

# ST. PAUL'S CATHOLIC COLLEGE



## Word Processor Policy

<b>Reviewed</b>	<b>March 2022</b>
<b>Approved By</b>	<b>Dee Wood</b>
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# Our Mission at St Paul's

**Service to each other:** learning to become a self-disciplined leader

**Teaching that inspires me, that challenges me, that gives me a lifelong love of learning**

**Partnership at the heart of our school:** a partnership between school, home and community

**Achievement:** learn and achieve beyond my expectations within an internationally-enriched curriculum, using world-class technology, with people who care

**Understanding of me as an individual:** staff who know me by name and help make my experience of school rich and happy

**Love and respect experienced through our vibrant Catholic Christian community**

**Success:** academically, spiritually, morally, socially and beyond the classroom

***'Learn to Serve'***

***St Paul's is a community of faith echoing St Paul's letter to Timothy where, as hallmarks of Christian living Paul stresses "love... service and doing the best that is possible."***

This document is the Word Processor policy for St Paul's Catholic College

References to ' AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance

### **1 - Principles for using a word processor**

(AA 4.2.1) Candidates with access to word processors at St Paul's Catholic College are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

(AA 4.2.1) The use of word processors at St Paul's Catholic College is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.

(AA 4.2.2) The use of a word processor at St Paul's Catholic College is not granted where it will compromise the assessment objectives of the specification in question.

(AA 4.2.3) Candidates at St Paul's Catholic College 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.

- ▶ (AA 4.2.4) The use of a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate
- ▶ (AA 4.2.4) Candidates are made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments
- ▶ (AA 4.2.5) 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 (where appropriate); or
  - ▶ working in small groups for reading and/or writing; or
  - ▶ literacy support lessons; or
  - ▶ literacy intervention strategies; and/or
  - ▶ in internal school tests/examinations
  - ▶ mock examinations

The only exceptions to the above would be 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.

### **2 - The use of a word processor**

(AA 5.8.1) St Paul's Catholic College provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).

(AA 5.8.1) St Paul's Catholic College only grant the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre.

(AA 5.8.1) St Paul's Catholic College only grant the use of a word processor to a candidate if it is appropriate to their needs. (For example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand).

(AA 5.8.2) St Paul's Catholic College Provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification

(AA 5.8.3) St Paul's Catholic College allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers. St Paul's Catholic College are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen.

(AA 5.8.4) In all cases, St Paul's Catholic College ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script (according to the instructions issued by the individual awarding body)

(AA 5.8.4) St Paul's Catholic College does not 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.

### **3 - Word Processor use for an exam**

(ICE 8.8) At St Paul's Catholic College word processors are used as a type-writer, not as a database, although standard formatting software is acceptable.

(ICE 8.8) At St Paul's Catholic College word processors have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick is not permitted for use by a candidate. Where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff.

(ICE 8.8) Word processors at St Paul's Catholic College are in good working order at the time of the examination. The IT support team are informed of all examinations where PC's are being used so that they can provide any support needed quickly.

(ICE 8.8) At St Paul's Catholic College word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen.

(ICE 8.8) At St Paul's Catholic College where a candidate using a word processor is accommodated separately, a separate invigilator is used.

(ICE 8.8) At St Paul's Catholic College word processors are either connected to a printer so that a script can be printed off, or the Exams Office is able to print the script.

(ICE 8.8) At St Paul's Catholic College documents are printed after the examination is over and the candidates are present to verify that the work printed is their own.

(ICE 8.8) At St Paul's Catholic College word processed scripts are inserted in/attached to any answer booklet which contains some of the answers (and according to instructions issued by the individual awarding body)

(ICE 8.8) Word processors are used to produce scripts under secure conditions, and if they are not then St Paul's Catholic College is aware that they may be refused by the awarding body.

(ICE 8.8) At St Paul's Catholic College word processors are not used to perform skills which are being assessed.

(ICE 8.8) At St Paul's Catholic College word processors are not connected to an intranet or any other means of communication.

(ICE 8.8) At St Paul's Catholic College candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.

(ICE 8.8) At St Paul's Catholic College graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.

(ICE 8.8) At St Paul's Catholic College predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking.

(ICE 8.8) At St Paul's Catholic College voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software.

(ICE 8.8) At St Paul's Catholic College word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

At St Paul's Catholic College when a candidate has completed the exam then either

- The invigilator will print the work twice and put one copy in an envelope that the student will verify, sign and date. The other copy will be sent to the Awarding Body. The envelope will be kept in secure storage until after EAR is complete.
- If there is no printer the invigilator will telephone the Exams Office. The Exams Officer will locate the student's work and confirm the last line to ensure the script has been saved and then print 2 copies. The invigilator will then bring the student to the Exams Office to verify, sign and date the envelope. The envelope will be kept in secure storage until after EAR is complete. The other copy will be sent to the Awarding Body.

#### **4 - Word Processor candidate information**

(ICE 8.8) At St Paul's Catholic College candidates are reminded that:

- their centre number, candidate number and the unit/component code must appear on each page as a header or footer
- each page must be appropriately numbered
- the finished script must be minimum 12pt font and have double spacing.

(ICE 8.8) At St Paul's Catholic College invigilators remind candidates to save their work at regular intervals.

#### **5 – Words Processors at St Paul's Catholic College**

- The SEN rooms will normally be used for students who use Word Processors for exam.

Invigilation arrangements relating to the use of word processors include the following:

- The invigilators will be given written instructions showing how to set up the PC for a Word Processor candidate.

Other arrangements relating to the use of word processors includes:

- A unique username/password will be allocated to each student for each exam.
- The logon will have no access to the Internet and will have spellcheck disabled.
- The logon will be checked beforehand to ensure that all data has been cleared.
- The student will not be given access to the password details as the invigilator will logon before the exam starts.