Word Processor Policy 2026/27

Reviewed: October 2026
Next Review: October 2027

Babington Academy

Word Processor Policy

1. Policy

Babington Academy is committed to ensuring that all students, including those with a disability, achieve their potential and that they are successful. We recognise that we have a duty towards disabled candidates as defined under the terms of the Equality Act 2010.

2. Objectives

The purpose of this policy is to detail how the school facilitates access to exams and assessments for candidates who, as part of their normal way of working, or on a temporary basis as a consequence of a temporary injury, require the use of a word processor

3. Scope

This policy applies to all teaching staff, teaching assistants, invigilators, access arrangements assessor and the exams officer.

4. Impact on Workload and Working hours

The implementation of this policy should have minimal impact on workload and work-life balance. However, if the reporting and recording which is necessarily associated with this policy proves to be very onerous and begins to have an impact on workload, this will be taken account of in a review.

5. Rationale

5.1 The use of a word processor will reflect the normal way of working for the student and be appropriate to a candidate's needs

5.2 A word processor will not be granted 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

5.3 There is not a requirement to process an application using Access arrangements online

5.4 No evidence is needed to support the use of the arrangement

5.5 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.

6. Procedure

***There is not a requirement to process an application using** Access arrangements online **or to record the use of the arrangement. No evidence is needed to support the arrangement. (This also applies where a candidate is using a word processor on a temporary basis as a consequence of a temporary injury.)**

6.1 The spelling and grammar check facility/predictive text should be disabled. 'WordPad' will be used for all exams. Word processors will be in good working order at the time of the examination

6.2 The use of word processors will be permitted for controlled assessments or coursework components unless prohibited by the specification

6.3 Candidates can use a word processor in an exam to type certain questions, i.e. those requiring extended writing, and hand write shorter answers

6.4 Candidates may use their answer booklet in addition to the word processor if they wish to do so.

6.5 Only authorised memory sticks provided by the centre may be used, if appropriate.

6.6 Candidates must save their work at regular intervals.

6.7 Printing will be carried out after the examination is over, and the candidate must be present to verify that the work printed is his/her own.

6.8 Candidates must ensure that their centre number, candidate number and unit code are typed or handwritten on each page.

6.9 A JCQ word processor cover sheet (Form 4) must be completed and attached to the candidate's script.

Criteria

This list helps to identify candidates who would benefit from the use of a word processor:

- A learning difficulty which has a substantial and long term adverse effect on the ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisation problems when writing by hand
- Poor handwriting
- Temporary injury

Use of Word Processor in exams

Regulations on the use of word processors in written examinations - page 34/35 of the JCQ publication Instructions for conducting examinations (commonly known as the JCQ 'ICE' booklet)

http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

Word processors (computers, laptops and tablets)

- Centres are allowed to 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 an electronic brailler or a tablet.
- Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'freestanding'
- The battery capacity of a laptop or a tablet **must** be checked before the candidate's examination(s). The centre must ensure 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 centre to seat a candidate 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 such circumstances 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.
- Invigilators **must** remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.
- Candidates should use a minimum of 12pt font and double spacing

A word processor:

a) **must** be used as a type-writer, not as a database, although standard formatting software is acceptable;

b) **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**.
Where required, the centre **must** provide a memory stick to the candidate, which is cleared of any previously stored data;

c) **must** be in good working order at the time of the examination

d) **must** be accommodated in such a way that other candidates are not disturbed and cannot read the screen. **Where a candidate using a**

word processor is accommodated in another room, a separate invigilator will be required;

e) **must** either be connected to a printer so that a script can be printed off, or 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**;

f) **must** be used to produce scripts under secure conditions, otherwise they may be refused;

g) **must not** be used to perform skills which are being assessed;

h) **must not** be connected to an intranet or any other means of communication;

i) **must not** give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;

j) **must not** include graphic packages or computer aided design software unless permission has been given to use these;

k) **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**;

l) **must not** include speech recognition technology **unless the candidate has permission to use a scribe or relevant software**;

m) **must not** be used on the candidate's behalf by a third party **unless the candidate has permission to use a scribe**.

Word Processor cover sheet

A word processor cover sheet (Form 4) must be:

a) printed from the JCQ website - http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations **and**

b) **included with the candidate's typed script**. Please refer to the relevant awarding body's instructions as different processing

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JCQ/WP Form 4

Word Processor cover sheet

Please read the attached notes before completing this form.	
Examination series	
Centre No	
Candidate No	**Candidate name**

Examination for which a word processor was used

Awarding body	Specification title	Specification entry code	Unit/ component

Notes on the completion of the Word Processor cover sheet

Centre:

- **Examination scripts:** Please refer to the relevant awarding body's instructions when completing this form.
- The script **must** be produced in accordance with the regulations in **Chapter 14, section 14.25, of the JCQ publication *Instructions for conducting examinations*. Failure to comply may constitute malpractice which could lead to the disqualification of the candidate.**
- The information required in the boxes on the form **must** be correct and complete.
- In the box marked ***Comments*** please indicate whether any problems were experienced with the production of the script which should be drawn to the attention of the examiner.

Related Policies

- SEND Policy
- DSP Policy
- Access Arrangements Policy
- Equality and Diversity Policy
- Accessibility Plan

Relevant Documents

- JCQ Adjustments for Candidates with Disabilities and Learning Difficulties - Access Arrangements and Reasonable Adjustments
- General Regulations for Approved Centres
- Instructions for Conducting Examinations

Appendix 1

Word Processor Statement

Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate **where it is their normal way of working within the centre.**

The arrangement will be determined by the **SENCo** who will use the following criteria in making his/her decision:

- 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.
- A temporary injury.

A word Processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard because he/she uses a laptop at home.

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Policy Approved (date) ……..

Signed ……

Chair of Governors