

## Word Processor Policy at The Lakes School

### Policy for use of a Word Processor in examinations

Any student can use a word processor in their examinations if;

- It is their normal way of working at school, and;
- They have been assessed by the SENCO as eligible for the use of a word processor and the exams office has been notified of that request.

Normal way of working means the student uses the word processor

- In the classroom; or
- Working in small groups for reading and/or writing; or
- Literacy support lessons; or
- Literacy intervention strategies; and/or in internal school tests and mock examinations.

\* The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment for which medical evidence is required. A note from the school nurse may constitute sufficient evidence. If a student has **never** made use of the WP arrangement granted to him/her, then it is **not** his/her normal way of working. **The arrangement should not be awarded for examinations.** (The use of the arrangement will be monitored in internal school test, controlled assessments and mock examinations.)

Students may not use their own word processor for exams and they cannot use their own log-in on a school computer which is to be used for exams. The invigilator will always use a specific exams log-in.

Students are restricted to using Notepad or Wordpad to type their exam answers. Details for how to set up a document for an exam will always be with the invigilator.

Students are responsible for the frequent saving of their work during the exam time. It is also the responsibility of the student to ensure that the pages are numbered, that each page has the centre number, candidate number and unit/component code as either a header or a footer. Failure to do so may mean a student is awarded zero marks for that unit as the exam board will not be able to identify the work.

The invigilator will always have an exams memory stick should there be any problems with printing the completed scripts. A student's own memory stick must never be used.

The student must be present when their answers are printed to confirm the script is complete. If the script cannot be printed in the exam room the student will be escorted to the Exams Office and must wait until their script has been printed and they have confirmed it is complete.

Every effort is made to ensure that students cannot access spell check their own drive and the internet during exams. However, if any student is found trying to get around these settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body. Any student who causes damage to the computer or changes settings other than those mentioned eg changing screen saver, will receive internal sanctions.

Whilst the centre will do everything possible to ensure the hardware is fit for purpose parents/carers and students have to understand that use of IT in any exam carries a certain risk and that by use of the WP in an assessment they are happy to accept that risk.