



Mullion School - Word Processor Policy

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams. References in this policy to AA and ICE relate to/are directly taken from the Access Arrangements and Reasonable Adjustments 2019-2020 and Instructions for conducting Examinations 2019-2020 publications.

Introduction

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

(4.1.1)

The purpose of an access arrangement 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.

(AA4.2.1)

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

(AA4.2.2)

Candidates may not require the same access arrangements in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCos should consider the need for access arrangements on a subject-by-subject basis.

Purpose of the Policy

This policy details how Mullion School complies with AA Adjustments for candidates who may need access to a word processor (AA 5.8) for his/her exams. The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

The use of a word process

The centre will

- allocate the use of a word processor to a candidate 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 if it is appropriate to their needs.

Needs may include

- a learning difficulty which has a substantial and long term adverse effect on his/her ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment;
- planning and organisational problems when writing by hand
- poor handwriting (AA5.8.4)
- only permit the use of a word processor where the integrity of the assessment can be maintained (AA4.2.1)
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA4.2.2)
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA4.2.3)
- consider the needs of the candidate at the start of the candidate's course leading to a qualification based on evidence gathered that firmly establishes the candidate's needs and 'normal way of working' in the classroom, internal tests/exams etc. and confirm arrangements in place before the candidate takes an exam or assessment (AA4.2.4)
- provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA5.2.4)

The centre will 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 (AA 5.8.4)

Exceptions

The only exception to the above where the use of a word processor would be considered for a candidate would be 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)

Centre specific criteria

The granting of a word processor as an Access Arrangements is subject to the following criteria:

- the candidate has a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- the candidate has a medical condition;
- the candidate has a physical disability;

- the candidate has a sensory impairment; the candidate has planning and organisational problems when writing by hand ;
- the candidate has poor handwriting which impacts upon clear communication.

This list is not exhaustive



