HART LEARNING GROUP
WORD PROCESSOR POLICY 2026/27

GOVERNANCE AND CONTROL

Date approved by SMT	Keith Turner
Scheduled review date	September 2027
Accountable member of Group SMT	Deputy Principal
Responsible member of staff	Head of Additional Learning Support
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AUDIENCE

Applicable to students?	Yes
Accessible to students?	Yes
Accessible to public?	Yes

KEY STAFF

ALS lead/SENCo	Deborah McCreath
ALS lead/SENCo line manager (Senior leader)	Lara Mathie
Head of centre	Kit Davies
Assessor(s)	Danielle McDonald / Lucy Saxon
Access Arrangement Facilitator(s)	Danielle McDonald / Lucy Saxon NHC Exams Team

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 and Instructions for Conducting Examinations publications.

PURPOSE OF THE POLICY

This policy details how North Hertfordshire College and Hart Learning and Development comply with AA Chapter 4 (Managing the needs of students and principles for centres) section 5.8 (Word Processor) and ICE (Sections 14.20-27) when awarding and allocating a student the use of word processor in examinations.

The term 'word processor' is used to describe, for example, the use of a computer, laptop or tablet.

The 'normal way of working' for exams, as directed by the Head of Centre, is that students' handwrite their exams unless there are exceptions.

AWARDING WORD PROCESSORS FOR EXAMS AND ASSESSMENTS

A student may be awarded the use of a word processor in examinations where:

- The student has a firmly established need; it reflects their normal way of working and would be at a substantial disadvantage compared to other students if the word processor is not in place.
- The student may have approved access arrangements in place which requires a PC, for example, the use of speech recognition technology/ computer reader.

The centre will:

- Allocate the use of a word processor to a student 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 student where appropriate to their needs if:
    - 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

- 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 student will need to use a word processor in each specification (AA 4.2.3). Students will not be permitted a word

processor for maths exams, unless there are exceptional circumstances which are well documented.

- 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)

The centre will not:

- Grant the use of a word processor to a student because they now want to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home (AA 5.8.4)

Additionally, the use of a word processor would be considered for a student:

- 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 students

ARRANGEMENTS AT THE TIME OF THE ASSESSMENT FOR THE USE OF A WORD PROCESSOR

A student using a word processor is accommodated in the most appropriate room as decided by the Exams Officer – this may be in the main exam room or a smaller classroom.

To comply with regulations, the centre:

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a student where it is their normal way of working within the centre, unless the awarding body specifications say otherwise (ICE 14.20) or unless the student also qualifies for the use of a scribe.

- Where a student is to be seated with the main cohort without the use of a power point, the battery capacity of the word processor will be checked before the student's exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21)

- Ensures the student is reminded to ensure that their centre number, student number and the unit/component code appear on each page as a header or footer e.g. 1234/8001 – 6391/01 (ICE 14.22)

- Ensures the student understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)

- Ensures the student is reminded to save their work at regular intervals. (or where possible, an IT technician will set up ‘autosave’ on each laptop/tablet to ensure that if there is a complication or technical issue, the student’s work is not lost)

- Instruct the students to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

The centre will ensure the word processor:

- Is only used in a way that ensures a student’s script is produced under secure conditions

- Is not used to perform skills which are being assessed

- Is in good working order at the time of the exam

- Is accommodated in such a way that other students are not disturbed and cannot read the screen

- Is used as a typewriter, not as a database, although standard formatting software is acceptable

- Is cleared of any previously stored data

- Does not give the student access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc.

- Does not include graphic packages or computer-aided design software unless permission has been given to use these

- Does not have any predictive text software or an automatic spelling and grammar check enabled unless the student has been permitted a scribe or is using speech recognition technology, or the awarding body’s specification permits the use of automatic spell-checking

- Does not include computer reading (text-to-speech) software unless the student has permission to use a computer reader

- Does not include speech recognition technology unless the student has permission to use a scribe or relevant software

- Is not used on the student’s behalf by a third party unless the student has permission to use a scribe

PORTABLE STORAGE MEDIUM
(ICE 14.25)

The centre will ensure that any portable storage medium (e.g. a memory stick) used:

- Is provided by the centre
- Is cleared of any previously stored data

PRINTING THE SCRIPT AFTER THE EXAM HAS ENDED
(ICE 14.25)

The centre will ensure:

- The word processor is either connected to a printer so that a script can be printed off, or has the facility to print from a portable storage medium
- The student is present to verify that the work printed is their own
- A word-processed script is attached to any answer booklet which contains some of the answers
- Where an awarding body requires a cover sheet to be completed this is included with the student's typed script (according to the relevant awarding body's instructions)
- If a student omits to insert the required header or footer, he/she is instructed to handwrite the details as a header or footer; the student 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)

The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the student's typed script (and according to the relevant awarding body's instructions). (ICE 14.26)

The centre may retain electronic copies of word-processed scripts as 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. (ICE 14.27)