



Word Processor Policy

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The St Thomas More Mission:

We the St Thomas More family, ‘aspire not to have more but be more’.

We aspire not to have the world but be more for the world.

#BeMore

We are **A**uthentic we seek to find our true vocation and who we really are

We are **S**acred we are loved and made in the image of God

We are **P**assionate we strive to grow and be our best selves

We are **I**nspirational what we do here can help us change the world

We are **R**esilient for our greatest learning comes when we make mistakes

We are **E**mpathetic we are called to care for all in our community and the world

Word Processor Policy

Purpose of the Policy

- This policy is reviewed and updated annually on the publication of updated JCQ regulations.
- Please read in conjunction with the JCQ publication: Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

Introduction

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment. The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage.

Word Processors are granted in line with current JCQ regulations including 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.

Word processors are granted by the Senco in all cases except in case of temporary injury when they may be granted by the Exam's Officer.

It is the responsibility of the Senco to make pupils aware of all the arrangements around the use of a laptop and the regulations applying to the use of WPs in examinations.

Arrangements

Arrangements at the time of the assessment for the use of a word processor.

A candidate using a word processor is accommodated as follows:

- Where possible a separate room is allocated for students using a word processor, away from the main exam hall.
- Portable storage medium – are not provided, the exam script is saved regularly to the laptop by the pupil. It is the pupil's responsibility to save their answers, at intervals.

Printing

Printing the script after the exam has ended.

The school will ensure a printer is available.

- where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions)
- if a candidate omits to insert the required header or footer, he/she is instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

Statement

JCQ regulations (Access Arrangements and Reasonable Adjustments, section 5.8) state: A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

The criteria used to award and allocate word processors for examinations

St Thomas More Catholic Voluntary Academy confirms the normal way of working in examinations is:

- candidates handwrite responses on their examination scripts (an exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology)

Awarding the use of word processors

There are exceptions when St Thomas More Catholic Voluntary Academy may award a candidate the use of a word processor in examinations where:

- the candidate has a firmly established need - it reflects the candidate's normal way of working. Not being awarded a word processor, the candidate would be at substantial disadvantage to other candidates

This may include where a candidate has, for example:

- a learning difficulty which has a substantial and long term adverse effect on his/her 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 only exceptions to the above where the use of a word processor may also be considered for a candidate would be:

- on a temporary basis as a consequence of a temporary injury at the time of the assessment
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Allocating the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be allocated by:

- the IT department in liaison with the SENCo and the Exams Manager.