

Rugby High School

Use of Word Processors in Public Examinations Policy

Entitlement

Rugby High School will provide a word processor with the spelling, grammar check and predictive text functions disabled for use in public examinations to students **who have a well-established need and for whom it is their normal way of working**. A student cannot use a word processor in examinations simply because it is her preferred way of working, because she can work faster on a keyboard and/or because she uses a laptop at home.

Students may be entitled to use a word processor due to:

- 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

Assessment

Each student will be individually assessed by the SENCo. The outcome of the assessment will be shared in writing with the student and her parents and will be recorded on the Access Arrangements register. Normally, a student requiring to use a word processor should be assessed by or in the Autumn Term of the year in which they are sitting the examination. Exceptions to this are where a student develops a sudden short term need e.g. as a result of a fracture.

Regulations Governing Usage

A word processor:

- must be used as a type-writer, not as a database, although standard formatting software is acceptable;
- must have been cleared of any previously stored data
- must be in good working order at the time of the examination;
- must be fully charged and capable of lasting for the entire duration of the examination including any extra time.
- must not be connected to an intranet or any other means of communication;
- must not give the student access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- must not include graphic packages or computer aided design software unless permission has been given to use these;

- must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- 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;
- must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.
- must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Candidates using a word processor will normally be accommodated in another room
- must be used to produce scripts under secure conditions.
- must not be used to perform skills which are being assessed;
- 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. An unauthorised memory stick must not be used by a candidate. Where required, the school will provide a memory stick which has been cleared of any previously stored data to the student in the examination room. Printing must be done after the examination is over. The student must be present when the work is printed to verify that the work printed is her own.

Word processed scripts must be attached to any answer booklet which contains some of the answers, Form 4 (word processor cover sheet) completed by either the SENCo, Examinations Officer or Head of Centre must be attached inside the answer booklet (reference must be made to the relevant awarding body's instructions as there are different arrangements for processing this material) and a copy of Form 4 kept on file with both the SENCo and Examinations Officer.

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