London Design & Engineering UTC

Word Processor Policy

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Version Control Table

Version	Date	Amended by	Rationale
0.1	07/11/2023	Gloria Gold	New Policy
1.0	16/11/2023		Policy approved by the Committee
1.1	22/04/2023	Ana Maria Grigore	New section on AI use in Assessments added to page 6.
1.2	17/10/2024	Ana Grigore	Links updated throughout the document
2.0	24/10/2024		The version approved by the Committee
2.1	15/12/2025	Gloria Gold	Policy reviewed and no changes made.
3.0	18/12/2025		The version approved by the Board
3.1	12/10/2026	Ana Maria Grigore	Policy reviewed and no changes made.
4.0	19/10/2026		The version approved by the Committee

Guidance on Version Control:
The above is an example of how to complete the Version control table.

Versions are 0.1, 0.2, etc., until the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or, if it is a major update, 2.0. Do not worry about the numbers going up and up; it's about getting the policy right – it's all fine.

WORD PROCESSOR POLICY

Policy Coverage

THE POLICY APPLIES TO OR COVERS THE FOLLOWING GROUPS			
Type of Learner	**Tick (✓)**	**Type of Stakeholder**	**Tick (✓)**
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	
Apprentices	✓	Visitors / Contractors	

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1. Introduction

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 are directly taken from:

- http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance
- http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations
- Updating the JCQ guidance on AI Use in Assessments - JCQ Joint Council for Qualifications

2. Purpose of Policy

This policy details how LDE UTC complies with AA (chapter 4-Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE (sections 14.20-25) when awarding and allocating a candidate the use of a word processor in examinations.

The use of a word processor must reflect the candidate's normal way of working within the centre. For example, where the curriculum is delivered electronically, and the centre provides word processors to all candidates.

(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 due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

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

(AA 4.2.3) Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessment may vary, leading to different demands of the candidate. SENDCos must consider the need for access arrangements on a subject-by-subject basis.

(AA 4.2.5) The arrangement(s) put in place must reflect the support given to the candidate in the centre, for example:

- in the classroom (where appropriate);
- working in small groups for reading and/or writing;
- support lessons;
- intervention strategies;
- in internal school tests/examinations;
- mock examinations.

This is commonly referred to as the 'normal way of working'

(AA 4.2.6) The key principle is that the SENCo can show a history of support and provision. The arrangement is not suddenly being granted to the candidate at the time of his/her examinations.

(AA 4.2.7) The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustments before their first examination. The SENCo must work with teaching staff, support staff and exams office personnel to ensure that approved access arrangements are put in place for internal school tests, mock examinations and examinations.

3. Using a Word Processor in School Tests and Exams

LDE UTC acknowledges that Word Processors can be used in class, school tests and public exams only with the permission of the SENDCo. The use of a word processor must reflect the learner's 'normal way of working' at school and must be appropriate for their needs, making sure that using a laptop would not disadvantage the learner, and ideally, their typing speed is at least as fast, if not faster, than their handwriting speed. The use of a word processor will not be granted to a learner because he/she prefers to type rather than write, or because he/she can work faster on a keyboard, or because he/she uses a computer at home, and/or at school (AA 5.8.4).

Usage can be granted in the following circumstances:

- A learning difficulty which has a substantial effect on the legibility of a learner's work.
- A medical condition.
- A physical disability.
- A sensory impairment.
- Difficulty with planning or organisation when writing by hand
- Poor handwriting

This list is not exhaustive.

The need for the use of a word processor will be considered on a subject-by-subject basis (AA 4.2.3), and Arrangements must always be approved before an examination or assessment. (AA4.2.4)

4. Arrangements at the Time of the Assessment for the Use of a Word Processor

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre unless an awarding body's specification says otherwise (ICE 14.20).
- The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s), and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination. The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main examination hall without the need for separate invigilation and power points (ICE 14.21).
- Ensures the candidate is reminded to ensure that their 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).
- Ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23).

- Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost. (ICE 14.24).
- To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing. (ICE 14.24).

5. The Centre and Exam Officer Will Ensure the Word Processor (ICE 14.25):

- must be used as a typewriter, not as a database, although standard formatting software is acceptable;
- must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate;
- must be in good working order at the time of the examination;
- must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;
- 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. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word-processed scripts must be attached to any answer booklet which contains some of the answers;
- must be used to produce scripts under secure conditions, otherwise they may be refused; g) must not be used to perform skills which are being assessed;
- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the Internet, social media sites, spreadsheets;
- must not include graphic packages or computer-aided design software unless permission has been given to use these;
- 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 include computer reading (text-to-speech) software unless the candidate has permission to use a computer reader;
- must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

(ICE 14.27) Centres may retain electronic copies of word-processed scripts. The electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body

that the file has been kept securely. The Head of Centre would be required to confirm this in writing to the awarding body.

6. AI Use in Assessments

As has always been the case, and in accordance with section 5.3(k) of the JCQ General Regulations for Approved Centres (https://www.jcq.org.uk/examsoffice/general-regulations), teachers and assessors must only accept work for qualification assessments which is the students' (learners') own. Learners complete the majority of their exams and a large number of other assessments under close staff supervision with limited access to authorised materials and no permitted access to the internet. The delivery of these assessments should be unaffected by developments in **AI** tools, as learners must not be able to use such tools when completing these assessments.

If AI misuse is detected or suspected by LDE UTC and the declaration of authentication has been signed, the case must be reported to the relevant awarding organisation. The procedure is detailed in the JCQ Suspected Malpractice: Policies and Procedures (https://www.jcq.org.uk/exams-office/malpractice).

The JCQ guidance on referencing can be found in the following:

- Plagiarism in Assessments (Plagiarism in Assessments - JCQ Joint Council for Qualifications)
- The Information for Candidates documents Information for candidates documents - JCQ Joint Council for Qualifications