Word Processor Policy

Policy Code:	TL15
Policy Start Date:	June 2018
Policy Review Date:	December 2019

Please read this policy in conjunction with the policies listed below;

- TL1 Access to Fair Assessment Policy
- TL9 Policy for the Conduct for the Administration of Examinations
- VO10 BTEC Procedures Policy

1.   Policy Statement

1.1   The policy covers use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance. References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2017/18*.

1.2   Wherever referred to, Academy or Trust throughout this policy includes The Robert De Cheney Boarding House at The Priory Academy LSST, the Keyworth Centre at The Priory City of Lincoln Academy, the Early Years Setting at The Priory Witham Academy, Priory Training and the French Centre.

1.3   This policy does not form part of any employee's contract of employment and it may be amended at any time.

2.   Roles, Responsibilities and Implementation

2.1   Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Federation Examinations Manager.

2.2   Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employee are responsible for supporting colleagues and ensuring its success.

3.   Aims

3.1   The purpose of an access arrangement 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 as a consequence of persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

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

3.3 In accordance with the JCQ guidance, The Trust is permitted to provide 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.

3.4 The arrangement put in place must reflect support given to the candidate in the centre, for example:
- In the classroom (where appropriate);
- Working in small groups for writing;
- Literacy support lessons;
- Literacy intervention strategies;
- In internal school tests/examinations;
- Mock examinations.

This is commonly referred to as 'normal way of working'.

3.5 The SENDCo will make the final decision to provide a word processor where it is appropriate for the candidate's needs, for example candidates with (although not exhaustive):

- 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;
- Extremely poor handwriting.

A word processor will not simply be provided to a candidate because they want to type rather than write, can work faster on a keyboard or use a laptop at home.

3.6 The Examinations Officer working with Federation IT will ensure that laptops are in good working order and fully charged.Or, where applicable computer, access is made available at the time of the examination and IT will open up Exam Accounts as requested by the Examinations Officer to ensure only those systems permitted by JCQ are available to the candidates for the examination process. The Examinations Officer will also ensure that the JCQ word processor cover sheet (form 4) is completed.

3.7 The laptop will be set to autosave but students are asked to save their work at regular intervals. Printing will be carried out once the examination is over and the candidate must be present to confirm that the work is theirs. Candidates must

ensure that their centre number, candidate number and unit code are typed or handwritten onto the top of each page of work and signed at the end of the work.

4. Policy Change

4.1   This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.

The Priory Federation of Academies Trust

Word Processor Policy

This Policy has been approved by the Education and Standards Committee:

Signed…………………………… Name.. Date:

Trustee

Signed…………………………… Name.. Date:

Chief Executive Officer

Signed…………………………… Name.. Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.