takes place under examination conditions and candidates remain supervised until all materials have been collected and secured

The centre will also ensure that any required JCQ word processor or scribe cover sheets are completed and attached in accordance with awarding body instructions.

The centre may retain secure electronic copies of word-processed scripts. These may be used if a printed copy is lost, provided the centre can demonstrate that the electronic file has been stored securely. In such cases, the Head of Centre would be required to confirm this in writing to the awarding body.

Allocating Word Processors at the Time of Assessment

Appropriate exam-compliant word processors will be provided by the Exams Officer and/or invigilators.

In exceptional circumstances where insufficient appropriate word processors are available for all approved candidates within a single examination session, candidates may be split into separate sittings.

In such circumstances:

- the integrity and security of the examination will be maintained at all times
- candidates will remain supervised in accordance with JCQ ICE regulations
- all arrangements will comply fully with ICE Section 7.1