



Word Processor Policy

Purpose

The purpose of this policy is to detail how the college will comply with JCQ Access Arrangements regulations when allocating a Word Processor as a type of access arrangement and the criteria the college will use to allocate one. The term 'Word Processor' is used to describe the use of a computer, laptop or tablet during an exam, in place of or together with, writing on paper or writing in an answer booklet.

Use of the Word Processor

The college will allocate the use of the word processor to a candidate where it is their normal way of working and if it is appropriate to their needs. Needs may include:

- 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

The college will also allow the use of a word processor in the case of temporary injury or impairment, or late diagnosis of a disability or manifestation of an impairment relating to an existing disability, arising after the start of the course.

The college will **not** allow the allocation of a word processor, simply where the learner prefers to type rather than write or works faster on a keyboard or because the learner uses a laptop at home.

Determining Need

A learner's eligibility for a word processor will be determined in the same way that all access arrangements are determined and in line with the college's Access Arrangements procedures, outlined in the Exams Policy.

Arranging the use of the Word Processor

The college will comply with the use of the word processor as outlined in the JCQ Instructions for Conducting Examinations document.

The college will ensure that:

- any predictive text/spelling or grammar checks are disabled
 - where a power supply is unavailable, the battery is charged to last the entirety of the assessment
 - the document is setup so that the centre number, candidate number, unit/component code appear on each page as a header and footer
 - each page is numbered
 - the candidate is reminded to save their work at intervals
 - a minimum of 12pt font and double spacing is used in order to assist examiners when marking
 - any portable storage medium used is supplied by the centre and cleared of previously stored data
 - any learners using a word processor are placed in such a way in the examination room that their screen cannot be read by another candidate, or if this is not feasible, arrangements will be made for a separate room with another invigilator
- On completion of the exam, the college will:
- ensure the facility to print the completed script is available
 - the learner is shown their script to verify it is there's once printed
 - attach the completed script to any answer booklet which contains some answers
 - complete a Form 4 and include with the candidates script