

WORD PROCESSORC /Span /MCID C

Version Control Tracker

Version Number	Date
V1	23/10/2023
V2	16/10/2024

1. Introduction

2. Purpose

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1. Introduction

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

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 following principles are applied to access arrangements at Percy Hedley School:

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them 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 4.2.1)

Although access arrangements/adjustments are intended to allow access to assessments, they are not granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.2)

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. (AA 4.2.3)

The Additional Learning Support lead/SENCO must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage a candidate. (AA 4.2.1)

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

2. Purpose of the policy

Additionally 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)

4. Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor is accommodated as follows:

In a room for a smaller group of candidates with similar needs

In compliance with the regulations, Percy Hedley School:

provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding

(where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of the word

sufficiently charged for the entire duration of the exam (ICE 14.21)

ensures the candidate is reminded to ensure that the centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 6391/01 (ICE 14.22)

if a candidate is using a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off their typed script, he/she is instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

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