

*Brooklands
Academy*
Word Processor Policy

2025 – 2026

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The purpose of this examination policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient examination system with clear guideline for all relevant staff.
- It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy. This examination policy will be reviewed annually. This examination policy will be reviewed by the Senior Leadership Team (SLT) and Examinations Officer.

Key staff involved in the policy

Role	Name(s)
SENCo	Minh Chau Smith
Exams Officer	Alex Whiting
Senior leader	Denton Mapesa
IT Manager	Morne Van Niekerk

Introduction

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment.

(AA 4.2.1)

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

(AA 4.2.2)

Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. ALS leads/SENcos must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. Example: A GCE AS candidate will use a word processor in English Literature, History and Sociology papers but not in Further Mathematics papers. The use of a word processor in English Literature, History and Sociology AS papers is appropriate to his needs and reflects his normal way of working within the centre

(AA 4.2.1)

The Additional Learning Support lead/SENCo must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage a candidate.

(AA 4.2.7) The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) before his/her first examination.

Notes taken from JCQ 'Access Arrangements and Reasonable Adjustments 23-24'

https://www.jcq.org.uk/wp-content/uploads/2023/09/AA_regs_Revision_One_Sep23_FINAL.pdf

Criteria used to award and allocate word processors for examinations

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams unless there are exceptions.

The centre will:

- Allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text disabled (switched off) where it is their normal way of working within the centre (AA 5.8.1).
- Award the use of a word processor to a candidate where appropriate to their needs
For example, a candidate with:
 - 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 (AA 5.8.4).
- Only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1).
- Not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2).
- Consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3).
- Process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of

working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4).

- Provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2).

The centre will not:

- Simply grant the use of a word processor to a candidate because he/she now wants to type rather than write in exams or can work faster on a keyboard, or because he/she uses a laptop at home. (AA 5.8.4)

The use of a word processor would be considered for a candidate:

- in the event of 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 (AA 4.2.4)
- where the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

Centre specific processes

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo lead and the exams officer. In exceptional circumstances where the number of word processors is insufficient for the cohort, the group will be split into different rooms.

In order to avoid technical issues the following process must be adhered to for all assessments:

- each word processor must be setup with a dedicated individual exam account e.g. BTEC.StudentName. A Word document must be setup by either the invigilator or exams team. This file then needs to be saved on the OneDrive with the filename being '*candidate name, paper code*'. So when the candidate enters the exam room, the file is open, autosaved is activated and ready to start.
- a list of the candidates and the allocated exam accounts must be given to the exams officer by the invigilator.
- Candidate must save their work as they go along, this message must be relayed by the invigilator multiple times. Autosave if utilised but cannot be relied upon.
- Upon completion of the assessment, the invigilator must immediately inform the exams officer so they can print the work. If a candidate did not use the word processor they must also inform the exams officer.
- During this time the candidate cannot leave the room
- When the exams officer returns with the printed work, the candidate must check and sign each page. Once done, they are free to leave.

- This process must be followed for all word processed assessments including assessments that will be uploaded to the awarding body. This is to act as a backup if any work is lost. This work can then be scanned and uploaded if necessary. It also acts as a 'screenshot' of work done at the end of the assessment in case there are any claims of work lost by the candidate.