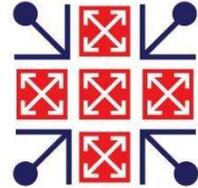


Llantwit Major School
Ysgol Llanilltud Fawr



**POLICY FOR USE OF WORD
PROCESSORS DURING EXAMS
& Secure Electronic Materials**

Policy draft date	July 2023
Approval	Full Governing Body
Policy approval date	20 th December 2023
Policy review date	Dec 2024 (annually)
Member of staff responsible:	Mr D L Davies (Assistant Headteacher)

Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations. References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments 2022/23 and 'ICE' to JCQ Instructions for conducting examinations 2023/24.

Purpose of the policy

This policy details how the centre manages and administers the use of word processors (including laptops and tablets) in examinations and assessments.

Principles for using a word processor

Candidates with access to word processors are allowed to do so in order to remove barriers for identified candidates to prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for an identified candidate.

The use of a word processor cannot be granted where it will compromise the assessment objectives of the specification in question. Leaders of learning must check specification constraints to ensure computer access meets regulation compliance.

Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

The use of a word processor is considered and agreed where appropriate at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework. To support the decision making process existing access arrangements/SEN requirements are available for staff to review via our student records.

Candidates will need to be made aware that they will have the use of a word processor for examinations and non-examination assessments (including controlled assessments/coursework).

The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support: in the classroom; working in small groups for reading and/or writing; literacy support lessons; literacy intervention strategies; in internal school tests and mock examinations.

The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment. Where possible, the candidate should provide medical letters to verify the injury.

Llantwit Major School uses ICE guidance 2023-24 to comply with regulations and guidance as follows:

Regulations and guidance when using a word processor

We will provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/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. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes a tablet.

Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'. The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s) and it must be ensured that the battery is sufficiently charged for the entire duration of the examination. The use of a fully-charged laptop or tablet will allow a candidate to be seated within the main examination hall without the need for separate invigilation and power points.

Candidates must be 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. If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/ she is solely performing this task and not re-reading their answers or amending their work in any way.

Each page of the typed script must be numbered, e.g. page 1 of 6. 14.24 Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost. To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.

A word processor must be in good working order at the time of the examination and be used as a typewriter, not as a database, although standard formatting software is acceptable. It must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate.

Use of a word processor must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Candidates using word processors will normally be accommodated in a small room which is easily accessible by IT support or at the back of the main hall to avoid the screen

being in the site line of another student. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required.

A word processor must also have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers. They must be used to produce scripts under secure conditions, otherwise they may be refused;

Word processors must not be used to perform skills which are being assessed. They must not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the internet, social media sites, spreadsheets. Removal of any internet connection also prevents the possibility of cyber attack. In addition, word processors must not include graphic packages or computer aided design software unless permission has been given to use these. They must 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.

Where the centre has approval for the use of a scribe and where it reflects the candidate's normal way of working within the centre, as appropriate to his/her needs, the candidate may alternatively use: a word processor with the spelling and grammar check switched on; or a word processor with predictive text/spelling and grammar check switched on. Where a candidate with learning difficulties is not subject to a current Individual Development Plan Form 8 must show a below average spelling accuracy standardised score (a standardised score of 84 or less) with unrecognisable spellings. NB This arrangement will not be permitted in ELC, GCSE and GCE AS, A-level Modern Foreign Language specifications.

A word processor must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader. It must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software and must 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 must be included with the candidate's typed script. If there is uncertainty please refer to the relevant awarding body's instructions. Centres should retain electronic copies of word-processed scripts -these should be dated on saving and should be held securely by the data manager.. The electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost, which is why it is imperative that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body.

At LMS, we will never simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home Word processors and their programmes. We will use appropriate testing as well as student books where pertinent to identify needs.

Invigilation arrangements relating to the use of word processors

Llantwit Major School uses the same invigilation arrangements for candidates using word processors as we would for those taking an onscreen test with a ratio at least 1 invigilator per 20 candidates. Candidates using word processors for exams must use a specially created “exams” account if the machines is on the school network. This account is restricted and has no access to unsecured areas.

A number of standalone laptops are used in exams which have no access to the internet or school network. Files are then stored on encrypted memory sticks to assist in storage and printing.

Arrangements for handling secure electronic materials

Electronic question paper materials must only be handled by members of staff authorised to do so- IT Technician/ Data Manager/ exams co-ordinator / SLT lead. Other members of centre staff may assist with printing and collation under supervision.

Email accounts used for secure material access must belong to named individuals or in the case of communication be the Llantwit exams account accessed solely by individuals authorised to handle secure materials. Regular checks must be conducted to ensure all authorised individuals in the Llantwit exams group still require access.

Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.

By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.

Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles.

Secure password management is critical. Passwords used to access secure material must be strong and changed regularly.

Accessing and printing secure files

The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process. The file must be accessed and downloaded only for the use of the candidate(s) who have been entered for the examination.

The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder. Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder. Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.

Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room. Once printed, question papers must be sealed within a non-

transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time. Any deviation from these instructions/ concerns regarding a potential breach of security must be reported to the appropriate awarding body immediately.