LACON CHILDE SCHOOL
PART OF FOUR STONES GATEWAY

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EXAMINATIONS POLICY – USE OF WORD PROCESSORS

DATE POLICY WAS APPROVED	16.12.2025
DATE POLICY WILL BE REVIEWED	Autumm 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Exam Co-Ordinator

Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Local Governing Bodies (LGB)" are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Examinations Policy – Use of Word Processors

This Policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the JCQ publications *'Access Arrangements and Reasonable Adjustments'* and *'Instructions for conducting examinations*.

This Policy details how the centre manages and administers the use of word processors in examinations and assessments.

The use of a word processor

We will only permit the use of a word processor where the integrity of the assessment can be maintained. Students' need for a word processor is considered by judging access to each subjects' exam specification. We will only allocate the use of a word processor to a student where it is their normal way of working within the school and it is appropriate to their needs. Needs may include:

- a learning difficulty which has a substantial and long-term adverse effect on the student's ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- poor (illegible) handwriting, identified by teaching staff.
- a temporary injury or impairment

Accommodating word processors in examinations

A student using a word processor is accommodated in such a way that other candidates are not disturbed and cannot read the screen. The Centre will:

- accommodate candidates using word processors by seating them at the very back of the examination room.
- ensure that candidates are seated at the appropriate distances apart as designated in the ICE regulations.
- ensure the word processors are checked prior to the exam and are prepared for the candidates at the start of the exam.
- provide a word processor with the spelling and grammar check facility/predictive text disabled (unless permitted) and restricted access to any other unauthorised applications.
- ensure the candidate is reminded that his/her centre number, candidate number, and the unit/component code appear on each page as a header or footer. Where this is not possible, the student will handwrite their details as a header or footer under supervision.
- ensure the student understands that each page of the typed script must be numbered.
- ensure the student is reminded to save his/her work at regular intervals.
- instruct the student to use a minimum of 12 pt font and double spacing in order to assist examiners when marking.
- ensure that as the printer is on the school network, an invigilator will escort the pupils to the printer whilst the script is printed. The pupil will then verify the script immediately and return it with the invigilator to the hall.
- complete the word processor cover sheet if required and include with the typed script (according to the relevant awarding body's instructions). This is not required for AQA and Pearson, and optional for OCR.

Invigilation arrangements relating to the use of word processors in exams.

- Invigilators are responsible for ensuring that use of a word processor does not cause distraction for other students and that the screen is not overlooked or can be read by others.
- Where a scribe/speech recognition technology is being used, invigilators must ensure it is not overheard by, or cause distraction to, other candidates.
- The Examinations Officer and SENCo must ensure that all persons appointed as invigilators are responsible adults and are appropriately trained.
- Invigilators are made familiar with the JCQ *'Instructions for conducting examinations'* document and fully understand their role and what is and what is not permissible in the examination room.
- The Examinations Officer and SENCo hold annual training sessions for invigilators and those facilitating an access arrangement for a candidate under exam conditions.

- A record of training given to invigilators, and those facilitating an access arrangement for a candidate under exam conditions, is retained on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed.