Merchant Taylors' School

recommendation. If a laptop is recommended, the student will be responsible for making sure it is suitably charged and looked after in school. They will also need to discuss arrangements for handing in and filing their work with their teachers.

Appendix:
Specifics relating to word processor use for examinations and assessments as required by the JCQ

Principles for using a word processor
Merchant Taylors' School complies with AA section 4 regulations as follows:

(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, or an equivalent member of staff within a FE college, must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage the candidate.

(AA 4.2.2)

> Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question (see Chapter 3). For example, the use of a practical assistant will not normally be allowed when practical skills are being tested.

(AA 4.2.3)

> Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCos must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. (See the second example below.)

(AA 4.2.4)

> Access arrangements/reasonable adjustments should be processed at the start of the course. Schools, for example, should be able to process applications at the start of or during the first year of a two-year GCSE course having firmly established a picture of need and normal way of working during Years 7 to 9.
>
> However, 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, access arrangements/reasonable adjustments should be applied for as soon as is practicable. Centres must process applications as detailed in Chapter 8, section 8.3 using Access arrangements online where required.
>
> Arrangements must always be approved before an examination or assessment.

(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 'normal way of working'. For candidates with learning difficulties this is typically the background information recorded within Part 1 of Form 8 by the SENCo or the assessor working within the centre.

SENCos and assessors must refer to AARA Appendices: section 7.6.1 for information on how to confirm 'normal way of working'.

†The only exception to this is where an arrangement is put in place due to a temporary injury or impairment (see AARA Appendices; section 8.3).

The use of a word processor

Merchant Taylors' School complies with AA section 5 as follows:

(AA 5.8.1)

Centres are allowed to 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.

For example, the quality of language significantly improves because of using a word processor due to problems with planning and organisation when writing by hand.

(This also extends to the use of electronic braillers and tablets.)

(AA 5.8.2)

The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.

(AA 5.8.3)

It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

NB Examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet as the candidate avoids the difficulty of visually tracking between the question paper and computer screen.

(AA 5.8.4)

For the regulations on the use of word processors in written examinations, please see the JCQ publication Instructions for conducting examinations (commonly known as the JCQ 'ICE' booklet):

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word processors have been cleared of any previously stored data, as must any portable storage medium used

an unauthorised memory stick is not permitted for use by a candidate

where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff

word processors are in good working order at the time of the examination

word processors are 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 separately, a separate invigilator is used

word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium

documents are printed after the examination is over

candidates are present to verify that the work printed is their own

word processed scripts are attached to any answer booklet which contains some of the answers

word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body

word processors are not used to