

Each day, discovery.



ELTHAM COLLEGE

# EXAM WORD PROCESSING POLICY 2025/26

This plan is reviewed annually to ensure compliance  
with current regulations

Approved/reviewed by	
Date of next review	September 2026

## Version Control Information

Reason For Amendment	Name	Date	Main changes
Annual Review	KLN	Sept 2025	Changed name of SENco

## Key staff involved in the procedure

Role	Name(s)
Head of centre	Guy Sanderson
Senior leader(s)	Kathryn Nutbeam James Martin
Exams officer	Eboni Ramharrack
ALS lead/SENCo	Alison Beech

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## Introduction

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams. References in this policy to AA and ICE relate to/are directly taken from the Access Arrangements and Reasonable Adjustments 2024-2025 and Instructions for conducting examinations 2025-2026 publications

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment.

(AA 4.2.1)

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 their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations.

(AA 4.2.2)

Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

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

(AA 4.2.1)

The SENCo must ensure that the proposed 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.

(AA 4.2.7)

## Purpose of this Policy

This policy details how Eltham College complies with AA (chapter 4) (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE (sections 14.20-27) when awarding and allocating a candidate the use of word processor in examinations.

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

## Principles for Using a Word Processor

Eltham College complies with AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:

**NOTE: Using a tablet or laptop computer in lessons from Year 9 onwards under the School's 'Choose Your Own Device (CYOD)' policy does not mean that a student can use a word processor in examinations and assessments unless it is confirmed that the student has a disability, learning difficulty, or meets some or all of the criteria listed in Appendix 1, and that the centre has a firmly established picture of need**

## The Use of a Word Processor

The criteria Eltham College uses to award and allocate word processors for examinations and assessments:

The centre will

- allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text switched off where it is their normal way of working within the centre (AA 5.8.1)
- award the use of a word processor to a candidate where appropriate to their 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 problems when writing by hand
  - poor handwriting (AA 5.8.4)
- only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)
- process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)

- provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

The centre will not:

- simply grant the use of a word processor to a candidate because they now want to type rather than write in examinations or can work faster on a keyboard, or because the candidate uses a laptop at home. (AA 5.8.4)

Additionally, the use of a word processor would be considered for a candidate would be:

- 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 (AA 4.2.4)
- where the curriculum is delivered electronically, and the centre provides word processors to all candidates (AA 5.8.4)

## **Arrangements at the time of the assessment for the use of a word processor**

A candidate using a word processor is accommodated in the exam computer rooms or other suitable room for all subjects requiring extended writing

- Invigilators in the computer rooms are fully trained in the use of laptops. Invigilators are fully experienced in the use of the lap top where students are concerned. They ensure that the students complete the information on centre number, candidate number, and exam paper reference number. They are also aware that the word processor cover sheet where required by an exam board is completed and the candidate's work is printed out in the candidate's presence.

In compliance with the regulations the centre

- provides a word processor with the spelling and grammar check facility/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 (ICE 14.20)
  - ensures the candidate is 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 (ICE 14.22)
  - Candidates use Exam Write which is set up within the JCQ parameters.
  - ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
  - ensures the candidate is reminded to save their work at regular intervals. (or where possible an IT technician will set up autosave on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
  - instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)
- (ICE 14.25)

The centre will ensure the word processor

- is only used in a way that ensures a candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- is in good working order at the time of the exam
- is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is used as a typewriter, not as a database, although standard formatting software is acceptable
- is cleared of any previously stored data
- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the Internet, social media, sites, spreadsheets.
- does not include graphic packages or computer aided design software unless permission has been given to use these
- does 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
- does not include computer reading (text to speech) software unless the candidate has permission to use a scribe or relevant software
- does not include speech recognition technology unless the candidate has permission to use a scribe (a scribe cover sheet must be completed.)
- Does not include AI tools
- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe. (a scribe cover sheet must be completed)

### **Portable storage medium**

The centre will ensure that any portable storage medium (e.g. a memory stick) used

- is provided by the centre
- is cleared of any previously stored data

### **Printing the script after the exam is has ended**

(ICE 14.25)

The centre will ensure:

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is their own
- a word processed script is attached to any answer booklet which contains some of the answers
- if a candidate omits to insert the required header or footer, they are instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions). (ICE 14.26)

The centre may retain electronic copies of word processed scripts as the electronic copy of a word processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the electronic file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body. (ICE 14.27)

### **Allocating 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 (or equivalent role) and the exams office
- In exceptional circumstances where the number of compliant word processors may be insufficient for the cohort of candidates approved to use them in an exam session: the cohort will be split into two groups
  - one group will sit the exam earlier than or later than the awarding body's published start time
  - the security of the exam will be maintained at all times and candidates will be supervised in line with ICE 7

# **Learning Support policy: Appendix 2 Laptop**

## **1. Introduction**

Some pupils at Eltham College are permitted to use a laptop in class and for exams. However, it is not generally school policy to let every pupil use one as a matter of routine. The decision as to whether a pupil uses a laptop in school is not a matter of pupil or parental preference.

## **2. Procedure**

Generally, the need for a laptop should be indicated by a member of staff who teaches the pupil, or by a specialist as a result of diagnostic testing.

All laptop use must be agreed by the Head of Learning Support in both Junior and senior school.

The use of a laptop must be justified. The reasons could be:

- Recommendation made by a specialist assessor after the diagnosis of a specific learning difficulty.
- A medical need i.e. RSI, juvenile arthritis or hypermobility
- Slow handwriting speed and a proficient typing speed
- Illegible handwriting
- If the pupil experiences pain when writing at length
- If it is the pupil's normal way of working

If a pupil wishes to use a laptop in exams, they have to be a routine laptop use in class tasks, class tests, homework and exams when completing extended written tasks.

They will have gone through the process described above and must satisfy the access arrangements as specified by JCQ. Pupils must let the exams officer know in good time that they intend to use a laptop so that a suitably adapted school laptop is available for them.