



# **WORD PROCESSING POLICY FOR EXAMINATIONS**

**MIDDLEWICH HIGH SCHOOL**

**April 2026**



## Document Control Sheet

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### Key staff involved in the policy

Role	Name
Head of Centre	Lydia Naylor
SENDCo	Leanne Collins
SENDCo line manager (SLT link)	Alex Blackburn
Access arrangements facilitator(s)	Karen Worthington (AA Learning Practitioner) Lisa Flavin (Examinations Officer) Jamie Blinkhorn (Data Manager)

This document is written in accordance with the current edition of JCQ Access Arrangements and reasonable adjustments. Associated policies are Equality Information and Objectives Statements, Inclusion and SEND Policy and Examinations Policy.

The policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

### Introduction

#### 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 use of word processors in examinations and assessments is an available access arrangement.

## **Purpose of the policy**

To detail how Middlewich High School complies with 'Access arrangements and reasonable adjustments 2025-26 - section 5.8 when awarding and allocating a candidate the use of word processor for examinations.

The term 'word processor' refers to the use of a computer, laptop, or tablet.

The use of a word processor

The centre will:

- provide 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 (AA5.8.1)
- Award the use of a word processor to a candidate where appropriate to their needs. For example, a candidate with:
  - 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.

### AA5.8.4

- The centre will only permit the use of a word processor where the integrity of the assessment can be maintained. AA 4.2.1
- The centre will not grant the use of a word processor where this will compromise the assessment objectives of the specification in question. AA 4.2.2
- The centre will not grant the use of a word processor to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home AA 5.8.4

## **Exceptions**

The only exceptions 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. AA4.2.4
- Where the curriculum is delivered electronically and the centre provides word processors to all candidates. AA 5.8.4

#### Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor is accommodated in a room separate to the main exam venue - this may be as a single student or within a room where other students with the same access arrangements are seated.

In compliance with the regulations, the centre will:

- provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, 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
- Check that 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. ICE 14.21
- Ensure that the candidate is reminded to enter 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.

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

- ensure that candidates are reminded to number each page of the typed script must be numbered, e.g. page 1 of 6. ACE 14.23
- 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
- Ensure that candidates use a minimum font size of 12pt and double spacing. ICE 14.24

The centre will ensure that the word processor:

- is not used as a typewriter, not as a database, although standard formatting software is acceptable and is not connected to an intranet or any other means of communication
- must have been cleared of any previously stored data, as must any portable storage medium used.
- must not have any AI tools that are either used on the software or hardware.
- 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
- must not be used to perform skills which are being assessed
- must not be connected to an intranet or any other means of communication
- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc
- 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 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.

### **Portable storage medium**

- portable storage medium must be provided by the centre. ICE 14.25

- 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. ICE 14.25

### **Printing the script after the exam**

The centre will ensure that:

- the word processor 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

### **Centre specific processes**

- ICT technicians will be available in case of technical issues