

Reviewed 7th Octobre 2024

USE OF A WORD PROCESSOR FOR EXAMINATION PURPOSES POLICY

This policy is updated annually, in the autumn term, on the publication of JCQ/Cambridge regulations and guidance contained in the **publications Access Arrangements and Reasonable Adjustments and Instructions for Conducting Examinations**.

Use of Word processors in Examinations

Where the use of a word processor in examinations/assessments meets JCQ criteria, the Lycée Charles de Gaulle, known as the Centre, will:

- Provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working (NWOW) within the centre and is appropriate to their needs
- Acknowledge that controlled assessment or coursework can normally be completed on word processors unless prohibited by the specification
- Permit a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers

Allowing the Use of Word Processors in Examinations - Pupils with SpLD

Pupils will be allowed to use a word processor in examinations under the following conditions:

- They have a diagnosed learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly;
- A need, such as dyslexia, dyspraxia, dysgraphia or dyscalculia, has been established and its use is recommended by an Educational Psychologist / specialist assessor approved by the School.
- The student has been using the word processor as their normal way of working (NWOW) in any subject where they wish to use a word processor in an examination and has had specific practice and rehearsal in the use of a word processor under examination conditions (e.g. in mock exams).

Allowing the Use of Word Processors in Examinations - Pupils without SpLD

A word processor cannot simply be granted to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a word processor at home.

The use of a word processor must reflect the candidate's normal way of working (NWOW) (in the classroom and/or mock examinations/internal school tests) within the centre and be appropriate to the candidate's needs.

Only candidates with the following conditions who would benefit from the use of a word processor may be considered:

- A medical condition such as ADHD, ASD which has been officially diagnosed and affects the candidate's speed or legibility of handwriting and where the consultant is recommending the use of a laptop as;
- A physical disability or sensory impairment affecting the speed or legibility of handwriting;
- Illegible handwriting - At least 2 teachers find difficult to read the candidate's written work.
- Planning and organisational problems when writing by hand - At least 2 teachers find the amount of written words is significantly improved with the use of a word processor.

- A temporary medical condition e.g. broken arm.

Provision of a word processor to Candidates for Exams

The Centre will ensure that JCQ and Cambridge regulations are strictly adhered to and provide a word processor according to the following regulations.

A word processor:

- will be used as a type-writer, not as a database, although standard formatting software is acceptable;
- will have been cleared of any previously stored data. A memory stick cleared of any previously stored data will be provided for the candidate.
- will be in good working order at the time of the examination;
- will 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 separately, a separate invigilator will be used.
- will have the facility to print from a portable storage medium (memory stick). This will be done after the examination is over by the Exams Officer or designated invigilator. The candidate will be present to verify that the work printed is their own and sign each page. Word processed scripts will be attached to any answer booklet which contains some of the answers;
- will be used to produce scripts under secure conditions.
- will not perform skills which are being assessed;
- will not be connected to the Internet, Bluetooth or any other means of communication via any portable device. The centre will put additional measures in place to monitor candidates' activity to detect any breach leading to unauthorised connectivity.
- will not give the candidate access to other applications such as a calculator, spreadsheet etc:
- will not include graphic packages or computer aided design software unless permission has been given to use these;
- will 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 voice recognition technology (the script will have a scribe cover sheet attached where required), or the awarding body's specification permits the use of automatic spell checking.
- will 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 will be only be required for Cambridge examinations and attached securely to the candidate's typed script and question paper.

The candidate will be reminded to save their work at regular intervals and to use a predefined document template with the correct 12pt font and double line spacing.

The candidate will be reminded to write in the header their Centre Number, Candidate Name, Candidate Number and the Unit/Component Code so that it appears on each page. Once their typed script has been printed off, the candidate will be requested to handwrite the pages numbers appropriately and sign their work.

The Exams Officer will issue laptop users with Appendix 1 at the commencement of the Summer exam series.

S. McNaught - Head of Centre

S. Schurer - Examinations Officer

Next review: October 2025

Appendix 1

Using a word processor in exams

Approval has been granted for you to use a word processor in exams. If you have not used a word processor in an exam before, and even if you have, you should make yourself familiar with the following procedures.

- A word processor will be provided for your exam together with a USB stick.
- Login details will be provided
- The spell checker and grammar check will be disabled
- Access to the Internet and Bluetooth will also be disabled and monitoring will take place to detect any unauthorised connectivity.
- An exam template will be set up on the desktop. You should use this for all your exams.
- The template is setup with the correct font, double line spacing and a header.
- When the Exams Officer or Invigilator tell you (and not before), you should fill in the details in the header with your name, candidate number, centre number and exam paper code.
- Once all the details have been filled in – you are ready to type.
- If required, make sure you write the number of the questions you are answering
- You should also fill in the boxes on the question paper/answer booklet provided by the exams board as this will be sent along with your typed script.
- Make sure you save your work at regularly intervals.
- At the end of the exam you will be expected to save your work onto the USB key provided to you.
- When exam papers are collected you will be required to accompany the invigilator to the Exams Officer 's office where the script will be printed.
- You will be asked to number and countersign each page of your script for authentication purposes and, only for Cambridge exams, a cover sheet will be attached to it.
- Your typed-script will be placed inside your question paper/answer booklet.

If you have any difficulties during the exam please raise your hand and an invigilator will attend to you.

S. Schurer - Examinations Officer